

**CALIFORNIA COASTAL COMMISSION**

45 FREMONT, SUITE 2000  
SAN FRANCISCO, CA 94105-2219  
VOICE AND TDD (415) 904-5200  
FAX (415) 904-5400

**RECORD PACKET COPY****October 26, 2000****W 10**

**TO:** PETER DOUGLAS, Executive Director

**FROM:** Larry Simon, Federal Consistency Staff

**SUBJECT:** City of Coronado Report: "Standard Operating Guidelines for Response to a Radiological Emergency at a Land-Based Fixed Facility, at a Vessel In-Port San Diego, or During Transportation of Radiological Materials." (To be discussed in the **Executive Director's Report** at the Nov. 15, 2000, Commission meeting.)

---

On December 8, 1999, the Commission concurred with CD-89-99 (U.S. Navy), finding that the homeporting of two nuclear-powered aircraft carriers at Naval Air Station North Island, San Diego, was consistent with the California Coastal Management Program. On February 15, 2000, the Commission reviewed additional project information on water quality, thermal discharge, and emergency planning, and determined that the project remained consistent with the CCMP. On May 9, 2000, the Commission adopted revised findings supporting its February 15 action.

Regarding emergency planning, the May 9, 2000, adopted findings state in part that:

*In addition, as part of the CVN homeporting project, the Navy has committed to continue their formal and fully-involved participation with the City of Coronado in that city's current undertaking to develop a site-specific emergency response plan for radiological and other hazardous materials incidents at NASNI. The city's emergency response plan will be a public document that will include (but not be limited to) a "reverse 911" system with a spanish language element to inform the public of an emergency at NASNI, and will include multi-lingual emergency notification, community outreach, and public education materials and activities that reflect the ethnic and language diversity of the region in order to maximize public awareness and safety. Once the Coronado City Council formally adopts its emergency response plan, a copy of the plan will be sent to the Commission, and the plan will be incorporated into Unified San Diego County Emergency Services Organization Operational Area Emergency Plan.*

The City of Coronado sent to the Commission on September 5, 2000, a copy of their adopted emergency plan, "Standard Operating Guidelines for Response to a Radiological Emergency at a Land-Based Fixed Facility, at a Vessel In-Port San Diego, or During Transportation of Radiological Materials" (see attached). The plan addresses radiological but not "other hazardous materials" incidents, does not include a "reverse 911" system, and does not include "multi-lingual emergency notification, community outreach, and public education materials and activities that reflect the ethnic and language diversity of the region."

**APPENDIX**

**CITY OF CORONADO**

**STANDARD OPERATING GUIDELINES**

**FOR RESPONSE TO**

**A RADIOLOGICAL EMERGENCY**

**AT**

**A LAND-BASED FIXED FACILITY**

**AT**

**A VESSEL IN-PORT SAN DIEGO**

**OR**

**DURING TRANSPORTATION OF RADIOLOGICAL**

**MATERIALS**

**RECEIVED**  
SEP 05 2000

CALIFORNIA  
COASTAL COMMISSION

**APRIL 2000**

STANDARD OPERATING GUIDELINES FOR RESPONSE TO A RADIOLOGICAL  
EMERGENCY AT A LAND-BASED FIXED FACILITY, AT A VESSEL IN-PORT SAN  
DIEGO, OR DURING TRANSPORTATION OF RADIOLOGICAL MATERIALS

TABLE OF CONTENTS

Foreword.....	ii
I. ROAP #1 – Direction and Control.....	1
II. ROAP #2 – EOC Operations.....	5
III. ROAP #3 – Notifications .....	12
IV. ROAP #4 – Alert and Warning.....	15
V. ROAP #5 – Public Information.....	17
VI. ROAP #6 – Communications.....	20
VII. ROAP #7 – Evacuation and Sheltering.....	22
VIII. ROAP #8 – Radiological Monitoring.....	24
IX. ROAP #9 – Evacuation and Traffic Control.....	26
X. ROAP #10 – Transportation.....	30
XI. ROAP #11 – Reception/Contamination and Temporary Evacuation Points.....	31
XII. ROAP #12 – Law Enforcement/Security.....	81

**STANDARD OPERATING GUIDELINES FOR RESPONSE TO A RADIOLOGICAL  
EMERGENCY AT A LAND-BASED FIXED FACILITY, AT A VESSEL IN-PORT SAN  
DIEGO, OR DURING TRANSPORTATION OF RADIOLOGICAL MATERIALS**

**FOREWORD**

This Radiological Operational Action Plan (ROAP) establishes the basic operational concepts, responsibilities, and techniques to support governmental efforts to save lives and minimize exposure to radiation in the event of an emergency involving radioactive materials. Radiological emergencies impacting the City of Coronado may involve a land-based fixed facility, or onboard a naval vessel, or during transportation of radiological materials.

# STANDARD OPERATING PROCEDURES FOR RESPONSE TO A RADIOLOGICAL EMERGENCY AT A MILITARY FACILITY OR A VESSEL IN-PORT SAN DIEGO

## DIRECTION AND CONTROL

### ROAP #1

#### 1. PURPOSE

This procedure defines centralized control, coordination and direction of personnel as well as organizational relationships within the City of Coronado Emergency Services organization and the San Diego County Emergency Services organization during a Radiological Emergency onboard a naval vessel, at a land-based radiological fixed facility, or during transportation of radiological materials.

#### 2. REFERENCES

- a. San Diego County Nuclear Power Station Emergency Plan.
- b. City of Coronado Emergency Plan, Annex A.
- c. City of Coronado Emergency Plan, Annex H.
- d. San Diego County Emergency Plan, Annex A.
- d. San Diego County Emergency Plan, Annex H.
- e. The San Diego County Operational Area Standard Operating Procedures for Response to a Radiological Emergency at a Military Facility, or a Vessel In-Port San Diego.
- f. California Nuclear Power Plant Emergency Response Plan.
- g. U.S. Code of Federal Regulations, 10 CFR.

#### 3. ORGANIZATIONAL ROLES

- a. The City Manager is the Director of Emergency Services for the City of Coronado and provides for coordination with other jurisdictions.
- b. The Director of Emergency Services manages the EOC during activation. *EMERG. OP. CENTER*
- c. The City of Coronado Emergency Plan provides an organizational chart for the City of Coronado Emergency Services Organization and associated agencies.
- d. A summary of basic emergency task assignments for City EOC officials is found in the EOC Position Checklists Manual.

## STANDARD OPERATING PROCEDURES FOR RESPONSE TO A RADIOLOGICAL EMERGENCY AT A MILITARY FACILITY OR A VESSEL IN-PORT SAN DIEGO

### 4. NOTIFICATION

- a. The normal sequence of events for notification would be for the Commander Submarine Force U.S. Pacific Fleet Representative, West Coast (COMSUBPACREP WEST COAST) to notify OES who would, in turn, notify the Office of Disaster Preparedness (ODP), who will in turn notify the impacted jurisdiction.
- b. In addition to the normal sequence of events for notification, a representative from the U.S. Navy will promptly communicate directly with the City of Coronado using the following protocol:
  - o During normal business hours Monday-Friday, 0900-1700, the representative will contact the City Manager.
  - o If unable to contact the City Manager, or it is not normal business hours, the contact will be made to the Coronado Emergency Dispatch Facility, Station D.

### 5. PROCEDURES

- a. **Unusual Event**
  1. If not contacted by military officials initially, contact appropriate military officials and request any operational information concerning the event.
  2. Monitor progress of the incident through the final closeout phase by military authorities.
  3. Additional actions may be taken at the discretion of the Director.
- b. **Alert**
  1. Director will direct partial activation of the EOC with a limited number of personnel to monitor progress of the event.
  2. Staff is placed on standby.
  3. Notifications begin as per the Notifications Section.
  4. If communications with the Navy ECC has not been established, direct communication with the Navy ECC, if the ECC has been established.
- c. **Site Area Emergency**
  1. Director directs full activation of the EOC.
  2. Prepare and coordinate public information messages, activate the Emergency Alert System (EAS) (in conjunction with the Navy and the Operational Area EOC), and

## STANDARD OPERATING PROCEDURES FOR RESPONSE TO A RADIOLOGICAL EMERGENCY AT A MILITARY FACILITY OR A VESSEL IN-PORT SAN DIEGO

coordinate with other jurisdictions on planned responses and public alerting. In addition, if public notification of protective actions is needed, alert affected areas with protective action instructions and routes of egress, (if a evacuation is ordered of an area) via the EAS and emergency vehicles public address (PA) systems.

3. Make follow-up notifications, alert and/or mobilize personnel for response action.
4. Coordinate protective actions with Operational EOC, other jurisdictions, and agencies.
5. Monitor progress of incident.
6. Provide press briefings and news releases.
7. Perform any other functions or actions as required.
8. Pre-stage monitoring and personnel decontamination teams.
9. In coordination with the Operational Area EOC and the American Red Cross designate and stage DECON facilities and Care Centers

### d. General Emergency

1. Continue actions taken during Site Area Emergency classification.
2. Take any additional actions required by the situation.
3. Continue to coordinate the public notification of Protective Actions, if any.

## 6. COORDINATION OF PROTECTIVE ACTIONS

- a. Radiological Monitoring Teams will report dose data to the Public Health Officer (PHO) at the Operational area EOC.
- b. The PHO and his/her staff will analyze the data to determine the probable radiation doses to the general public. The staff will then recommend protective actions to the impacted areas. For short-term events, protective action recommendations may come directly from the Navy ECC.
- c. The Director will confer with the heads of the other local jurisdictions and the Operational Area EOC on recommended protective actions. Once a mutual decision has been reached, a joint emergency public information release will be issued.
- d. Public response actions within the impacted area will range from no action required through

## STANDARD OPERATING PROCEDURES FOR RESPONSE TO A RADIOLOGICAL EMERGENCY AT A MILITARY FACILITY OR A VESSEL IN-PORT SAN DIEGO

the evacuation of an entire area.

### 7. INTERJURISDICTIONAL COORDINATION

- a. Incidents cannot always be expected to begin at the Unusual Event classification and slowly escalate to higher classifications. The possibility exists that the initial notification received from the Navy ECC will be for a Site Area or General Emergency. This would be a time-sensitive situation.

Under these circumstances, time may not be available to coordinate initiation of protective actions with other jurisdictions or the Operational Area EOC. In this situation, public safety is of paramount importance and the Director may activate protective response agencies without completing coordination with the other jurisdictions. In any case, the jurisdictions will be informed of any and all responses as soon as possible.



## EOC OPERATIONS

### **ROAP #2**

#### **1. PURPOSE**

This procedure establishes guidelines and provides basic instructions for activating the Coronado Emergency Operations Center (EOC) whenever conditions at a land-based fixed radiological facility, in-port naval vessels, or during transportation of radiological materials pose a risk to the general public.

#### **2. REFERENCES**

- a. State of California Nuclear Emergency Response Plan.
- b. County of San Diego Emergency Plan
- c. The San Diego County Operational Area Standard Operating Procedures for Response to a Radiological Emergency at A Military Facility, or a Vessel In-Port San Diego
- d. City of Coronado Emergency Plan

#### **3. ROLES AND RESPONSIBILITIES**

- a. The Director (City Manager or designee) is responsible for the operation of the City of Coronado EOC.
- b. The assigned EOC staff will:
  - (1) Ensure the physical condition of the EOC meets acceptable operational standards.
  - (2) Ensure all special-purpose equipment (computers, phones and faxes) are available and operational.
  - (3) Activate the EOC.
  - (4) Ensure accurate notification lists are maintained.

#### **4. EQUIPMENT AND SUPPLIES**

The following equipment and supplies are required for the purpose of this plan, and represent specific items in addition to those normally stocked in the EOC:

- Portable radiation survey equipment, dosimetry, air sampling equipment and miscellaneous monitoring equipment can be requested via a normal HAZMAT and HMMD response request.
- Communications equipment as required.
- Maps of the impacted area and the surrounding areas.

## EOC OPERATIONS

### 5. PROCEDURES

#### a. Unusual Event

- (1) May partially activate the EOC at the discretion of the Director.
- (2) Begin notification procedure identified in the Notification Section.

#### b. Alert

- (1) Partially activate the EOC.
- (2) Continue notification procedures identified in the Notification Section.
- (3) Contact the appropriate organizations to activate or install any required additional equipment.
- (4) If communications with the appropriate Naval officials has not been established, establish communications with the Navy, the Operational Area EOC, and other potentially affected local jurisdictions.

#### c. Site Area Emergency or General Emergency

- (1) EOC will be fully activated.
- (2) Any required additional notifications will be made.
- (3) Request EOC representatives from the Navy ECC, the Operational Area EOC, and other various agencies involved or needed.

### 6. EOC FUNCTION

- a. The EOC serves as the facility in which the Emergency Services Organization of the City of Coronado assembles to conduct emergency/disaster radiological related operations.
- b. Specific functions include:
  - (1) Coordination, direction and control of emergency operations.
  - (2) Damage assessment and situation intelligence.
  - (3) Provision and coordination of public information.
  - (4) Resource allocation.

## EOC OPERATIONS

### 7. LOCATION

- a. The EOC is located at 700 Orange Ave in the City of Coronado.

### 8. STAFF

- a. The EOC staff is comprised of representatives from various City departments. Representatives from other governmental and volunteer agencies may also be provided as necessary.
- b. Representatives from State and Federal agencies and the private sector may be present.

### 9. COMMUNICATIONS

- a. The communications network linking the EOC and other jurisdictions consists of the following:
  - Commercial telephone lines (voice and FAX).
  - 800 MHz Radio system.
  - HF High-Band Radio between EOCs.
  - Radio provided by amateur radio volunteers.
  - Cellular phone communication.
- b. The EOC has the following additional communications capabilities:
  - Emergency Alert System (EAS) and Life-Saving Information for Emergency (LIFE) systems for use in emergency public information functions. Note: These systems are accessed through the Operational Area EOC.

### 10. SECURITY

- a. Security will be provided by the City of Coronado Police Department personnel whenever the EOC is activated.
- b. All persons must be properly identified and authorized before being admitted into the EOC.
- c. An entry record showing arrival and departure times of all staff members and visitors will be maintained.
- d. Representatives of the news media will not be permitted entry into the EOC without the permission of the Director.

**EOC OPERATIONS**

<b>EOC GENERAL</b>	
<b>EOC FAX</b>	
<b>MANAGEMENT</b>	
<b>OPERATIONS</b>	
<b>PLANNING/ INTELLIGENCE</b>	
<b>LOGISTICS</b>	
<b>FINANCE/ADMIN.</b>	

ATTACHMENT 1

CITY OF CORONADO EOC TELEPHONE NUMBERS

CITY DEPARTMENT TELEPHONE NUMBERS

	EXTENSION	FAX
CITY MANAGER		
ADMINISTRATIVE SERVICES		
CITY CLERK		
CITY COUNCIL		
COMMUNITY DEVELOPMENT		
ECONOMIC DEVELOPMENT		
ENGINEERING & PROJECT DVLPMNT		
FIRE SERVICES		
GOLF COURSE OPERATIONS		
LIBRARY SERVICES		
POLICE SERVICES		
PUBLIC SERVICES		
RECREATION SERVICES		
CENTRAL BEACH LIFEGUARD TOWER		

## OPERATIONAL AREA EOC TELEPHONE NUMBERS

DIRECTOR, M&PR		MEDIA TEAM	
Dept. Heads		Fax Machine	
OPERATIONS		PIO Team	
SECTION CHIEF(SDSO)		PIO Team	
Area Law		PIO Team	
Area Fire		PIO Team	
OES-So. Region		Modem Line	
CA Highway Patrol		DPLU	
HHSA-Pub. Health		Area Law	
HHSA-EMS		Area Fire	
Border Patrol		HHSA -EMS	
Medical Examiner		HHSA-Pub Health	
ARC / Animal Control		DGS	
Parks & Recreation		Agriculture	
Military Liaison		Public Works	
County Water Auth.		Animal Control	
S.D. Gas & Electric		Parks & Rec.	
Port District		Enviro. Health	
U.S. Customs		Port District	
Modem Line		Modem Line	
LOGISTICS & FINANCE / ADMIN.		Modem Line	
SECTION CHIEF (GENERAL SVCS.)		Modem Line	
Human Resources		Modem Line	
		MEDIA BRIEFING	

## ATTACHMENT 2

## OPERATIONAL AREA EOC TELEPHONE NUMBERS

Public Works		CSC on SITE	
Sheriff		"	
HHSA		"	
Info. Services		"	
Financial Mgmt.		"	
Community Dev.		"	
Auditor/Cont.		FAX	
Purchasing			
Modem Line			
Modem Line			
CONFERENCE ROOM			

## NOTIFICATION

### ROAP #3

(This Section is adopted partially from the San Diego County Operational Area Standard Operating Procedures for Response to a Radiological Emergency at a Military Facility, or a Vessel In-Port San Diego.)

#### 1. PURPOSE

This procedure provides instructions for notification of City of Coronado and San Diego County authorities and emergency response agencies during emergency incidents at military facilities, or onboard naval vessels in-port San Diego

#### 2. REFERENCES

- a. San Diego County Response Plan.
- b. The City of Coronado Emergency Plan.

#### 3. RESPONSIBILITIES

##### a. Unusual Event (Initial Notification)

- (1) The Commander Submarine Force U.S. Pacific Fleet Representative, West Coast (COMSUBPACREP WEST COAST) will notify OES who would, in turn, notify the San Diego County Office of Disaster Preparedness (ODP) (or Station M after normal working hours).
- (2) In addition, a representative from the U.S. Navy will promptly communicate directly with the City of Coronado using the following protocol:
  - o During normal business hours Monday-Friday, 0900-1700, the representative will contact the City Manager.
  - o If unable to contact the City Manager, or it is not normal business hours, the contact will be made to the Coronado Emergency Dispatch Facility, Station D.

**NOTE:** In a fast breaking event it may be necessary for the Navy to notify local officials immediately and advise the state that those notifications have been made.

- (a) The Naval representative will identify the classification of the emergency (Unusual Event, Alert, Site Area Emergency, General Emergency) and provide any other appropriate information (weather conditions, wind, etc.).
- (2) Station M will inform the ODP Staff Duty Officer (SDO) of the incident notification.
- (3) The SDO will record the information provided and relay that information to the impacted jurisdictions.
- (4) The SDO will verify the information provided by Station M by contacting the local Navy representatives.
- (5) ODP Staff Duty Officer will inform:



## NOTIFICATION

- (a) Director, ODP
  - (b) Cities of Coronado, San Diego, National City, Chula Vista and Imperial Beach
  - (c) Oceanside Fire Department
  - (d) ODP Operations Officers
  - (e) County Media and Public Relations Team
- (6) The Director, ODP will direct notification of additional agencies as may be appropriate.
- (7) The SDO will begin a log of all notifications and any and all actions taken.
- b. **Alert**
  - (1) The SDO shall:
    - (a) Take all actions listed under Unusual Event (if they have not already been accomplished).
    - (b) Notify the Director, ODP of change in emergency status. Confirm the need for partial activation of the EOC.
    - (c) Notify the Oceanside Fire Department, City of San Diego Fire Department and HMMD. Request that their RADMON teams be alerted and placed on standby.
    - (d) Notify the Chief Administrative Officer (CAO).
    - (e) Notify the ODP staff of change in emergency status. Recall all available Operations Officers to staff the EOC.
    - (f) Notify the County Public Information Officer. Request a member of the County Media Team be dispatched to the Operational Area Emergency Operations Center.
    - (g) Notify the Sheriff's Watch Commander.
    - (h) Notify other County agencies as required.
    - (i) Notify State OES Southern Region.
- c. **Site Area Emergency / General Emergency**
  - (1) Provide follow-up notification to all agencies previously contacted. Keep these agencies informed of the emergency status and other pertinent information. Request a representative be sent to the EOC (if required).
  - (2) Notify other County or outside agencies as necessary.

## 4. NOTIFICATION PROCEDURE

- a. Have the recipient read back the message and correct any errors.
- b. Note the name of the individual contacted and time of contact on the Notification List form (Attachment 1).
- c. Direct the person contacted to notify the appropriate individuals in their organization in accordance with

## NOTIFICATION

their organization's emergency plan.

- d. If an individual cannot be contacted in a reasonable time period, proceed down the list. After the other notifications are complete again attempt to contact anyone bypassed. If that person still cannot be contacted consider alternate methods (such as paging, courier, relaying message through a third party, etc.

## ALERT AND WARNING

### ROAP # 4

#### 1. Purpose

The alert/warning system is designed to provide a means of alerting the public to an emergency condition and to direct them to listen to emergency instructions from government authorities over the Emergency Alert System (EAS) radio and television broadcast media.

- a. The EAS provides a communication link to the primary EAS stations, KOGO 600 kHz and KPOP kHz. The primary stations, in turn, relay the emergency instruction information to other radio and television stations and, therefore, to the public. The EAS communication equipment is located in the Operational EOC. The activation and use of this communication system is coordinated through the Operational Area EOC.
- b. The Lifesaving Information for Emergencies (LIFE) system was developed for the purpose of disseminating emergency information and warnings in times of emergency. The LIFE system provides a communication link that simultaneously alerts radio and television stations, school districts, hospitals, fire departments, law enforcement agencies and jurisdiction administrators.

#### 2. References

- a. San Diego County Emergency Response Plan.
- b. San Diego County Emergency Alert System (EAS) Plan
- c. The San Diego County Operational Area Standard Operating Procedures for Response to a Radiological Emergency at A Military Facility, or a Vessel In-Port San Diego.
- d. City of Coronado Emergency Plan.

#### 3. Responsibilities

##### a. **Pre-Emergency**

##### (1) Responsibility of the County of San Diego

- (a) Install and maintain an EAS system to provide for warning the public within the Emergency Planning Zone (EPZ).
- (b) In cooperation with local governments, develop and disseminate emergency information materials describing the EAS system to residents of the county and the incorporated cities.
- (c) Provide for backup via the LIFE system currently available in the county.

##### b. **Unusual Event** - The Director will notify the emergency managers and continue to monitor the situation.

##### c. **Alert**

- (1) Coordinate and request, through the Operational Area, activation of the alert/warning and EAS systems.
- (2) Coordinate with other impacted jurisdictions, Operational Area, and/or emergency

### ALERT AND WARNING:

response agencies that might also be affected prior to the activation of the EAS system for events having a classification of Site Area Emergency or less. In a fast moving event prior coordination with other jurisdictions may not be possible, however every effort should be made to advise the surrounding jurisdictions as soon as possible.

d. **Site Area Emergency**

- (1) Take actions as indicated under Alert above.
- (2) If public notification of protective actions is required, the affected areas will initially be alerted with protective action instructions and routes of egress, if needed, via emergency vehicles public address systems and the EAS system.

e. **General Emergency**

- (1) Continue actions taken during Site Area Emergency classification.
- (2) Take any additional actions required by the situation.
- (3) Continue to coordinate the public notification of protective actions. If no notification of protection actions has occurred, initiate public notification of appropriate public protective actions via the various communication mediums detailed below.

4. Initial Methods of Alerting the Public

- a. Route alerting via emergency vehicle Public Address System in the immediate area of concern.
- b. Broadcast of Emergency Alert System messages over broadcast media.
- c. Use of local media to pass emergency information to the public.
- d. Request through the Operational Area, use of law enforcement helicopters with PA systems beyond the plume.

## PUBLIC INFORMATION

### ROAP #5

#### 1. Purpose

To develop and maintain a system for dissemination of emergency public information in the event of a radiological emergency at a military facility, on board a naval vessel having an event classification level of ALERT, SITE AREA EMERGENCY or GENERAL EMERGENCY.

#### 2. References

- a. San Diego County Emergency Response Plan.
- b. City of Coronado Emergency Plan

#### 3. Responsibilities

##### a. Pre-event

In cooperation with the U.S. Navy a public outreach program will be conducted detailing how the public would be notified in the event of a radiological emergency and what protective actions the public may be directed to take in the event of a radiological emergency. This information will be distributed to public via various print mediums such as local telephone directories and newspaper publications, and other public information mediums such as public informational symposiums, special public events, and service club meetings.

##### b. Unusual Event.

No action required.

##### c. Alert, Site Area Emergency or General Emergency

- (1) Concurrent with the activation of the City of Coronado EOC, the designated Public Information Officer (PIO), as outlined in the emergency plan, shall assume the role of the official City spokesperson for the event.
- (2) Upon declaration of an Alert, the PIO function shall be established as soon as feasible.
- (3) The PIO will provide periodic updates to the Operational Area Media Team Coordinator, the public, and news media officials.
- (4) Specific responsibilities are:

## PUBLIC INFORMATION

- (a) Collect, verify, coordinate and disseminate emergency information and instruction to the public by whatever channels of communication are available. Emphasis should be placed on:
  - Dangerous or restricted areas
  - Evacuation routes
  - Doses of escaping radioactive material
  - Sheltering and self-help measures
  - Relocation and mass-care centers
  - Available first aid sites, etc.
- (b) Act as official spokesperson for the City of Coronado.
- (c) Coordinate with the Operational Area EOC and other emergency service agencies to establish emergency information priorities.
- (d) Coordinate with County, State, Federal Public, and Military (PIOs) as well as with PIOs from other involved jurisdictions or agencies.
- (e) Schedule regular briefings with news media representatives.
- (f) Schedule and coordinate interviews with City emergency management officials for the news media.
- (g) Refer representatives from the news media to the appropriate agencies or jurisdictions for information outside the City responsibility.
- (h) Monitor news reports and take action to correct any inaccurate information being reported.
- (i) Notify news media of the openings and closings of the EOC.
- (j) Be prepared to brief City officials, as well as the City Council.
- (k) Attend to the news gathering needs of the news media representatives.
- (l) Coordinate public information at the EOC with the Operational Area EOC representative and the military ECC representative.

### 5. Development and Dissemination of News/Information

During an incident close coordination of all aspects of the response is a necessity. The following procedures apply for the joint development of coordinated news releases and for conducting news briefings and conferences.

## PUBLIC INFORMATION

a. Information from the military and other local jurisdictions

Information relating to a particular event, activity, etc. will be received at the City of Coronado EOC and the Operational Area EOC. The PIO will contact the appropriate PIOs in other affected jurisdictions, the Operational Area EOC PIO representative, and the military ECC representative and confirm the information received and coordinate any proposed media release responses.

b. Miscellaneous

- (1) Background information, press information material and other visual aids should be made available for the press in the media room when possible.
- (2) Media room briefing area will be established staffed by a PIO.
- (3) Constant communication will be maintained with other affected jurisdiction's EOC and ECC PIOs.
- (4) Schedule briefing times in advance and stick to the schedule.

c. Methods of Releasing Information

- (1) News Briefing - Informal oral presentation, followed up with written news release.
- (2) News Release - Written information.
- (3) News Conference - Formal oral presentation followed up by written news releases.

## COMMUNICATIONS

### ROAP #6

#### 1. Purpose

This procedure is designed to describe the communications systems available for emergency use. These communications systems provide for:

- o Exchange of information among jurisdictions.
- o Exchange of information between Federal, State, County, and Local government.
- o Dissemination of information to the public.
- o Collection and dissemination of radiological monitoring and assessment information.

#### 2. References

- a. San Diego County Emergency Response Plan, Annex I.
- b. City of Coronado Emergency Plan.

#### 3. Responsibilities

- a. The Communications Officer is responsible for coordinating EOC communications was the EOC is activated.

#### 4. Equipment and Supplies

- a. Commercial Telephone - provides one of the primary systems of communications available to the EOC.
- b. Facsimile Machines - provide for "hard-copy" distribution between the EOCs and other involved agencies.
- c. Pager - A pager system is used to alert the EOC Duty Officer (Fire Department Division Chief) whether during or after normal working hours.
- d. Emergency Alert System (EAS)
  - (1) The activation and use of this system is coordinated through the Operational Area EOC. The primary EAS station in San Diego County is KOGO (AM 600). This station will serve as the primary media for the dissemination of emergency public information.



## COMMUNICATIONS

- (2) Other commercial radio and television stations will augment the primary EAS stations as required by the FCC and the County EAS Plan.
- e. The activation and use of this communication system is coordinated through the Operational Area EOC. Lifesaving Information For Emergencies (LIFE) - provides communications support to the news media, schools, public safety agencies, city managers and other organizations with receivers.
- f. Radio
  - (1) Radio system capabilities include multi-channel fire, law enforcement, and public service, local EOC nets and common channels for communications with county and non-county resources.
  - (2) The Field Radiological Monitoring Teams (HIRT and Oceanside Fire) are equipped with portable 800MHz radios to enable them to communicate with the EOCs and/or other teams.
  - (3) Amateur radio assistance to Coronado and San Diego County is provided by RACES (Radio Amateur Civil Emergency Service). These volunteers are available to reinforce government radio communications capabilities as required.
- g. Sheriff
  - (1) Mobile Communications - San Diego County maintains a mobile communications capability operated by the Sheriff's Office.
- h. Public Information Mediums
  - (1) Newspapers and other printed materials such as phone directory information pages, and public symposiums, special public events, and service club meetings will be of special benefit in the pre-incident time frame. These various public information mediums may be used to inform the public of radiological incident possibilities and recommended response actions.
  - (2) At the time of an incident, there may be a need for special advisory flyers and other printed material.
- i. Other - Mobile loudspeakers, bullhorns, messengers and door-to-door checks may be used to augment alert/warning and public notification efforts.

## EVACUATION AND SHELTERING

### ROAP #7

#### 1. Purpose

This procedure is designed to define the actions required to implement offsite protective actions within the impact area following an event at a military facility, or onboard a naval vessel in-port San Diego.

#### 2. References

- a. San Diego County Emergency Response Plan.
- b. City of Coronado Emergency Plan.

#### 3. Responsibilities

Evacuation and sheltering will be coordinated through the Operational Area EOC and the American Red Cross.

- a. While San Diego County has no personnel under its jurisdiction within the anticipated impact area, it is recognized that the support and coordination efforts of the entire county will be required to support the impacted jurisdictions.
- b. For evacuation and sheltering purposes, San Diego County provides support and resources, as required, to assist the cities of Chula Vista, Coronado, Imperial Beach, National City and San Diego in carrying out any actions necessary.
- c. Specific responsibilities for San Diego County are:
  - (1) Pre-Incident

Coordinate with cities in developing a coordinated response plans which will ensure an effective and efficient response.
  - (2) Unusual Event
    - (a) Conduct notifications.
  - (3) Alert, Site Area Emergency or General Emergency
    - (a) Analyze information and recommendations from the Navy, HHSA, DEH and appropriate State and Federal agencies.
    - (b) Coordinate with other jurisdictions and agencies.
    - (c) Activate emergency response forces as needed.

## EVACUATION AND SHELTERING

- (d) Coordinate any Mass Care facilities within the County with the American Red Cross and the impacted jurisdictions.
- (e) Coordinate with the impacted jurisdiction and broadcast over the EAS system,  
any protective action directions to the public.

### 4. Protective Actions

#### a. Evacuation (Also see ROAP #11)

- (1) Evacuation will at the discretion of and will be initiated by the impacted jurisdictions (Coronado). Special institutions (schools, hospitals, nursing homes, etc.) may be evacuated prior to the general public taking protective measures.
- (2) Evacuation may be accomplished prior to release of radioactive material whenever possible.
- (3) Once the decision has been made to evacuate, all local resources will be marshaled to coordinate and assist in the evacuation. The Monitoring and Decontamination Center and Temporary Evacuation point (TEP) will be opened and prepared to receive evacuees.

#### b. Sheltering-in-Place

Is an option which involves members of the public remaining indoors and shutting down any and all ventilation systems to make the building as air-tight as possible. This might be an option in the event of a fast breaking, short term release.

#### c. Potassium Iodine (KI)

- (1) May be administered to emergency workers to help prevent uptake of radioactive iodine by the thyroid.
- (2) Will be issued only with approval of the County Health Officer.
- (3) KI is not recommended for or supplied to the general public.

## RADIOLOGICAL MONITORING

### ROAP # 8

#### 1. Purpose

This procedure defines how radiological monitoring teams will be activated during a Radiological Emergency onboard a naval vessel, at a land-based radiological fixed facility, or during transportation of radiological materials.

#### 2. References

- a. San Diego County Emergency Plan.
- b. City of Coronado Emergency Plan

#### 3. Responsibilities

- a. Unusual Event – Unless requested by the Director, no action required.
- b. Alert – Unless requested by the Director, no action required.
- c. Site Area Emergency
  - (1) If directed by the Director, radiological monitoring teams will be requested and coordinated through the Operational Area EOC.
    - (a) In the event of an emergency involving radioactive materials, the Department of Environmental Health will assist in the effort to save lives and minimize radiation exposure and environmental contamination. San Diego Fire Department, Oceanside Fire Department, and the Hazardous Materials Management Division (HMMD) of San Diego County have teams that are trained in radiological monitoring. These teams would work in conjunction with and under the direction of the Department of Environmental Health and the Incident Commander and would report their findings to the Department of Environment Health for analysis. Any public protective actions recommended, based on the findings, would be transmitted back to the Incident Commander and the Director for implementation.
    - (b) If this radiological emergency involves military property, the military would provide on-scene monitoring under the direction of the military RADCON Coordinator. The RADCON Coordinator and the Radiological Supervisor would advise other military emergency personnel of the results of the on-scene monitoring surveys and on radiological conditions. These findings and results along with other

## RADIOLOGICAL MONITORING

pertinent information will be used to establish boundaries for radiation exposure and contamination control. This data would also be provided to the San Diego Navy ECC for initial assessment and to aid in the diagnosis of the severity of the emergency. Perimeter and off-site monitoring will also be performed to determine if any radioactivity was discharged to the surrounding community. This information and recommendations for protective actions would be provided to the State and local Operational Area EOCs for dissemination. This data would be reported to the Department of Environmental Health for analysis and any protective actions recommended, based on the findings, would be transmitted back to the Incident Commander and the Director for implementation.

- (c) In the event of a large radiological incident, which exceeds the Operational Area's response capabilities, the Occupational and Radiological Health Division of Environmental Health Services, in conjunction with the Operational Area EOC would request State and Federal resources and coordinate the response activities.

- d. General Emergency

- (1) If not initiated under Site Area Emergency, the Director will request radiological monitoring teams as detailed under Site Area Emergency.

## EVACUATION AND TRAFFIC CONTROL

### ROAP # 9

#### 1. Purpose

This procedure defines organizational responsibilities for evacuation and traffic control during a Radiological Emergency onboard a naval vessel, at a land-based radiological fixed facility, or during transportation of radiological materials. In addition, it provides guidance for the orderly implementation of an evacuation, if required, and describes specific traffic control points and evacuation routing.

#### 2. References

- a. San Diego County Emergency Plan.
- b. City of Coronado Emergency Plan.

#### 3. Responsibilities

- a. Unusual Event – Unless requested by the Director, no action required.
- b. Alert – Unless requested by the Director, no action required.
- c. Site Area Emergency - Prepare to increase traffic control efforts. Begin precautionary preparations in case an evacuation should become necessary.
  - (1) Coronado Police, if directed to by the Director, develop, activate, and coordinate an evacuation plan for the impacted areas.
  - (2) Site-specific information, which identifies areas at risk, will be coordinated through the Operational EOC and the radiological monitoring teams. The Evacuation Coordinator selects the best routes from the endangered area and directs the orderly evacuation of the public located in the affected areas to Reception/Decontamination and Temporary Evacuation Points (TEPs).
  - (3) In Coronado there are two main arteries of ingress and egress via land routes. HWY 75 and the San Diego - Coronado Bay Bridge. Additionally, the passenger ferryboat system and other private and public watercraft can be utilized for evacuation purposes. The affected areas shall be notified of the evacuation routes by route-alerting via emergency vehicle Public Address System in the immediate area of concern; the Broadcast of Emergency Alert System (EAS) messages over broadcast media; use of local media to pass emergency information to the public; and if needed, request through the Operational Area, use of law enforcement helicopters with PA systems beyond the plume.

## EVACUATION AND TRAFFIC CONTROL

- (4) Traffic control measures, above those normally in place, will not be instituted until the decision is taken to evacuate all or a portion of the impacted area. Once the decision to evacuate has been made traffic control points will be established, barricades erected, and traffic rerouted to avoid the affected areas. The primary concern in Coronado and San Diego County will be to provide traffic control along routes of travel near the San Diego-Coronado Bay Bridge and southward along HWY 75 through Imperial Beach. CHP will have primary responsibility for traffic control on all interstate and state highways. The Sheriff's Office and other local police agencies may be requested to provide assistance.
- (5) Some people will not have access to a motor vehicle for various reasons. Some people with disabilities or illnesses may require special transportation assistance. Buses, vans, ambulances, and other transport vehicles will be requested from transportation providers. The public evacuation announcement, if initiated, will include directions for those who do not have access to a vehicle or have special needs where to go to obtain transportation and a telephone number will be announced for people to call who require special assistance. Special instructions will be given and assistance will be dispatched to their location as soon as the resources are available.
- (6) Sheriff's Office
  - (a) If requested, will assist with the coordination traffic control efforts.
  - (b) Operate traffic control points when and where required, or as requested.
- (7) Department of Public Services, be prepared to deploy traffic barricades as directed by the police.
- (8) California Highway Patrol
  - (a) Coordinate traffic control measures along state and federal highways.
  - (b) Coordinate traffic control measures with the Coronado Police and the Sheriff's Office.
  - (8) CALTRANS, if requested by the Coronado Police and coordinated through the California Highway Patrol, shall adjust the movable median on the Bay Bridge, as directed.

### d. General Emergency

- (1) Coronado Police, if not initiated under Site Area Emergency, activate, shall

## **EVACUATION AND TRAFFIC CONTROL**

coordinate an evacuation plan for affected areas as detailed under Site Area Emergency. If activated under the Site Emergency, continue to provide traffic control and coordinate evacuation activities.

(2) **Sheriff's Office**

- (a) If requested, will assist in the coordination and implementation of jurisdictional evacuation plans.
- (b) Assist in the supervised transportation of evacuees and in maintaining access control over evacuated areas as requested by local agencies.
- (c) Assist CHP with traffic control as requested.

- (d) Coordinate law enforcement activities in the affected areas.

(3) **Department of Public Services, install, maintain and remove traffic barricades as directed by the Police Department.**

(4) **California Highway Patrol**

- (a) Coordinate with the Coronado Police Department, traffic control measures in the affected areas.
- (b) Establish roadblocks on I-5 preventing traffic from proceeding eastbound on the Coronado Bay Bridge or northbound on State Hwy 75.
- (d) Prevent unauthorized entry into secured areas.

4. **Precautions**

- a. Barricade positions and traffic flow patterns may have to be adjusted based on the status of the emergency and weather conditions.
- b. Personal protective equipment must be provided for those emergency response personnel required to operate in areas with actual or projected radiological contamination.

5. **Equipment and Supplies**

- a. Department of Public Service will maintain an adequate supply of signs and barricades.
- b. CALTRANS will maintain adequate supplies of signs and barricades as well as a current



## EVACUATION AND TRAFFIC CONTROL

inventory of available heavy equipment/wreckers for route clearance.

c. Transportation of the Populace

The Director, ODP, will, at the request of the City of Coronado or other impacted jurisdictions, coordinate the dispatch of transportation as necessary to provide for individuals and families lacking transportation. (See County SOP 9).

## TRANSPORTATION

### ROAP #10

#### 1. Purpose

- a. Any evacuation of the resident and transient population within the impacted areas resulting from an emergency incident at a military facility, onboard a vessel in port San Diego may require special arrangements for transportation.

#### 2. References

- a. San Diego County Emergency Response Plan.
- b. California Master Mutual Aid-Agreement.
- c. The City of Coronado Emergency Plan.

#### 3. Responsibilities

##### a. Pre-event

The Director will help ensure an adequate inventory of available transportation assets are available. A primary method of assuring adequate transportation is to coordinate transportation needs through the Operational Area.

**San Diego County Operational Area:** The Director of the ODP will ensure that an adequate and current inventory of available transportation assets, particularly bus and ambulance, is maintained.

##### b. Alert

- (1) Monitor the situation and determine transportation requirements for any precautionary movements of personnel.
- (2) Be prepared to provide transportation support and assistance to impacted areas if needed.
- (3) The EOC Staff will coordinate with the Operational Area EOC and other jurisdictions to determine transportation assistance availability.
- (4) Operational Area EOC staff will coordinate with Metropolitan Transit District and County Office of Education to identify available transportation assets.

##### c. Site Area Emergency or General Emergency

Continue actions as indicated under Alert above.

## RECEPTION/DECONTAMINATION AND TEMPORARY EVACUATION POINTS

### ROAP #11

#### 1. Purpose

- a. To describe the responsibilities for reception/decontamination and Temporary Evacuation Points in San Diego County following an emergency at the North Island Naval Air Station, or a Naval vessel in the Port of San Diego.
- b. The centers will be needed to support the evacuation from the impacted areas adjacent to the emergency, conduct monitoring and decontamination of the evacuated population and provide for emergency mass care and shelter until the emergency passes.

#### 2. References

- a. San Diego County Emergency Response Plan.
- b. Annex G Care and Shelter Operations, San Diego County Emergency Plan.
- c. Local Red Cross Chapter Disaster Plan.

#### 3. Responsibilities

Reception/Decontamination and Temporary Evacuation Points will be coordinated through the Operational Area EOC.

##### a. **Pre-Incident**

##### (1) Office of Disaster Preparedness

- (a) In cooperation with the Red Cross, designate suitable facilities which can be utilized as reception/decontamination and Temporary Evacuation Points.
- (b) Maintain coordination with San Diego and Imperial Chapter of the Red Cross.

##### (2) San Diego/Imperial Chapter of the Red Cross

- (a) Develop plans and procedures for operating Temporary Evacuation Points and mass care centers.
- (b) Train sufficient personnel to direct operation of those centers.

## RECEPTION/DECONTAMINATION AND TEMPORARY EVACUATION POINTS

- (c) Coordinate with the Office of Disaster Preparedness in designating suitable facilities.
- b. **Unusual Event**

No actions required.
- c. **Alert**
  - (1) Contact the Operational Area EOC, and request the activation and coordination of this function. Give the representative as much information as known, amount of people being evacuated, timing of the evacuation, and possible contamination issues, etc.
  - (1) Operational Area will notify the Red Cross and other appropriate agencies of the pending emergency.
  - (2) Operational Area will notify HMMD, and HHSA of the need to establish monitoring and decontamination facilities.
  - (2) San Diego/Imperial Chapter of the Red Cross will notify personnel of potential need to open Temporary Evacuation Points.
- d. **Site Area Emergency, General Emergency**
  - (1) Operational Area/Office of Disaster Preparedness
    - (a) Provide for activating reception/decontamination and Temporary Evacuation Points as the situation requires.
      - o Coordinate specific center sites with Red Cross.
      - o Notify appropriate agencies of the sites to be utilized.
      - o Southwestern College serves as the primary reception and mass care center (see attachment 1).
      - o Inform the public requiring assistance where to report and transportation routes.
    - (b) Notify appropriate agencies of the decision to activate centers.
  - (2) San Diego/Imperial Chapter of the Red Cross will direct operation of Temporary

## RECEPTION/DECONTAMINATION AND TEMPORARY EVACUATION POINTS

Evacuation Points when activated.

- (3) Health and Human Services Agency shall make available staff personnel to assist in administering centers and to aid evacuees with health concerns and public assistance problems.
- (4) San Diego County Department of Human resources shall assign personnel to centers for administration support.
- (5) Health and Human Services Agency
  - (a) Public Health Services shall upon request, provide health inspections to determine the adequacy of centers.
  - (b) Mental Health Services shall make available professional mental health staff personnel to assist evacuees at each center.

### 4. Security

San Diego County law enforcement agencies shall provide for security of reception and mass care centers.

### 5. Monitoring

Radiological monitoring personnel will record data on contaminated evacuees, in accordance with the Decontamination Plan. (Attachment 3)

### 6. Communications

Each center will maintain telephone and/or radio communications with the County EOC to report the number of evacuees entering the centers, the results of radiological monitoring and any developing problems. (Communications assistance may be provided by ARES)

### 7. Pets and Animals

- a. Animals brought to the shelter will not be permitted in the living areas. Annex O to the County Emergency Plan will be activated.
- b. Owners will provide food and water for their animals and will provide restraints for them.
- c. Additional assistance will be provided, as required, by the County Department of Animal Control.

## RECEPTION/DECONTAMINATION AND TEMPORARY EVACUATION POINTS

### 8. Phase-Out

The Chief Administrative Officer, in coordination with the Red Cross, will authorize the closing of reception and care centers.

### ATTACHMENTS

Attachment 1 - Reception/Decontamination and Temporary Evacuation Points

Attachment 2- Evacuation Routes to Reception Centers (currently be developed)

Attachment 3 – San Diego County Operational Area Personnel Decontamination Procedure

**ATTACHMENT 1**

**RECEPTION / DECONTAMINATION AND TEMPORARY EVACUATION POINT**

**SOUTHWESTERN COLLEGE**

**Athletic Field and Gym**

**ATTACHMENT 2**

**MASS CARE and SHELTER FACILITIES**

**To be announced**

**San Diego County**

**SAN DIEGO COUNTY  
OPERATIONAL AREA**

**PERSONNEL DECONTAMINATION PROCEDURE**

**ATTACHMENT 3**

**April, 2000**



# TABLE OF CONTENTS

SECTION I - OVERVIEW .....	
A. INTRODUCTION.....	
1. PURPOSE .....	
2. OBJECTIVES .....	
3. OVERVIEW .....	
B. RESPONSIBILITIES .....	
1. COUNTY EMERGENCY MANAGER .....	
2. COUNTY RADIOLOGICAL OFFICER.....	
3. COUNTY HEALTH OFFICER.....	
4. DECON CENTER MANAGER .....	
5. DECON SPECIALIST .....	
6. RECORD KEEPER.....	
7. MONITOR .....	
8. TECHNICAL ASSISTANT .....	
9. OTHER AGENCIES.....	
10. DECONTAMINATION CENTER EMERGENCY ORGANIZATION .....	
C. CONCEPT OF OPERATIONS .....	
1. EMERGENCY CLASSES AND RESPONSE ACTIONS .....	
2. NOTIFICATION AND MOBILIZATION.....	
3. TRAFFIC AND EVACUEE MOVEMENT .....	
D. COMMUNICATIONS, FACILITIES, EQUIPMENT AND SUPPLIES.....	

1. FACILITIES.....	
2. COMMUNICATIONS.....	
3. OPERATIONAL EQUIPMENT AND SUPPLIES.....	
E. PROCEDURES MAINTENANCE .....	
F. DRILLS AND TRAINING.....	
1. TRAINING PROGRAMS.....	
2. DRILLS AND EXERCISES .....	
G. FIGURES AND TABLES	
Figure 1	Decontamination Center Emergency Organization.....
Table 1	Personnel Decontamination Supplies .....
Table 2	Center Preparation Signs .....

## SECTION II - CHECKLISTS AND GUIDES

Checklist 1	County Radiological Officer.....
Checklist 2	Decontamination Center Manager Checklist .....
Checklist 3a	Decon Center Record Keeper's Checklist.....
Checklist 3b	Dosimetry Issue Center Record Keeper's Checklist.....
Checklist 4	Decontamination Specialist Checklist .....
Checklist 5	Vehicle Monitor Checklist.....
Checklist 6	Personnel Monitor Checklist .....
Checklist 7	Technical Assistant Checklist.....
Checklist 8	Radio Communications Protocol.....

Guide 1	Decontamination Guidelines and Precautions .....
Guide 2a	Exposure Control for Emergency Workers.....
Guide 2b	Decontamination Center Exposure Control Checklist .....
Guide 3	Handling of Contaminated Items.....
Guide 4	Handling of Contaminated and Injured Persons .....
Guide 5	General Body and Hair Decontamination.....
Guide 6	Localized Skin Decontamination Methods .....

## SECTION I - OVERVIEW

## A. INTRODUCTION

## 1. PURPOSE

The purpose of this procedure is to provide guidance in the management, coordination, and operation of a monitoring and decontamination center. The center will be located where evacuees who may have been contaminated as a result of a radiological emergency can be decontaminated under the supervision of trained personnel.

## 2. OBJECTIVES

Along with general guidance and background material, this procedure includes a set of specific tasks and techniques in the form of checklists and guides for personnel performing this procedure. During emergency response, personnel should be able to perform the required tasks using only the checklists and guides, without the necessity of referring to section I of the procedure.

## 3. OVERVIEW

This procedure provides guidance for interim operation of decontamination centers staffed by San Diego County personnel with support from other agencies. The centers would operate under the direction of the Director, San Diego County Office of Disaster Preparedness.

**Contamination and Decontamination**

Below are definitions of contamination and decontamination as defined in the San Diego County Emergency Response Plan.

**Contamination** is the deposition of unwanted radioactive material on structures, areas, objects and persons.

**Decontamination** is the reduction or removal of contaminating radioactive material from a structure, area, object or person.

The purposes of decontamination are:

- \* To reduce the potentially harmful effects of radiation exposure to living tissue by removing radioactive material on the surface and preventing internal contamination.

- \* To prevent the spread of radioactive contamination to other body areas, other persons, objects, areas and structures.

In the event of an emergency where the public within San Diego County is or has the potential for being contaminated, the County Emergency Manager will initiate activation of decontamination centers near the Temporary Evacuation Points.

The County Office of Disaster Preparedness will coordinate the activation and operation of the decontamination center with other agencies such as California Highway Patrol, American Red Cross, the State Office of Emergency Services and specified county agencies.

Decontamination centers will be staffed by personnel trained in vehicle and personnel monitoring and by County Department of Environmental Health Services personnel trained in personnel decontamination.

Equipment and supplies necessary to operate the decontamination center are stored under the control of the Office of Disaster Preparedness (ODP).

## B. RESPONSIBILITIES

The County Radiological Officer (CRO) will have responsibility for managing decontamination activities at the interim decontamination centers. County personnel who will perform decontamination on an interim basis will be designated in advance and trained to these procedures.

Figure 1a, Decontamination Center Emergency Organization, shows the emergency organization required for decontamination center operations.

Decontamination activities are listed below:

1. COUNTY EMERGENCY MANAGER will:
  - a. Initiate the activation of the Monitoring and Decontamination center.
  - b. Provide overall direction to the Emergency Operations Center and decontamination center staff.
2. COUNTY RADIATION OFFICER will:
  - a. Provide overall direction to the Decontamination Center staff from the Emergency Operation Center.
  - c. Request state support of long-term decontamination center staffing.

- d. Maintain records of Emergency Worker and Evacuee exposure rates
- 3. COUNTY HEALTH OFFICER will:
  - a. Provide health services personnel as necessary to staff the center and the mass care facilities.
  - b. Provide technical support and guidance to the Emergency Manager and the Emergency Operations center staff.
- 4. DECONTAMINATION CENTER MANAGER will:
  - a. Receive notification and ongoing direction from the Radiation Officer.
  - b. Direct activation, set-up, ongoing operation and demobilization of the interim decontamination center.
  - c. Provide direction to all decontamination center staff.
  - d. Maintain communication link with the Shelter Manager (Red Cross), and the County Emergency Manager via two-way radio communication,.
  - e. Request additional staff and supplies as necessary.
  - f. Ensure secure safekeeping of all contaminated personal items and clothing.
  - g. Ensure records are maintained for long term medical follow up.
  - h. Facilitate the smooth transition of the interim local decontamination center operations to the state for ongoing facility operations.
- 5. MONITORS (VEHICLE AND EVACUEE) will :
  - a. Receive initial notification from Emergency Operations Center and ongoing direction from the Decontamination Center Manager.
  - b. Assist in facility set-up, including establishing monitoring/record keeping stations and contamination control boundaries.
  - c. Monitor vehicles and persons for radioactive contamination and give results to record keepers.
  - d. Ensure segregation of contaminated vehicles and evacuees from non-contaminated vehicles and personnel.

6. DECONTAMINATION SPECIALIST will:
  - a. Receive initial notification from the Emergency Manager and ongoing direction from the County Radiation Officer and Decontamination Center Manager.
  - b. Assist in facility set-up, including establishing monitoring/record keeping stations and contamination control boundaries.
  - c. Coordinate and direct the decontamination of contaminated personnel.
7. RECORD KEEPERS will:
  - a. Receive initial notification from the Emergency Manager and ongoing direction from the Decontamination Center Manager.
  - b. Assist in facility set-up including establishing monitoring/record-keeping stations and contamination control boundaries.
  - c. Ensure complete and accurate recording of all pertinent personnel, contamination and medical information.
8. TECHNICAL ADVISORS (DHS / DOE HEALTH PHYSICISTS) will:
  - a. Receive initial notification from California Office of Emergency Services.
  - b. Provide technical assistance on radiation protection and decontamination to the Decontamination Center Manager.
9. San Diego County DEH HEALTH PHYSICISTS will :
  - a. Receive initial notification from County Emergency Manager at the EOC.
  - b. Provide technical assistance on radiation protection and decontamination to the Emergency Manager and the Decontamination Center Manager.
10. OTHER AGENCIES

American Red Cross

The Temporary Evacuation Point and the Mass Care Facilities will be managed under the responsibility and authority of the American Red Cross. The Red Cross will designate a Shelter Manager to oversee all shelter operations, except for

monitoring and decontamination. Red Cross workers will be permitted in "clean areas" only.

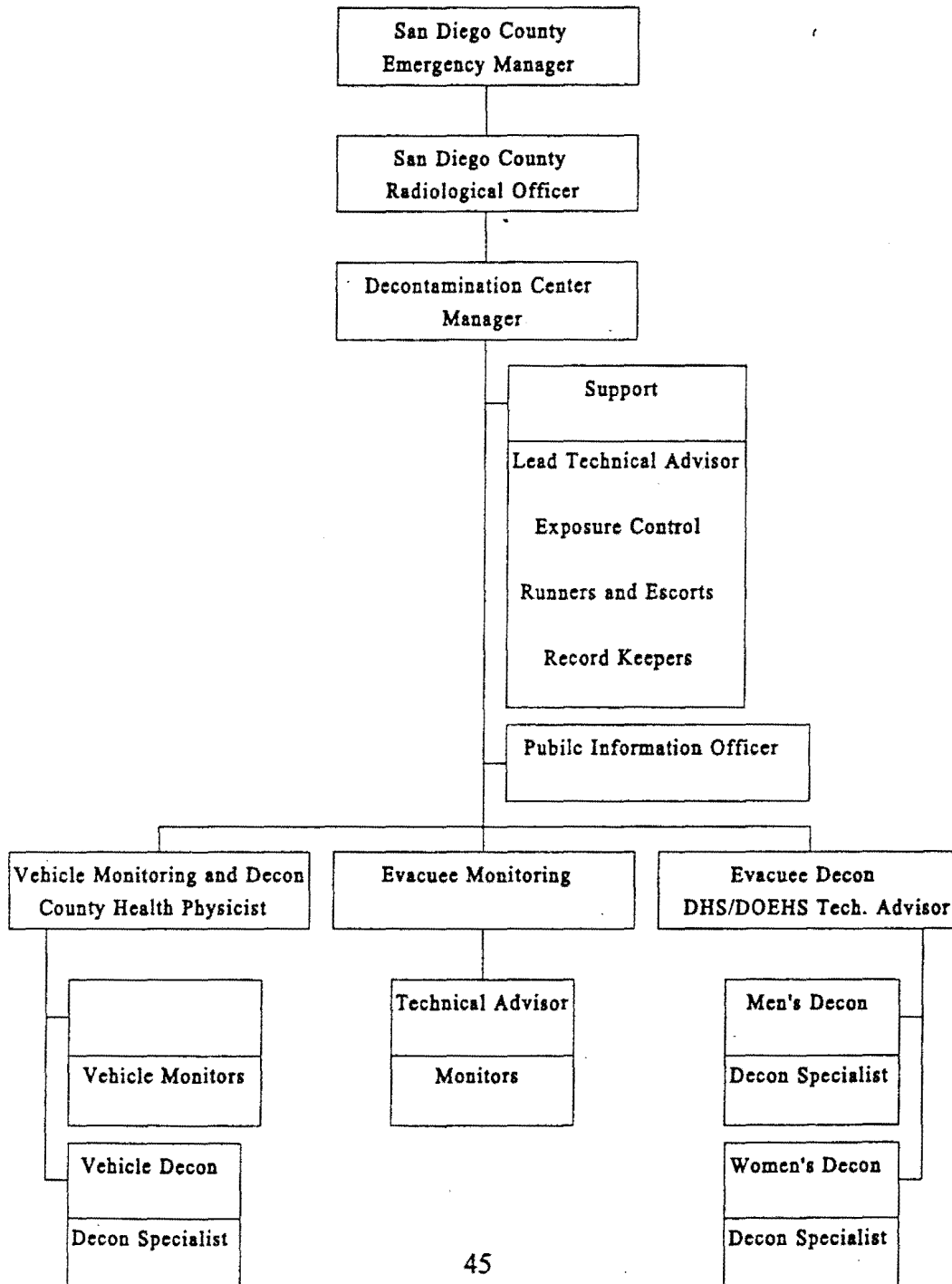
San Diego County Sheriff

Provide site security and traffic control

Provide access to Southwestern College



## MONITORING AND DECON ORGANIZATION



The Decon Center Emergency Organization is illustrated in Figure 1. C. CONCEPT OF OPERATIONS

1. EMERGENCY CLASSES and RESPONSE ACTIONS

Notification of:

**Unusual Event**

There will be no activation of congregate care centers for Unusual Events.

**Alert**

For Alert emergencies, the County Emergency Operations Center (EOC) will be activated to assess emergency conditions. No evacuations would be ordered at this level and reception and care will not generally be provided.

**Site Area Emergency**

At this level, public protective actions would not generally be recommended unless offsite doses are projected to exceed the California Protective Action guides. If an evacuation was implemented traffic flow would be to the east and south toward Southwestern College where monitoring and decontamination of evacuees would be performed.

**General Emergency**

Public protective actions are mandatory at the General Emergency level. If evacuation of populations were necessary, the County Health Officer may implement monitoring and decontamination of evacuees in accordance with this procedure. Under all but the most unusual conditions the traffic flow would be to the east and south.

2. NOTIFICATION AND MOBILIZATION

Notification of the decontamination center staff will be initiated by the County Emergency Manager for emergencies of the Alert class or higher. The ODP Duty Officer will notify the Decontamination Center Manager who will in turn notify the decontamination specialists, monitors and other personnel assigned to that center. If monitoring and decontamination are to be implemented, those personnel would then report to the center and begin activation.

A more detailed description of notification and mobilization is provided in Checklist 1.

### 3. TRAFFIC AND EVACUEE MOVEMENT

Evacuees destined for the Reception and Care center will be directed off of State Highways and local streets by Caltrans, CHP, and local law enforcement personnel, as appropriate. If appropriate, monitoring for potentially contaminated vehicles will be performed by trained monitors prior to entering the Decontamination Center parking area. Those vehicles determined to be contaminated will be directed to a separate parking area, and from there evacuees will go on to the decontamination center for monitoring.

If appropriate, all evacuees reporting to the center will be monitored by trained personnel. Any persons found to be contaminated will be directed to the decontamination center. Upon arrival at the decontamination center, contaminated persons will be monitored to determine the extent of contamination. Decontamination record-keeping will begin at this time, and will continue until decontamination has been completed or referred for medical follow-up.

During operation of the decontamination center, every effort will be made to limit radiation exposures to staff and to limit the spread of contamination by maintaining contaminated area boundaries and containing contaminated materials. Contaminated clothing and personal items will be bagged and labeled. Those items that can be decontaminated will be returned immediately. Those items that cannot be decontaminated will be retained until their final disposition is determined in conjunction with state and federal authorities.

## D. COMMUNICATIONS, FACILITIES, EQUIPMENT AND SUPPLIES

### 1. FACILITIES

The Decontamination Center is beyond the emergency impact zone as recommended in federal and state guidance.

Southwestern College will serve as the Monitoring and Decontamination Center and as the Temporary Evacuation Point. Individuals will be told to report to that location for screening.

### 2. COMMUNICATIONS

Communications capabilities will be provided by the Radio Amateur Civil Emergency Services (RACES), Amateur Radio for Emergency Services (ARES), and/or fire and law enforcement mutual aid networks.

### 3. OPERATIONAL EQUIPMENT AND SUPPLIES

The primary contamination monitoring instruments are low range Geiger-muller (GM) type survey meters, model CDV-700 (or equivalent), which are maintained by the County Office of Disaster Preparedness. Decontamination and facility preparation supplies are listed in Tables 1 and 2.

#### E. PROCEDURE MAINTENANCE

This procedure will be reviewed annually, and revised as necessary under the supervision and authority of the Director of the Office of Disaster Preparedness.

#### TABLE 1 - SUPPLIES FOR MONITORING and DECONTAMINATION CENTER

The following supplies are necessary for each 100 persons needing to be decontaminated.

##### Quantity / Description

1	Roll brown paper (36" x 1000'; to cover floors and walls)
2	Pair of scissors (for various tasks, including cutting tape, altering protective clothing when necessary, etc.)
2	Utility knives (alternate for scissors)
6	Rolls of wide masking tape (2" ; to tape down paper)
6	Rolls of narrow masking tape (1"; to mark floor, etc.)
20	Black magic markers
10	Red magic markers
5	Tables (2 at Men's Decon entrance, 2 at Women's Decon entrance, 1 at the Dosimetry Issue Station,
4	Small tables (2 in each Decon area)
4	Boxes Zip Lock bags (For Storing valuables; contains directions for decontamination; 2 in each Decon Area)
1	Supply of labels (to identify valuables)
16	Chairs
5	Garbage cans (1 at vehicle monitoring, 2 at each Decon area)
1	Box of large, heavy duty trash bags (for contaminated disposal)
1	Supply of radioactive labels (to mark the trash bags)
1	Kitchen broom
500	Green index cards
500	Yellow index cards
500	Labels that read "CLEAN" (To be attached to green cards) 500 Labels that read "SURVEY." (attached to yellow cards)
4	Barrier stands (Entrance to Reception and Care Center). 16 Barrier stands (At Decon Areas).
1	Supply of rope to go on barrier stands
8	Bars of soap (4 at each Decon Area).
2	Brushes (for scrubbing skin and nails)
2	Bottles shampoo

- 20 Bath towels (10 at each Decon Area).
- 2 Supplies of clothing (One at each Decon Area)
- 2 Bottles hand lotion (to reduce chafing)
- 30 Survey meters
- 1 Supply of extra batteries
- 2 Boxes of sandwich bags (to cover probes on meters)
- 30 Sets of dosimetry (CDV-138, 730, and TLDs)
- 1 Supply of dosimetry chargers
- 4 Packages of masoline swipes ("Stretch and Dust"; to take swipes of auto surfaces; may be unsterilized 4x4 bandages)
- 1 Supply of latex gloves
- 1 Supply of boot covers
- 1 Supply of protective clothing (brush gear is acceptable for fire department monitors; paper suits available for others)
- 1 Supply of staplers
- 1 Supply of pens/pencils 1 Supply of clipboards
- 500 "Caution Radioactive Material" warning labels

TABLE 2 : MONITORING and DECONTAMINATION CENTER SIGNS

Quantity \ Description	
2	Stop for Vehicle Screening
2	Clean car parking (with arrow)
2	Clean car parking (located in parking lot)
2	Contaminated Vehicle Parking (with arrow)
2	Contaminated Vehicle Parking (in parking lot)
3	Reception and Care Center Upstairs (with arrow)
3	To Reception and Care Center (with arrow)
2	Reception and Care Center
3	To Men ' s Decon (with arrow)
3	To Women ' s Decon (with arrow)
6	No Eating, Drinking, or Smoking

- 2 Instruction Signs in Men's and Women's Decon Areas to read:
  1. Place valuables in plastic bags, have monitor check
  2. Take plastic bag, print name on label
  3. Remove clothing, place in plastic bag
  4. Proceed to showers, take valuables with you
- 2 FEMA Showers guidance

The following is a brief description of the Checklists and Guides:

CHECKLIST 1 - COUNTY RADIOLOGICAL OFFICER CHECKLIST

This checklist provides instructions to the County Radiological Officer for initiating activation of the decontamination center by notifying the Decontamination Center Manager and Red Cross Representative, and maintaining communications with the decontamination center.

CHECKLIST 2 - DECONTAMINATION CENTER MANAGER CHECKLIST

This checklist provides specific guidance to the Decontamination Center Manager for purposes of activation, operation, and demobilization of the decontamination center.

CHECKLIST 3A - DECON CENTER RECORD KEEPER CHECKLIST

This checklist lists the responsibilities of Decon Center Record Keepers during the various phases of operation of the decontamination center.

CHECKLIST 3B - DOSIMETRY ISSUE CENTER RECORD KEEPER CHECKLIST

This checklist lists the tasks to be performed concerning the issuance of dosimetry, survey meters, and related equipment as well as documentation.

CHECKLIST 4 - DECONTAMINATION SPECIALIST CHECKLIST

This checklist prescribes actions for the Decontamination Specialists.

CHECKLIST 5 - VEHICLES MONITORING CHECKLIST

This checklist provides the technique for monitoring vehicles as they arrive at the decontamination center.

CHECKLIST 6 - PERSONNEL MONITOR CHECKLIST

This checklist provides guidance for monitoring of evacuees at the decontamination center.

CHECKLIST 7 - Technical Assistant CHECKLIST

This checklist provides guidance to the Technical Assistant on coordination of decontamination teams.

CHECKLIST 8 - RADIO COMMUNICATIONS PROTOCOL

This checklist outlines the proper use of communications equipment.

#### GUIDE 1 - DECONTAMINATION GUIDELINES AND PRECAUTIONS

This guide provides general information on personnel decontamination, radiation protection, and handling of waste material.

#### GUIDE 2 - EXPOSURE CONTROL FOR DECONTAMINATION CENTER WORKERS

Designates responsibilities of decontamination personnel in radiation exposure control and provides a checklist for emergency operations and operation of exposure recording equipment and forms.

#### GUIDE 3 - HANDLING OF CONTAMINATED ITEMS

This guide provides instructions for decontamination or other disposition of contaminated property, depending on the type or value of the item, and available resources.

#### GUIDE 4 - HANDLING OF CONTAMINATED AND/OR INJURED PERSONS

This guide provides instructions to be given to contaminated persons, and guidelines for those who may be ill or injured.

#### GUIDE 5 - GENERAL BODY AND HAIR DECONTAMINATION METHODS

General decontamination instructions for Decontamination Specialists.

#### GUIDE 6 - LOCALIZED SKIN DECONTAMINATION METHODS

Instructions for removal of localized contamination for cases of persistent contamination.



CHECKLIST 1  
COUNTY RADIOLOGICAL OFFICER CHECKLIST

## PURPOSE

The purpose of this checklist is to identify specific actions necessary to notify decontamination center workers and supporting organization, and to initiate activation of the center.

## RESPONSE ACTIONS

If a decision is made to activate a Decontamination Center contact the following persons and instruct them to implement their Notification and Mobilization checklists:

Decontamination Center Manager or designee

Red Cross Representative or designee

- Instruct the County Emergency Operations Center to establish and maintain communications with the Decontamination Center through RACES. Request RACES support through the EOC.
- Report to or remain in the Emergency Operations Center and maintain communications with the County Health Officer Operations Center to provide guidance in cases of persistent contamination and determining appropriate follow-up.
- Request General Services Agency to transport decontamination supplies to the Decontamination Center.
- Request Sheriff to provide traffic control and security.

CHECKLIST 2  
DECONTAMINATION CENTER MANAGER CHECKLIST

**PURPOSE**

The purpose of this checklist is to provide guidance to the Decontamination Center Manager in the operation of a decontamination center.

**RESPONSE ACTIONS****Activation**

- \_\_\_ Upon arrival at the assigned decontamination center, contact the Red Cross shelter manager or the facility coordinator for assistance in unlocking doors, turning on lights, etc.
- \_\_\_ Request law enforcement assistance from the EOC if necessary.
- \_\_\_ Establish communications with the County Health Officer at the Emergency Operations Center.
- \_\_\_ Verify two-way communications between monitoring and decontamination locations. See Checklist 8.
- \_\_\_ Request assistance/advice from the Technical Advisor (Health Physicist) as necessary.
- \_\_\_ Obtain additional supplies (tables, chairs, etc.) through the shelter/facility logistics contact. For other unmet needs, contact the Emergency Operations Center.
- \_\_\_ Ensure that decontamination center supplies have been delivered.
- \_\_\_ Direct decontamination center staff to set up monitoring/record keeping stations, contamination boundary lines, and decon lines.
- \_\_\_ Direct staff to set up supplies at their appropriate locations and post signs prohibiting eating, drinking, and smoking in contaminated areas as well as other direction signs in parking lots and inside the buildings.
- \_\_\_ Establish a dosimetry issue center. Ensure that all decontamination center staff obtain exposure control dosimetry and forms, in accordance with Guide 2.
- \_\_\_ If appropriate, don protective clothing in preparation for arrival of contaminated evacuees.

### Operations

- \_\_\_ Use guidance provided in the Guides section of this procedure as necessary.
- \_\_\_ As contaminated evacuees arrive at the decontamination center (directed by monitors), direct record keepers to implement Checklist 3, Record Keeper's Checklist.
- \_\_\_ As location and levels of contamination are identified, direct Decontamination Specialists to implement Checklist 4, Decontamination Specialist's Checklist.
- \_\_\_ Request Technical Advisor to assist in decontamination activities as needed.
- \_\_\_ Provide guidance to decontamination center staff and keep the Emergency Operations Center informed of decontamination activities.
- \_\_\_ If a contaminated person is injured, refer to Guide 4, Handling of Contaminated and/or Injured Persons.

**NOTE: Medical treatment always takes precedence over decontamination.**

- \_\_\_ Request additional supplies, personnel, equipment, etc. from the EOC, as needed to maintain 24-hour operations.
- \_\_\_ Continue operations until there are no additional persons requiring decontamination.

### Demobilization

- \_\_\_ Coordinate the turnover of records, contaminated items, etc.
- \_\_\_ Inform the Emergency Operations Center when turnover to State personnel is completed.
- \_\_\_ Release County decontamination center staff when State turnover is completed.
- \_\_\_ Before leaving the decontamination center, have yourself monitored and decontaminated if necessary.

CHECKLIST 3A  
DECON CENTER RECORD KEEPER'S CHECKLIST

**PURPOSE**

The purpose of this procedure is to provide guidance to decontamination center Record Keepers in the documentation of information pertaining to contaminated evacuees.

**RESPONSE ACTIONS****Activation**

- \_\_\_ Upon arrival at the assigned location, assist in the overall set-up of the decontamination center.
- \_\_\_ Obtain a supply of:
  - \_\_\_ Forms A and B, Personal Data Form and Clothing and Body Contamination Report, respectively
  - \_\_\_ Clipboard, pencils, pens, file folders
- \_\_\_ Arrange supplies on tables.
- \_\_\_ Assist Decontamination Specialists and monitors in establishing "clean" and contaminated area boundaries using tape and rope, as directed by the Decontamination Center Manager (refer to Fig. 4).
- \_\_\_ Request assistance from the Decontamination Center Manager as necessary.
- \_\_\_ Obtain and don personal dosimeters in accordance with Guide 2.

**Operations**

Use guidance provided in the Guides section of this procedure as necessary.

- \_\_\_ As monitoring personnel screen or monitor contaminated evacuees, record contamination levels and locations on Form B.
- \_\_\_ Obtain applicable data and complete Blocks 1 & 2 of Form A.
- \_\_\_ Request that the monitor screen your hands periodically to prevent the spread of contamination.
- \_\_\_ Request assistance from the Decon. Center Manager as needed.
- \_\_\_ Record results of re-monitoring on Form B. Repeat documentation process until decontamination is terminated for each person.
- \_\_\_ Upon receipt of clean personal items (wallets, purses, etc.), place items in a zip lock label.

- \_\_\_ Complete Block 3 of Form A to assure that the person signs for receipt of personal items retained and verification of personal data.
- \_\_\_ Continue the process for each decontaminated evacuee.

**Demobilization**

- \_\_\_ Turn records over to state personnel as directed by the Decontamination Center Manager.
- \_\_\_ Before leaving the Decontamination Center, have yourself monitored and if necessary, decontaminated.

## FORM A - PERSONAL DATA

Date: ____/____/____	Time: ____:____ AM/PM	Location: _____
<b>1. PERSONAL DATA</b>		
Last Name: _____ First Name: _____		Driver
MI: _____		Lic.#: _____
Address: _____		SS#: _____ - _____
_____ _____ _____		Date of Birth: ____/____/____
(City)	(State)	(Zip)
Home Phone: _____ Work		Sex M _____ F _____
Phone: _____		
<b>2. ACCIDENT DATA</b>		
Location during the emergency period:		
30 min. ago _____	4 hours ago _____	
1 hour ago _____	8 hours ago _____	
2 hours ago _____	____ hours ago _____	
Where did you evacuate from?		
_____		
What time did you leave?		
_____		
Where can you be reached for the next 48 hours? (Address and/or phone)		
_____		
_____		

3. MEDICAL DATA

List any observable  
injuries: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. FOLLOW-UP (medical authority use only)☐ Urinalysis☐ Blood☐ Whole Body Count☐ Nose Swab☐ Feces☐ Other

(specify) \_\_\_\_\_

5. CHECKOUT

Personal items retained for decontamination.  
(list): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the personal data contained in Section 1 above is accurate, and acknowledge accuracy of the personal items listed in #5 above.

Evacuee's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## FORM B - DECONTAMINATION RESULTS

NAME \_\_\_\_\_ Soc. Sec # \_\_\_\_\_

BODY AREA	INITIAL SURVEY	1ST SURVEY	2ND SURVEY	3RD SURVEY
	COUNTS/MIN	COUNTS/MIN	COUNTS/MIN	COUNTS/MIN
HAIR				
HEAD/NECK				
SHOULDER R				
L				
ARMS R				
L				
HANDS R				
L				
CHEST				
BACK				
STOMACH				
LEGS R				
L				
FEET R				
L				
MONITOR(initials)				
Date and Time				
Instrument used				

List of clothing or personal items requiring:



**San Diego County**

**NC # 10**

**Decontamination-**

**Disposal-**

## CHECKLIST 3B

## DOSIMETRY ISSUE CENTER RECORD KEEPER'S CHECKLIST

## PURPOSE

The purpose of this procedure is to provide guidance to Dosimetry Issue Center Record Keepers in the documentation of information pertaining to emergency workers.

## RESPONSE ACTIONS

## Activation

- \_\_\_ Upon arrival at the assigned location, assist in the overall set-up of the Dosimetry Issue Center.
- \_\_\_ Obtain a supply of:
  - \_\_\_ Dosimetry kits, survey meters, Exposure Forms, Equipment
  - \_\_\_ Checkout Forms and Dashboard Instruction Form.  
(See Forms C, D, and E).
  - \_\_\_ Clipboard, pencils, pens, file folders.
- \_\_\_ Arrange supplies on tables.
- \_\_\_ Assist Decontamination Specialists and monitors in establishing "clean" and contaminated area boundaries using tape and rope, as directed by the Decontamination Center Manager.
- \_\_\_ Request assistance from the Decontamination Center Manager as necessary.
- \_\_\_ Obtain and don personal dosimeters in accordance w/Guide 2.

## Operations

Use guidance provided in the Guides section of this procedure as necessary.

- \_\_\_ Request health physics or monitor support from the Decon Center Manager to zero dosimeters and check survey equipment.
- \_\_\_ Issue dosimeters and fill out Exposure Form.
- \_\_\_ Issue survey meters and fill out Equipment Checkout Form.
- \_\_\_ Complete exposure form and equipment sign-out log when dosimeters and survey meters are

returned.

— Request assistance from the Decon Center Managers as necessary

## CHECKLIST 4 - DECONTAMINATION SPECIALIST CHECKLIST

## PURPOSE

The purpose of this checklist is to provide guidance to Decontamination Specialists in performing decontamination of evacuees.

## RESPONSE ACTIONS

## Activation

- \_\_\_ Upon arrival at the assigned location, assist in the overall set-up of the decontamination center.
- \_\_\_ Obtain and place decontamination supplies in appropriate locations (soap, towels, brushes, etc.).
- \_\_\_ Request assistance from the Decontamination Center Manager as necessary.
- \_\_\_ Assist monitors in establishing "clean" and contaminated area boundaries using tape and rope, as directed by the Decontamination Center Manager.
- \_\_\_ Don protective clothing in preparation for arrival of contaminated evacuees.
- \_\_\_ Obtain and don personal dosimetry in accordance with Guide 2.

## Operations

Decontamination Specialists will be informed of the levels and location of contamination on each contaminated evacuee. For decontamination activities, follow the guidance provided below:

**NOTE: Medical treatment of injured persons takes precedence over decontamination. Refer to Guide 4, Handling of Contaminated and/or Injured Persons for guidance.**

- \_\_\_ Follow the guidance provided in Guide 1, Decontamination Guidelines and Precautions.
- \_\_\_ Follow the guidance provided in Guide 2, Exposure Control for Emergency Workers, to keep exposure to radiation as low as reasonably achievable.
- \_\_\_ Handle contaminated items as specified in Guide 3, Handling of Contaminated Items, to prevent the spread of contamination.
- \_\_\_ Handle contaminated persons as specified in Guide 4, Handling of Contaminated and/or Injured Persons.

- \_\_\_ If contamination is localized, use Guide 6, Localized Skin Decontamination Methods, for guidance.
- \_\_\_ If, after the second showering, persons have contamination on or around their eyes, mouth or nose, request assistance and guidance from the Decontamination Center Manager or the Technical Advisor, as necessary.
- \_\_\_ Continue decontamination activities as directed by the Decontamination Center Manager.

#### Demobilization

- \_\_\_ Upon arrival of shift or state personnel, ensure that your replacement is available and briefed.
- \_\_\_ Before leaving the Decontamination Center, have yourself monitored and, if necessary, decontaminate yourself.

## CHECKLIST 5 - VEHICLE MONITOR CHECKLIST

## PURPOSE

This checklist is to provide instructions for the activation of vehicle screening for traffic approaching a Reception and Care Center.

## RESPONSE ACTIONS

- \_\_\_ Upon arrival at the designated monitoring location, don protective clothing and personal dosimetry.
  - \_\_\_ Obtain a CDV-700 survey meter (or equivalent) and perform a source check with the beta window open on X10 multiplier. Replace battery if necessary.
- NOTE: Background checks and monitoring shall always be performed with the beta window open.**
- \_\_\_ Install the headset, turn the instrument on to the lowest scale (X10 multiplier), and note the background radiation reading on the meter and also notice audible clicks in the headset.
  - \_\_\_ Cover the probe with a plastic bag to avoid contaminating the probe. Do not touch contaminated surfaces with the covered probe. If the probe accidentally becomes contaminated, as indicated by increased background, carefully remove the plastic bag probe cover and discard properly as contaminated waste. Re- cover the probe before continuing monitoring.
  - \_\_\_ As vehicles approach the monitoring point, have them stop. Using a decon, non-contaminated wipe, wipe a large representative area from an accessible horizontal surface of the vehicle including the hood, roof and trunk, if possible.
  - \_\_\_ Bring the wipe up to within 1/2 inch of the survey meter probe, taking care not to touch the probe with the wipe, and note the meter reading.
  - \_\_\_ Survey wheel wells.
  - \_\_\_ If the smear or survey reads greater than or equal to 300 counts per minute using a CDV-700 survey meter (or equivalent), issue a Dashboard Instruction Form (Form E) and direct the vehicle to the contaminated vehicle holding area for later evaluation. Uncontaminated vehicles should be directed to the clean vehicle parking lot.

## CHECKLIST 6 - PERSONNEL MONITOR CHECKLIST

## PURPOSE

The purpose of this checklist is to provide guidance to persons monitoring evacuees at the Reception and Care centers for external contamination to determine whether decontamination should be performed.

## RESPONSE ACTIONS

- \_\_\_ Upon arrival at the decontamination center, assist in setting up the facility, including the radiological control area boundaries.
- \_\_\_ Don protective clothing and personal dosimeters prior to entering the contamination control area or performing monitoring.
- \_\_\_ Obtain a CDV-700 survey meter (or equivalent) and perform a source check with the beta window open. Replace battery if necessary.

NOTE: Background checks and monitoring should always be performed with the beta window open.

- \_\_\_ Install the headset, turn the instrument on to the lowest scale, and note the background radiation reading on the meter and also notice audible clicks in the headset.
- \_\_\_ Cover the probe with a plastic bag to avoid contaminating the probe. Do not touch contaminated surfaces with the covered probe. If the probe accidentally becomes contaminated, as indicated by increased background, carefully remove the plastic bag probe cover and discard properly as contaminated waste. Re-cover the probe before continuing monitoring.
- \_\_\_ Guide evacuees to personnel monitors as they enter the decontamination center or shelter.
- \_\_\_ Periodically check dosimeters and follow Guide 2, Exposure Control for Decontamination Center Workers.
- \_\_\_ Refer questions to the Technical Assistant you are assigned to.

## CHECKLIST 7 - TECHNICAL ASSISTANT CHECKLIST

### PURPOSE

To provide guidance to the Health Physics technical advisor on his/her responsibilities during decontamination operations.

### ACTIONS TO BE TAKEN

- Upon arrival at the decontamination center, assist in setting up the facility, including radiological control area boundaries.
- Provide a briefing to the monitors you will be overseeing.  
(see Checklists 4, 5, and 6)
- Provide technical assistance on radiation protection and decontamination to the Decontamination Center Manager.
- Don protective clothing as required before entering contamination control areas.
- Periodically update the monitors on radiation protection methods, self reading dosimeters results and status changes.
- Oversee health physics activities and report any problem to the Decontamination Center Manager.
- Assure adequate decontamination of all contaminated personnel.
- Assure final decontamination check is done at facility prior to vacating the center.



## CHECKLIST 8 - RADIO COMMUNICATIONS PROTOCOL

### PURPOSE

In order to insure smooth operations of the Reception and Care Center and Decontamination Center, it is essential to have good communications. To accommodate this, portable radios should be issued to the management and coordinating personnel in the Decon Center organization (See Figure 1a).

### RESPONSE ACTIONS

- \_\_\_ Assign a radio call sign to each position in the organization (See Figure 1b). The call signs are shown below.

- Decon Manager
- Decon Advisor
- Issue Center
- PIO Officer
- Reception and Care
- Main Screen
- Vehicle screen
- Men's Decon
- Women's Decon

- \_\_\_ Review the operating instructions for the radios used as shown on the insert following this procedure.
- \_\_\_ Contact the Communications Specialist if questions arise as to the use of the radio.

## GUIDE 1 - DECONTAMINATION GUIDELINES AND PRECAUTIONS

## Purpose

This guide provides general guidelines and precautions to emergency workers involved with the operation of decontamination centers.

## GENERAL

1. Except in the most extreme cases, radioactive contamination is not immediately life threatening. Therefore, **MEDICAL TREATMENT TAKES PRECEDENCE OVER DECONTAMINATION.**
2. If there are questions regarding decontamination activities, ask the Technical Advisor for guidance.
3. Emergency workers involved in the decontamination process shall wear protective clothing to prevent unnecessary contamination. Maintain all contamination control boundaries.
4. Emergency workers involved in Decontamination Center will be issued personal dosimeters to track and control their exposure. Use Guide 2, Exposure Control for Emergency Workers, for guidance.
5. Contaminated items and objects shall be labeled and bagged and stored for later decontamination or disposal. use Guide 3, Handling of Contaminated Items, for guidance.
6. Manage contaminated injured persons as specified in Guide 4, Handling of Contaminated and/or Injured Persons.
7. Decontamination priority shall be given to areas with the highest levels first. Use Guides 5 and 6 for guidance in performing decontamination of persons.
8. Decontamination shall be as thorough as practical. However, it should be realized that complete removal of low level contamination may not always be possible. Consult medical authorities in cases of persistent contamination.

## PERSONNEL PROTECTION

1. Exposure Control
  - A. Emergency workers involved with the operation of decontamination centers will monitor and control their radiation exposure, if any, as specified in Guide 2, Exposure Control of Emergency Workers.
  - B. Emergency workers will inform the Decontamination Center Manager if their exposure

exceeds 500 millirems. The Decontamination Center Manager will relay emergency worker exposure to the County Radiological Officer if worker exposure exceeds 500 millirems.

- C. The County Radiological Officer will assure that emergency worker exposure is kept within the limits established in County Health Agency procedures.
- 2. Protective Clothing -Emergency workers involved with the handling of contaminated individuals or objects will wear proper protective clothing.

#### GUIDE 1 - DECONTAMINATION GUIDELINES AND PRECAUTIONS (continued)

##### CONTAMINATION CONTROL

- 1. Establish "clean" and "contaminated" zones in the Decontamination Center using rope and/or tape barriers, paper floor covering, and step-off pads. Ensure that a clean area is available for decontaminated people to exit the center.
- 2. Before entering contaminated areas, appropriate protective clothing should be worn.
- 3. Bag and label all contaminated items (clothing, personal items, etc.) Handle contaminated items as specified in Guide 3, Handling of Contaminated Items.
- 4. Perform periodic contamination surveys to ensure that contamination is controlled and boundaries are identified.
- 5. Eating, drinking, smoking and loitering shall not be allowed inside of the decontamination centers.
- 6. When inside of the contaminated areas, do not allow contaminated items or persons to come in contact with clean items or persons.
- 7. Before exiting a contaminated area, emergency workers will remove protective clothing and be monitored.

## GUIDE 2a - EXPOSURE CONTROL FOR DECONTAMINATION CENTER WORKERS

This guide contains the procedures for controlling and documenting decontamination center worker radiation exposure. Dosimetry devices and records described in this Guide are stored with decontamination center supplies and will be issued to emergency workers at the time of center activation.

### DECONTAMINATION CENTER MANAGER RESPONSIBILITIES

The Decontamination Center Manager will:

1. Direct all decontamination staff to use personal dosimetry as specified in the Emergency Worker Exposure Control Checklist.
2. Inform the Emergency Operations Center of emergency worker exposure.
3. Contact the County Radiological Officer if there are any questions or problems with exposure control activities.

### DECONTAMINATION CENTER STAFF RESPONSIBILITIES

Decontamination Center Staff will:

1. Issue personal dosimetry as directed by the Decontamination Center Manager. Use the Decontamination Center Exposure Control checklist.
2. Inform the Decontamination Center Manager if their exposure exceeds 500 millirems. The Decontamination Center Manager will relay emergency worker exposure to the County Radiological Health Officer Operations Center if worker exposure exceeds 500 millirems.

## GUIDE 2b - DECONTAMINATION CENTER EXPOSURE CONTROL CHECKLIST

This checklist provides guidance to Decontamination Center workers in obtaining and using dosimetry devices and recording and tracking their radiation exposure.

Dosimetry must be worn by the following persons:

- \_\_\_ All persons performing monitoring or decontamination of persons or property.
- \_\_\_ All persons handling or guarding contaminated property or waste.
- \_\_\_ All persons assigned to work at the center.

Each person required to wear dosimetry will use the following devices:

- \_\_\_ 1 Thermoluminescent dosimeter (TLD)
- \_\_\_ 1 PDM-203 Electronic Pocket Dosimeter (0-9999 milliroentgen)  
(w/instructions)

## INITIALIZING AND WEARING DOSIMETRY DEVICES

Upon receiving dosimetry, each user should:

- \_\_\_ Clip the TLD badge to the outer clothing on the front of the body between the waist and neck.
- \_\_\_ Check the self-reading dosimeter to verify it is initialized at zero. If not, obtain replacement from the dosimetry issue station.
- \_\_\_ Clip the dosimeters to the outer clothing near the TLD badge.

## EXPOSURE CONTROL

Workers should check dosimeters periodically, at least once per hour or, and notify their supervisor if the reading on the EPD approaches 500 milliroentgen.

Dosimeter resets must be authorized by the Decontamination Center Manager and noted on the Radiation Exposure Record Log by entering the reading before the reset in the "Ending" column. Following the reset, the dosimeter reading should be entered into a new "start" column.

The Decontamination Center Manager should periodically review the Exposure Record logs and reassign or excuse personnel if necessary to prevent any worker from receiving more than 500 millirems during the Decontamination Center operation. This limit is equal to 10% of the annual limit for occupational exposure determined by the International Commission on Radiation Protection.

Workers shall turn in their self-reading dosimeters, TLD's, and Radiation Exposure Record Logs at the end of each shift, or when leaving the decontamination center. If they return to the center each worker shall ensure that he receives the same TLD previously issued. Dosimeters may or may not be the same.

## GUIDE 3 - HANDLING OF CONTAMINATED ITEMS

This guide provides guidance to all decontamination center personnel for handling objects that are contaminated. Contaminated objects are those reading greater than or equal to 300 CPM on the CDV-700 survey meter (or equivalent).

## DISPOSABLE ITEMS

**NOTE: Anything inside of the contamination area boundary should be considered contaminated until surveyed and determined to be "clean" by monitors.**

1. Put container liners in all waste containers.
2. Dispose of contaminated items (paper towels, trash, etc.) in contaminated waste containers.
3. Waste containers should be monitored periodically by monitors to assure no buildup of radiation levels.
4. Seal container liners when they are full and place sealed, full bags in a location away from areas of work activities.

## PERSONAL ITEMS

Personal items (clothing, shoes, jewelry, wallets, purses, etc.) may be contaminated. Care must be taken to assure that retained personal items are inventoried and accounted for on the Record Keeper's Form B.

Some important personal items (wallets, purses, credit cards, jewelry, etc.) that are contaminated may need to be decontaminated at the center and given back to people after decontamination.

Use the guidance provided below in the handling of personal items.

## Bagging and Labeling

1. If personal items are contaminated, prepare a bag for the items to be placed in.
2. Label bag with a sticker with the following information:  
Name, Social Security Number, Items placed in the bag
3. Apply "Caution Radioactive Material" warning label to bag.

## Wallets/Purses/valuables

1. If clothing is contaminated, tell persons not to touch their wallets or open their purses until the items are monitored.
2. Remove and handle wallets/purses with clean surgical gloves and have them monitored.
3. Place them in a Zip Lock bag and retain for future decontamination. Bags should contain a note stating the following: Owner's name, Date, Address, Phone #, and listing of contents.

## Clothing and Other Personal Items

1. Instruct contaminated person to place clothing, shoes, etc. in a personal item bag. Label bag as described above place bag in storage area and provide direction to persons in the decontamination process.
2. Direct person to showers to remove contamination.



#### GUIDE 4 - HANDLING OF CONTAMINATED AND INJURED PERSONS

This guide provides guidance in the handling of persons who are contaminated and injured.

##### HANDLING OF CONTAMINATED AND INJURED PERSONS

NOTE: Medical treatment takes precedence over decontamination.

1. If a contaminated person has been or becomes injured or ill, inform the Decontamination Center Manager. The Decontamination Center Manager will call the nurses station at the Reception and Care Center for medical assistance. The Nurses Station will request fire, police, or emergency medical response.
2. Reassure the injured and provide immediate first aid and treat for shock, as necessary.
3. Assist medical personnel upon their arrival and inform them of the contamination levels and locations on the injured person.

##### HANDLING OF UNINJURED CONTAMINATED PERSONS

1. Provide reassurance to contaminated personnel. Contamination is almost NEVER life-threatening.
2. Instruct contaminated persons not to touch or rub areas of their exposed skin to prevent the spread of contamination. Instruct them not to touch other people for the same reason.
3. Instruct them not to touch personal items such as wallets, purses, jewelry, etc. until those items are monitored and if necessary, decontaminated. (Refer to Guide 3, Handling of Contaminated Items for guidance)
4. Segregate contaminated persons from uncontaminated persons to prevent the spread of contamination.
5. Explain the decontamination process to contaminated persons as they go through the procedures. This will provide some reassurance to them.
6. Explain that the medical follow-up is the reason for recording personal information, such as name, address, social security numbers, etc.
7. Decontaminate persons using guide 5.

## GUIDE 5 - GENERAL BODY AND HAIR DECONTAMINATION METHODS

This guide provides guidance in the removal of contamination that is deposited in the hair and scalp and/or over a large area or many areas of the body.

**NOTE : Medical treatment takes precedence over decontamination. Refer to Guide 4 for guidance in handling of contaminated/injured persons.**

### BODY DECONTAMINATION METHODS

#### USE GENERAL GUIDANCE PROVIDED IN GUIDE 1, AS NECESSARY

Decontamination Specialists will:

1. Instruct contaminated persons to remove and place clothing in personal item bags.
2. Instruct contaminated persons to shower and wash with soap and warm water.
3. If hair is contaminated, instruct persons to wash their scalp and hair first, taking care not to spread contamination over other areas of the body.
4. Instruct contaminated persons to pay close attention to areas around fingernails and other skin crevices.
5. Instruct persons to rinse all soap off when done, gently towel dry, and wrap the towel around themselves and to report for re-monitoring.
6. Instruct persons to repeat above steps if contamination is not removed during the first showering.
7. If contamination cannot be removed after a total of three showers, refer to the procedures for Persistent Residual Decontamination Methods in Checklist 6.
8. When monitoring shows that contamination is removed, issue and have persons dress in temporary clothing.
9. When decontamination process is complete, instruct persons to report to Decontamination Center Record Keeper for check out.

## GUIDE 6a - LOCALIZED SKIN DECONTAMINATION METHODS

This guide provides guidance for removal of contamination from localized areas on the skin, excluding facial areas such as the mouth, eyes and nose.

**NOTE: Medical treatment takes precedence over decontamination. Refer to Guide \* for Guidance in handling of contaminated and/or injured individuals.**

USE GENERAL GUIDANCE PROVIDED IN GUIDE 1, AS NECESSARY.

## PROCEDURE 1 - INITIAL SKIN DECONTAMINATION METHODS

Decontamination Specialists will:

1. Instruct contaminated persons to wash area(s) with soap and warm water, paying close attention to areas around fingernails and other skin crevices.
2. Instruct persons to rinse with clean water and pat dry.
3. Have area(s) re-monitored.
4. Instruct persons to repeat steps 1, 2 and 3 if contamination is not removed by the first washing.
5. If contamination cannot be removed after three attempts, refer to Procedure 2 below.
6. When decontamination process is complete, instruct persons to report to Decontamination Center Record Keeper for check out.

## PROCEDURE 2 - PERSISTENT RESIDUAL SKIN DECONTAMINATION METHODS

If contamination cannot be removed using Procedure 1 above, Decontamination Specialists will attempt to remove persistent residual contamination using the following methods.

1. Gently scrub area(s) with soft rag or brush using soap and water, again with attention to fingernail and other skin crevices. **DO NOT BREAK THE SKIN OR WASH UNTIL AREA IS RAW.**
2. Rinse with warm water.
3. Have area(s) re-monitored.
4. Repeat steps 1 and 2 until contamination is removed, or until there is no further decrease in the level of contamination.

**NOTE: If contamination cannot be removed by the above methods, contact the Decontamination Center Manager for guidance, who should direct person to hospital authorities.**

5. When contamination is completely removed, apply lanolin or hand cream to prevent chapping.
6. When decontamination process is complete, instruct persons to report to Decontamination Center Record Keeper for check out.

## LAW ENFORCEMENT?SECURITY

### ROAP #12

#### 1. Purpose

To define the responsibilities of law enforcement agencies in response to a radiological incident at a military facility, or a vessel in-port San Diego.

#### 2. References

- a. San Diego County Emergency Plan
- b. City of Coronado Emergency Plan

#### 3. Responsibilities

##### a. Unusual Event –

- (1) Monitor the release of information. No action required unless requested by the Director.

##### b. Alert

- (1) Coronado Police monitor the release of information and take actions as directed by the Director, if any.
- (2) San Diego County Sheriff perform normal law enforcement duties.

##### c. Site Area Emergency

- (1) Coronado Police, if directed to by the Director, develop and activate an evacuation plan for affected areas.
- (2) San Diego County Sheriff
  - (a) Will assist local law enforcement agencies with traffic control and coordinate traffic control, as required / requested.
  - (b) If Sheriff assistance is requested the Sheriff's Emergency Command Center (ECC) shall be activated.
- (3) If requested, California Highway Patrol deploy units in anticipation of road closures to facilitate use of the evacuation routes should they be required.

### LAW ENFORCEMENT/SECURITY

- (3) If requested, CALTRANS adjust Coronado Bridge flow pattern to accommodate increased traffic to the east.

d. General Emergency

- (1) Coronado Police with the assistance of the Sheriff Department
  - (a) Continue actions begun under Site Area Emergency.
  - (b) Assist in supervision of transportation of evacuees requested.
  - (c) Assist in maintaining access control over evacuated areas as requested.
  - (d) Coordinate law enforcement activities in affected areas.
- (2) California Highway Patrol
  - (a) Affect road closures at pre-designated points.
  - (b) Assist in evacuation, as requested.
- (3) State Military Department

Upon activation by the Governor, units of the National Guard may be called upon by the CAO to augment State and local law enforcement agencies.
- (4) U.S. Marine Corps may be requested by the CAO (through the Governor's Office of Emergency Services) to provide support and assistance to security forces.