



# Emergency Operations Plan for Bingham County

Public Copy

# Privacy Statement

The disclosure of information in this plan could compromise the security of essential equipment, services, and systems of Bingham County and Cities therein or otherwise impart Bingham County and its Cities abilities to carry out essential emergency responsibilities. Distribution of this Emergency Operations Plan is limited to those Bingham County and Cities' associates who need to know the information in order to successfully activate and implement the plan.

Portions of this plan contain information that raises personal privacy or other concerns, and those portions may be exempt from mandatory disclosure under the Freedom of Information Act. See 5 U.S.C. §552, 41 C.F.R. Part 105-60.

Any decision to disclose information in this plan outside Bingham County or to withhold information in this plan from a non-Bingham County requester must be coordinated with Bingham County's Office of Homeland Security.

# Preface

The Bingham County Emergency Operations Plan (EOP) is a set of guidelines and procedures to assist in the emergency response effort. It is to be used by those responsible for the safety and security of the citizens of Bingham County.

The plan supersedes the Bingham County Emergency Operations Plan dated March 2002. It parallels the National Response Plan (NRP) and incorporates guidance from the Federal Emergency Management Agency (FEMA) as well as lessons learned from disasters and emergencies that have threatened Bingham County. The plan is in compliance with the National Incident Management System (NIMS), which is the Federal Government's system of ensuring a uniform method of typing resources and integrating multiple agencies, jurisdictions, and disciplines into a coordinated response and relief effort.

Major emergencies and disaster incidents are unique events that present the community and emergency personnel with extraordinary problems and challenges that cannot be adequately addressed within the routine operations of government. Since disasters differ in important ways, and it is impossible to plan for every contingency, highly detailed operational procedures are avoided in the plan in favor of a streamlined all hazards preparedness approach.

All agencies and departments are responsible for developing and maintaining current internal plans and procedures for carrying out the assigned emergency functions described in the EOP. The coordination of these plans and procedures with the EOP is an ongoing process through regular training and exercises.

Implementation of the EOP will require extensive cooperation, collaboration, and training. I ask for your continued cooperation and assistance as we implement our updated EOP. I thank you and look forward to working with you in continuing to improve our ability to protect our citizens.

Craig Rowland  
Emergency Management Coordinator  
Bingham County, Idaho

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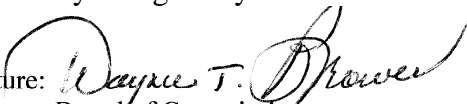
List of Acronyms  
Glossary of Key Terms  
Maps

# LETTER OF ACCEPTANCE

The Bingham County Emergency Operations Plan revised and updated April 2006 is hereby authorized to be the Official Plan for Bingham County intergovernmental emergency operations pursuant to Chapter 10, Title 46, and Idaho Code. This plan supercedes all previous plans.

The signatories to this EOP concur with the concepts, requirements, and assignments.


The Emergency Operations Plan is intended to and shall be interpreted to give effect to the purpose of the Idaho Disaster Preparedness Act of 1975, as amended, Chapter 10, Title 46, Idaho Code, and shall not be interpreted to increase liability of the county or signatory.

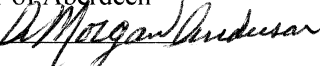
Signature:   
Chairman, Board of Commissioners


Signature:   
Commissioner


Signature:   
Commissioner

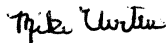
Adopted by the Bingham County Board of Commissioners on the 9<sup>th</sup> day of May 2006.


Signature:   
Clerk

Signature:   
Mayor of Aberdeen  
Date: 4-11-06

Signature:   
Mayor of Atomic City Council Area  
Date: 4-11-06

Signature:   
Mayor of Basalt  
Date: 4/13/06

Signature:   
Mayor of Blackfoot  
Date: 4/18/06

Signature:   
Mayor of Firth  
Date: 11 APR 06

Signature:   
Mayor of Shelley  
Date: 5-9-06

# Letter of Instruction

## Implementation Guidance

The Bingham County Emergency Operations Plan (EOP) is effective upon signing by the jurisdictions represented on the letter of acceptance.

In order to fully implement this plan we must know what is in it. It is recommended that each agency review this plan quarterly.

For those of you who have positions outlined in the Roles and Responsibilities section, please be familiar with your duties, and make sure you have a backup in case you are out of town. Please be sure to teach this individual what their position's responsibilities are and ensure that the Bingham County Emergency Management Coordinator knows who will replace you in your absence.

It is encouraged and expected that all agencies will participate in all available exercises. This will not only increase the agencies understanding of the plan, but allow opportunities for improving the plan. Your input and participation is essential in having a plan that best meets our individual needs.

Having a copy of this plan will only benefit our citizens if you use it. Please take the time to make this plan "YOUR" Emergency Operations Plan.

# Record of Distribution

ORGANIZATION	NAME	COPY #	AMOUNT	DATE
City of Aberdeen			1	
City of Atomic City			1	
City of Basalt			1	
City of Blackfoot			1	
City of Firth			1	
City of Shelley			1	
LEPC			1 CD	
Aberdeen Fire Department			1 CD	
Blackfoot Fire Department			1 CD	
Firth Fire Department			1 CD	
Shelley Fire Department			1 CD	
Bingham County Commissioners			1	
Bingham County Emergency Management Office			4	
Aberdeen School District			1 CD	
Blackfoot School District			1 CD	
Fort Hall School District			1 CD	
Shelley/Firth School District			1 CD	
Snake River School District			1 CD	
Bingham County Appraiser			1 CD	
Bingham County Clerk			1 CD	
Bingham County Road Department			1 CD	
Bingham County Sheriff			1 CD	
Aberdeen Police			1 CD	
Blackfoot Police			1 CD	
Shelley Police			1 CD	
Bingham Memorial Hospital			1 & 1 CD	
Aberdeen Ambulance			1 CD	
Blackfoot Ambulance			1 CD	
Shelley QRU			1 CD	
Idaho Falls Ambulance			1 CD	
Bingham County Search & Rescue			1 CD	
Northeast Area Field Officer, BHS			1 & 1 CD	
Idaho Bureau of Homeland Security			1 CD	
Idaho Transportation Dept. Highway 6			1 CD	
Idaho Public Health, District 6			1 CD	
F.E.M.A.			1 CD	
U.S. Forest Service			1 CD	
Spare Copies			5	

Master Copy to be maintained in the Bingham County Administration Building, Blackfoot, Idaho.



# Ongoing Plan Management & Maintenance

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Emergency Management Coordinator and involved department heads will brief additional personnel as appropriate. This plan will be published by the Emergency Management Department when required. Any changes resulting from an annual review will be published and distributed to agencies holding this plan.

Departments will be assigned prime responsibility for their component of the plan. Telephone and contact lists are to be updated and turned into the Emergency Management Coordinator whenever significant changes occur.

## Record of Changes & Review

When posting changes:

1. Make pen and ink changes and file instructions in the back of this plan.
2. Replace pages and destroy superseded pages.
3. Annotate and sign Record of Change Sheet.

Change #	Date Posted	By (Print)	Signature

## Record of Review

Review Date	Reviewed by	Signature

# Foreword

The Bingham County Emergency Operations Plan (EOP) consists of 6 major sections.

1. The Base Plan

The Base Plan describes the structure and processes comprising a countywide response to an incident. It includes the purpose, authorities, assumptions, concept of operations, and EOC and ICS structure.

2. Roles & Responsibilities

The Roles & Responsibilities section describes tasks that are required of certain key individuals.

3. Emergency Support Functions (ESF)

These annexes organize agencies, departments, and organizations into emergency support functions. The structure of this section is required by Presidential Directive and is patterned after the National Response Plan. Each of these annexes contains a method of operation and the responsibilities of the primary and support agencies that will respond during a multi-agency or multi-jurisdictional major emergency or disaster. Below is a description of each ESF in the Bingham County EOP.

ESF 1-Transportation

- restoration / recovery of roads and bridges
- damage & impact assessment
- movement restrictions
- transportation safety

ESF 2-Communications

- methods of communicating
- public warning information

ESF 3-Public Works and Engineering

- infrastructure protection and emergency repair
- infrastructure restoration

ESF 4-Firefighting

- firefighting activities

ESF 5-Emergency Management

- coordination of incident management efforts
- issuance of mission assignments
- incident action planning
- financial management

#### ESF 6-Mass Care, Housing and Human Services

- mass care
- disaster housing
- human Services

#### ESF 7-Resources Support

- resource support (facility space, office equipment, and supplies)

#### ESF 8-Public Health and Medical Services

- public Health
- medical
- mental health services
- mortuary services

#### ESF 9-Search and Rescue

- life-saving assistance
- search and Rescue

#### ESF 10-Oil and Hazardous Material Response

- oil and hazardous materials response
- environmental safety and short- and long-term cleanup

#### ESF 11-Agriculture and Natural Resources

- animal and plant disease/pest response
- food safety and security
- natural and cultural resources and historic properties protection

#### ESF 12-Energy

- energy infrastructure assessment, repair, and restoration
- energy industry utilities coordination
- energy forecast

#### ESF 13-Public Safety and Security

- law enforcement support
- support to access, traffic, and crowd control

#### ESF 14-Long-Term Community Recovery and Mitigation

- social and economic community impact assessment
- long-term community recovery assistance programs
- mitigation analysis and program implementation

#### ESF 15-External Affairs

- media and community relations
- tribal relations
- federal and State relations

#### ESF 16-Military Support

- military support to civilian authorities

#### 4. Support Annexes

The Support Annexes contain important information and procedures for managing an emergency. These include:

- Damage Assessment
- Debris Management
- Disaster Declaration
- EOC
- Evacuation
- Financial Management
- Volunteer Management

#### 5. Appendixes

The Appendixes include an Acronym List, a Glossary of Key Terms, and Maps.

# Introduction

## I. Purpose

- A. The purpose of the Bingham County Emergency Plan is to develop a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency, preserve life, minimize damage, respond during emergencies, provide necessary assistance, and establish a recovery system, in order to return the community to its normal state of affairs.
- B. This plan attempts to define clearly who does what, when, where, and how, it also includes the legal authority to act in order to mitigate, prepare for, respond to, and recover from the effects of war, natural disaster, technological accidents and other major incidents.

## II. Situation and Assumptions

### A. Situation

Bingham County has 2,120 square miles. It is named after Congressman Henry Harrison Bingham. As of the 2000 census, it has 41,735 residents. It has 6 incorporated cities: Aberdeen, Atomic City, Basalt, Blackfoot, Firth and Shelley with Blackfoot being the County seat.

Bingham County is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include winter storms, landslides, avalanches, floods, high winds, fires, and earthquakes. There is also the threat of terrorism related incidents, such as nuclear, biochemical, or conventional attacks. Other disaster situations could develop from a hazardous materials accident, electrical power failure, civil disobedience, or a nuclear accident.

### B. Assumptions

1. Bingham County will continue to be exposed to the hazards noted above, as well as others that may develop in the future.
2. Local government officials recognize their responsibilities with regard to public safety and well being.
3. These same government officials will assume their responsibilities in the implementation of the emergency management plan.
4. If properly implemented, this plan will reduce or prevent disaster-related losses.

5. The Incident Command System and the National Incident Management System (NIMS) as adopted will be used by all agencies during response, recovery and mitigation operations.

### **Authorities and References**

- A. Federal Civil Defense Act of 1950, Public Law 81-920 as amended.
- B. The Disaster Relief Act of 1974, Public Law 93-288, as amended.
- C. FEMA CPG 1-8 Guide for the Development of State and Local Emergency Operations Plans.
- D. FEMA CPG 1-8 Guide for Reviewing State and Local Emergency Operations Plans.
- E. FEMA CPG 1-5 Objectives for Local Emergency Management.
- F. FEMA CPG 1-34 Hazard Identification Capability Assessment and Multi-Year Development Plan.
- G. Robert P. Stafford Disaster Relief and Assistance Act, Public Law 93-288, as amended.
- H. Chapter 10 Title 46 of the Idaho Code; The Idaho Disaster Preparation Act of 1975, as amended.

# Planning Assumptions & Considerations

The Bingham County Emergency Operations Plan (EOP) is based on the planning assumptions and considerations presented in this section.

- Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).
- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
- The combined expertise and capabilities of government at all levels, the private sector and nongovernmental organizations, will be required to prevent, prepare for, respond to, and recover from emergencies.
- Top priorities for incident management are to:
  - Save lives and protect the health and safety of responders and the public.
  - Ensure security of the homeland.
  - Protect and restore critical infrastructure and key resources.
  - Protect property and mitigate damages and impacts to individuals, communities, and the environment.
  - Facilitate recovery of individuals, families, businesses, governments, and the environment.

# Concept of Operations

## General

It is the responsibility of Bingham County Government to undertake comprehensive emergency management in order to protect life and property from the effects of hazardous events. Local government has the primary responsibility for initial emergency management activities. When the emergency exceeds the local government's capability, supplemented by mutual aid to respond, assistance will be requested from the State Government. The Federal Government will provide assistance to the State when appropriate and when requested by the governor.

This plan is based upon the concept that the emergency functions for the various groups involved in emergency management will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. However, there may be cases where personnel will have to work outside of their normal function.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended or reduced for the duration of the emergency as directed by upper management. This will require addressing those activities with a constitutional mandate. The efforts that would normally be required for those functions will be redirected to accomplish the emergency task by the agency concerned.

A comprehensive emergency management plan is concerned with all types of hazardous situations that may develop. It is more than an operations plan in that it accounts for activities before, during, and after emergency operations.

## Phases of Management

- Mitigation: Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. They also include those long-term activities that lessen the undesirable effects of unavoidable hazards.
- Preparedness: Preparedness activities develop the response capabilities needed if an emergency should arise. Planning, training, and exercises are among the activities conducted under this phase.
- Response: Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties



and damage and to speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

- **Recovery:** Recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be provision of temporary housing and food, restoration of vital government services, and reconstruction of damaged areas.

## **Direction and Control**

The final responsibility for all emergency management belongs to the senior elected official. The elected officials are responsible for all policy-level decisions. They are also required to be the approving agency for releasing information to the public. During response operations, the elected officials will be available to their constituents to handle non-routine problems.

The Emergency Management Coordinator has the responsibility to coordinate the entire emergency management program and can make routine decisions within the limits of disaster authority. Major or policy decisions must be referred to the elected officials. During emergency operations, the Emergency Management Coordinator coordinates to ensure that all parties are working in a concerted, supportive effort to overcome the disaster.

Specific personnel and agencies are responsible for fulfilling their obligations as presented in the basic plan. Each agency will follow its own operating procedures during response operations.

## **Continuity of Government**

### **Succession of Command**

- The line of succession of the County Board of Commissioners begins with the Chairman and continues to the members of the board, in the order of their seniority on the board.
- The line of succession to the Emergency Management Coordinator is first Emergency Management Coordinator followed by the County Clerk.
- The line of succession to each department head is according to the operating procedures established by each department.

- The line of succession of the city councils begins with the Mayor and continues to the members of the council, in order of their seniority on the council.

### **Preservation of Records**

In order to develop after-action reports, all messages and logs will be maintained and submitted to the Emergency Management Coordinator immediately after deactivating emergency operations. Consideration must be given to the protection of records critical to the operation of government and those of historical note.

## **Administration and Logistics**

### **Emergency Authority**

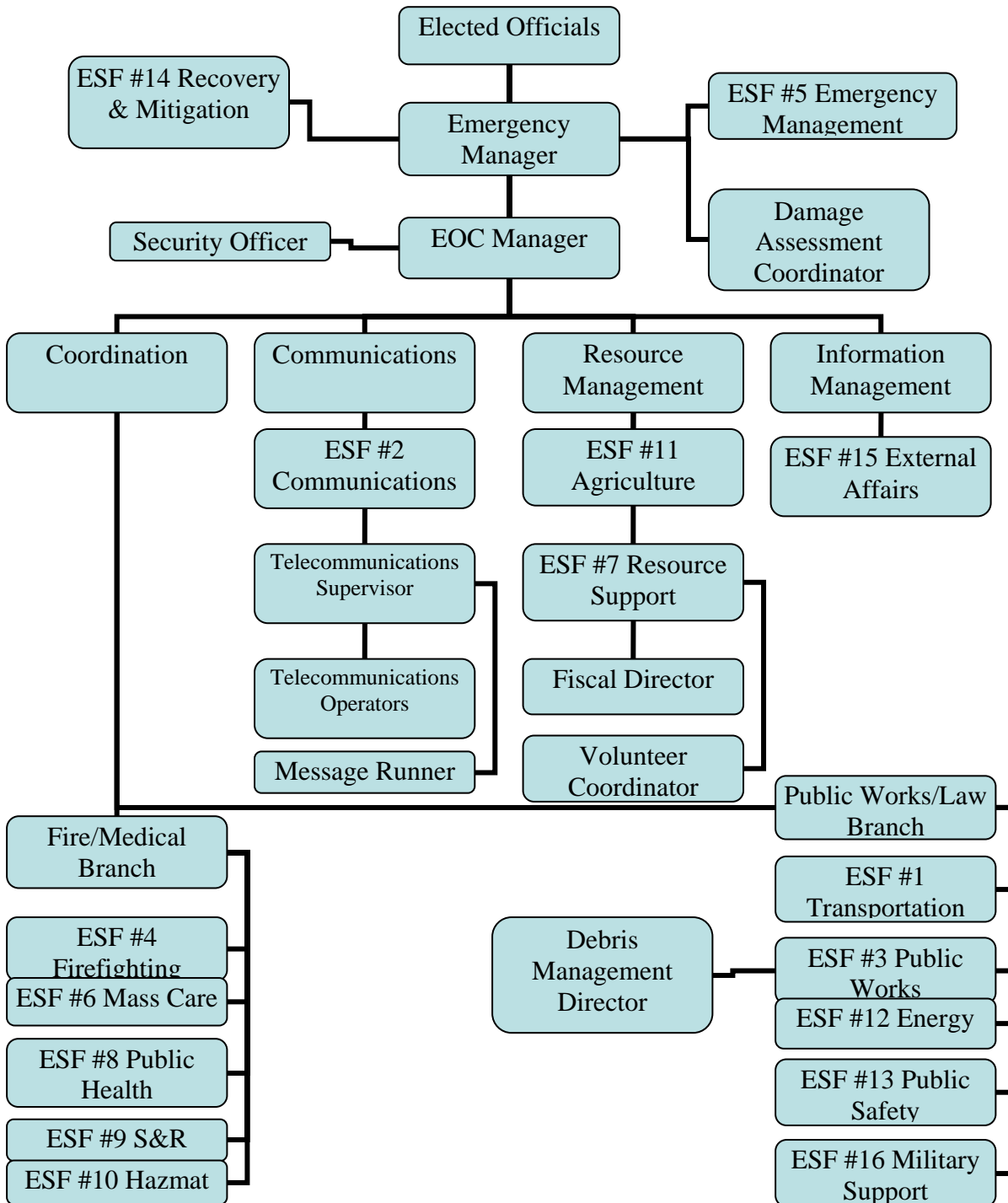
A compendium of existing Federal, State and Local legislation pertaining to disaster preparedness and response and emergency management is shown in the previous section titled Authorities and References.

### **Mutual Aid**

Should local government resources prove to be inadequate during an emergency operation, requests will be made for assistance from other local jurisdictions and higher levels of government according to existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

# Emergency Operations Center (EOC) Organization Chart

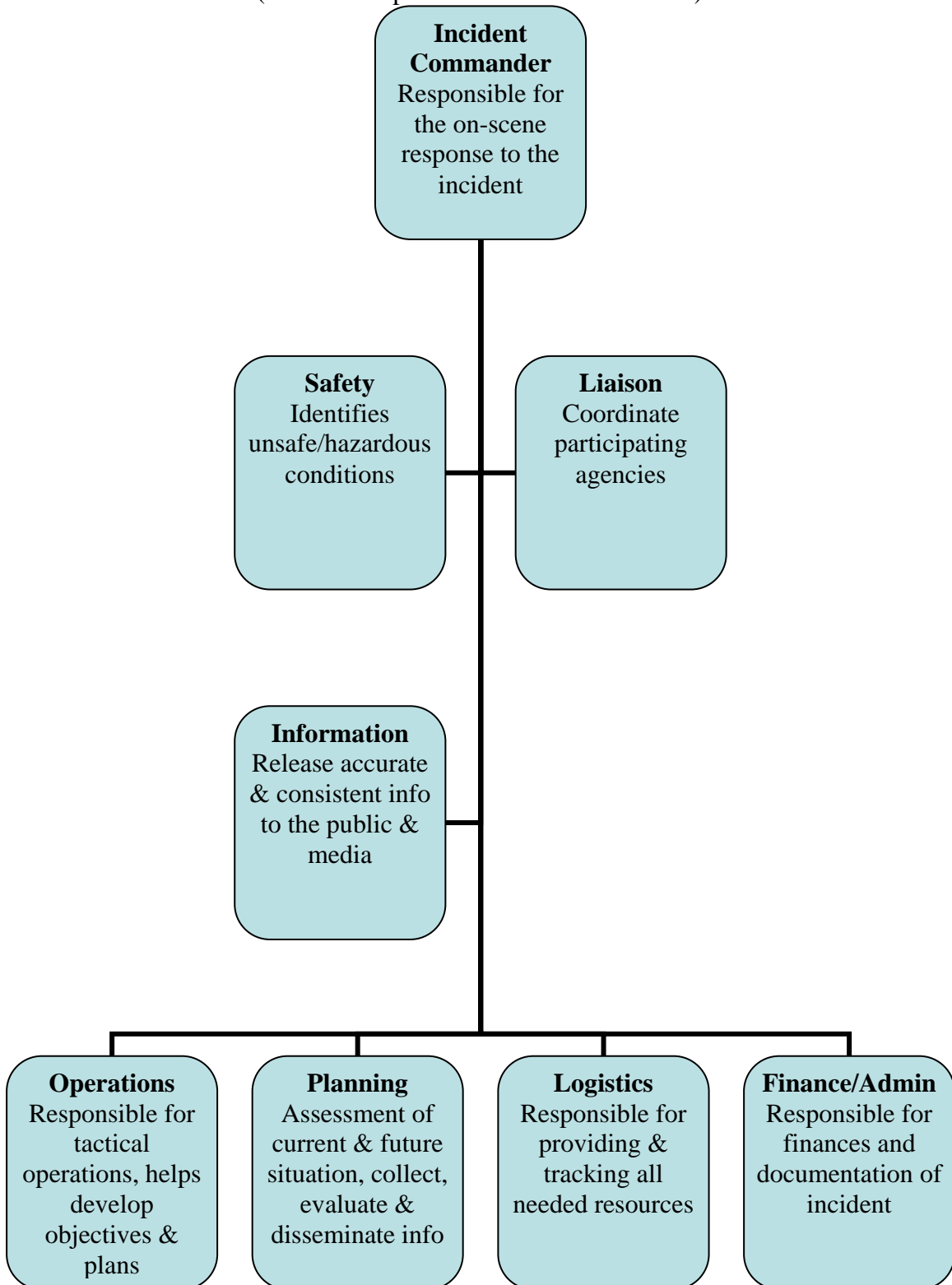
(Structure expands or contracts as needed)



Each ESF will have one person assigned to represent that specific function. That person will be assigned from the primary agency for each function. These representatives will not direct the response efforts, but will coordinate with the EOC for resources and to ensure that the EOC is well informed, so that the Elected Officials will be able to make appropriate policy decisions.

# Incident Command System (ICS) Organization Chart

(Structure expands or contracts as needed)



# ELECTED OFFICIALS

(County Commissioners, Mayors, etc.)

## RESPONSIBILITIES

### I. PREPARATION

1. Set policy for the Emergency Response Organization.
2. Authorize mitigation strategy.
3. Identify by title or position the individuals responsible for serving as coordinators.
4. Identify EOC staff.
5. Coordinate with adjacent jurisdictions or State and Federal jurisdictions.

### II. RESPONSE

1. May activate the EOC.
2. When notified, serve in the EOC.
3. As appropriate, direct implementation of protective actions for public safety.
4. Declare an emergency or a disaster, if appropriate.
5. Specify authority for warning and issue warnings.
6. May serve as spokesperson before media or delegate and support that function.
7. Give final approval to release emergency information, instructions, and media releases.
8. Make evacuation decisions.
9. Authorize procurement of resources.

### III. RECOVERY

1. Authorize strategy and may authorize mitigation strategies.

# COUNTY COORDINATOR

## RESPONSIBILITIES

### I. PREPARATION

1. Coordinate the efforts of the jurisdiction and various response forces.
2. Coordinate with the response efforts of other jurisdictions.
3. Train the EOC staff.
4. Assist the EOC Manager in preparing the EOC.
5. Identify resource needs and procure resources.
6. Assure appropriate warning to the public is accomplished.
7. Coordinate publication of mass care locations/procedures.

### II. RESPONSE

1. Analyze the emergency situation and decide how to respond quickly, appropriately, and effectively.
2. Coordinate with the response efforts of other jurisdictions.
3. Activate the EOC as required and as directed.
4. Notify the Commissioners of the emergency situation and brief them upon their arrival at the EOC.
5. Activate call out list and notify EOC staff of emergency.
6. Assist the EOC Manager in managing the EOC.
7. Assure significant events logs are maintained.
8. Collect and disseminate damage assessment information.
9. Submit Situation Reports and Damage Assessment Information to IBHS.
10. Assist with logistical support and resource delivery.
11. Implement emergency communications procedures as required.

12. Report to IBHS or Regional EOC, if activated and requested.
13. Activate public information function and assist PIO with information gathering/release.
14. Make recommendations concerning evacuation.
15. Request American Red Cross assistance with mass care/shelter.
16. Coordinate publication of mass care locations/procedures.
17. Coordinate with Resource Manager on needs/procurement and delivery of resources.

### **III. RECOVERY**

1. Assure significant events logs are maintained.
2. Collect and disseminate damage assessment information.
3. Submit Situation Reports and Damage Assessment Information to IBHS.
4. Coordinate logistical support and resource delivery.
5. Implement emergency communications procedures as required.
6. Report to IBHS or Regional EOC, if activated and requested.
7. Activate public information function and assist PIO with information gathering/release.
8. Coordinate publication of mass care locations/procedures.
9. Coordinate with Resource Manager on needs/procurement and delivery of resources.
10. Coordinate with IBHS on administration of State and Federal assistance program delivery.

# EOC MANAGER

## CONCEPT OF OPERATIONS

The county concept of emergency operations is to have a central command and control center for managing emergency response when it exceeds the capabilities of the Incident Commander or if multiple locations are involved. The EOC must be staffed and managed to see that required functions are being completed.

### RESPONSIBILITIES

#### I. PREPARATION

1. See that supplies and equipment in the EOC are stocked, maintained, and ready for an event.
2. Work with all EOC staff so that they are trained in their duties and responsibilities.

#### II. RESPONSE

1. Activate the EOC, as required and as directed by appropriate authority.
2. Activate call out list and notify EOC staff of emergency.
3. Notify the Commissioners of the emergency situation and brief them upon their arrival at the EOC.
4. Develop staffing plan to maintain extended or 24-hour operations, if needed.
5. Oversee dry erase board's continual updates.
6. Ensure the EOC runs smoothly.
7. Oversee the administrative staff and ensure that clerical help is available during activation.

#### III. RECOVERY

1. Transition EOC into Recovery Coordination Center.
2. Develop Recovery staffing plan.



# PUBLIC INFORMATION OFFICER

## CONCEPT OF OPERATIONS

The county concept of operations for emergency public information is that there shall be a sole spokesperson for all emergency information, whenever possible. This person will be the PIO (Public Information Officer) or designee. The PIO may elect to utilize other personnel to act as spokesperson, depending upon the circumstances, technical information, and political consideration. The residents and local media take precedence over national media.

## RESPONSIBILITIES

### I. PREPARATION

1. Develop public education programs.
2. Maintain current media lists, appropriate plans and SOP's, and participate in county exercises.

### II. RESPONSE

1. Report to EOC.
2. Coordinate with Emergency Management Director and County Commissioners on all emergency information releases.
3. Unless required, do not withhold information from the public. This erodes public trust and confidence.
4. Whenever possible, put a positive spin on reports (Help County officials and responders look professional).
5. Reassure the public that officials are working to resolve the situation.
6. Monitor media and public reports for accuracy and effectiveness.
7. Be prepared to provide warning to the public.
8. Respond to media queries in a timely fashion.
9. Provide information regarding locations of mass care shelters and aid centers.
10. Establish rumor control procedures.

11. Prepare timely, accurate news releases, as required.
12. Maintain a chronological record of events.
13. Utilize other personnel to act as spokesperson, depending upon the circumstances, technical information, and political consideration.
14. During response and recovery, the PIO will counsel the County Commissioners in emergency information releases, response, and all public information.

### **III. RECOVERY**

1. Establish rumor control procedures.
2. Advertise aid and recovery centers' locations and services.
3. Prepare timely, accurate news releases, as required.
4. Schedule news conferences, interviews, and other media access.
5. Give public praise to those who have done a good job.
6. During response and recovery, the PIO will counsel the County Commissioners in emergency information releases, response, and all public information.

# LIAISON OFFICER

## CONCEPT OF OPERATIONS

The Liaison Officer is the point of contact for assisting or coordinating agencies. This function is assigned to prevent officials from being overloaded by questions from the numerous assisting agencies that some incidents involve.

### RESPONSIBILITIES

#### I. PREPARATION

1. Have a good working knowledge of local EOC and ICS structures, policies, and procedures.
2. Learn what area agencies and organizations might assist in an event, and what their roles, responsibilities and needs would be.

#### II. RESPONSE

1. Act as the point of contact for assisting or coordinating agencies and organizations.
2. Provide lines of authority, responsibility, and communications.
3. Act as a diplomat in working out interagency conflicts.
4. Work with private contractors and organizations to address needs.
5. Operate from an easy to find location.

#### III. RECOVERY

1. Same as response.
2. Remember that people will be tired and frustrated. Do your best to be the level headed and patient point of contact.

# PLANNING & ASSESSMENT

## CONCEPT OF OPERATIONS

The Planning and Assessment Section, headed by the Planning Section Chief, is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. Planning must include an assessment of the present and projected situation, constantly considering contingencies (remember Murphy's Law). Proactive incident management depends on an accurate assessment of the incidents potential and a prediction of likely outcomes.

## RESPONSIBILITIES

### I. PREPARATION

1. Know the capabilities of your local Emergency Response Organizations.
2. Study incidents reported in the media to learn what can happen and how other agencies handle different situations.

### II. RESPONSE

1. Gather information and analyze the situation as it progresses.
2. Record the status of resources, including those already committed to the incident, anticipated needs and the projected impact of additional resources responding.
3. Generate action plan for the next operational period.
4. Record and protect all documents relevant to the incident. (Incident reports, communication logs, injury claims, and status reports).
5. Activate appropriate technical experts/specialists to assist in developing action plans.

### III. RECOVERY

In incidents requiring a major resource commitment, adequate planning is needed to ensure an effective, safe and cost-effective demobilization and return of resources to service.

1. Ensure personnel being demobilized are debriefed before being released.
2. Setup stress counseling following a traumatic incident, if necessary.
3. Have responsibility for the after action reports.

# OPERATIONS/COORDINATION

## CONCEPT OF OPERATIONS

Establish the EOC as a central location where government at any level can provide interagency coordination and executive decision making for managing response and recovery. Provide direction and control (broad guidance, not tactical). This function handles personnel and equipment from the various responding agencies in the county (Law Enforcement, Fire, Rescue, Public Works, Medical, Welfare & Shelter).

### RESPONSIBILITIES

#### I. PREPARATION

1. Know the capabilities of your local emergency response organizations.
2. Study incidents reported in the media to learn what can happen and how other agencies handle different situations.

#### II. RESPONSE

1. Have responsibility for coordinating the County wide emergency response.
2. Do not micro manage the Incident Commander(s).
3. Help the Incident Commander(s) with span-of control problems.
4. Assist the IC in developing objectives for the incident.
5. Develop operational plans.
6. Consult with the IC & Chief Executives about the overall incident action plan.
7. Keep the EOC staff informed of the situation and resource status.
8. Work with the Staging Area Manager.
9. Assign priorities for resources.

#### III. RECOVERY

1. Same as response only with recovery objectives.

# RESOURCE MANAGEMENT

## CONCEPT OF OPERATIONS

The Resource Manager oversees operational supply functions including: 1) Oversees donated goods and services 2) Maintains contact between government and the various private, commercial, and industrial organizations that provide resources in the emergency operation 3) Provides logistical support to the ICS, including all actions necessary to ensure the availability of resources required to support the operation 4) Acts as “Supply Sergeant” for the incident and manages services and support resources.

## RESPONSIBILITIES

### I. PREPARATION

1. Provide a complete picture of resources available.
2. Maintain a resource inventory of locally available resources.
3. Have awareness of resources available through mutual aid agreements.

### II. RESPONSE

1. Coordinate with Operations regarding needs and priorities.
2. Identify facilities and sites available for resource storage, staging, and provide for security.
3. Coordinate the acquisition and deployment of resources.
4. Monitor potential resource shortages and advise Operations.
5. Seek outside resources when local resources are not adequate.
6. Meet critical resource needs despite interruptions or damage to the infrastructure.
7. See that all responders have food, water, toilet facilities, and can get warm and dry.
8. Provide communication resources.

### III. RECOVERY

1. Maintain accountability of the jurisdiction's use of resources.

# LEGAL & FINANCE

## CONCEPT OF OPERATION

Legal and Finance is to ensure the protection of the rights of citizens and to see that all actions and expenditures are carried out according to proper protocol and statutes. They also limit liability and reduce litigation.

### RESPONSIBILITIES

#### I. PREPARATION

1. Know the state and local statutes concerning disaster and emergency operations.
2. Review County emergency plans for compliance with legal statutes.
3. Know the policies, laws, procedures, and resources for emergency expenditures.

#### II. RESPONSE

1. Have responsibility for all legal considerations of the incident.
2. Prepare disaster declaration, as required.
3. Advise all members of response operation of any legal ramification of actions they may or may not take.
4. Have responsibility for all costs and financial considerations of the incident.
5. Handle purchase orders, future payments, budgeting, cost documentation, etc.

#### III. RECOVERY

1. Have responsibility for legal documentation.
2. Have responsibility for cost recovery.

# ESF #1- TRANSPORTATION

**Primary Agency:** County Road Department

**Support Agencies:** City Street Departments  
School Districts  
Airport  
County Sheriff's Office  
Idaho Transportation Department  
INL

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## INTRODUCTION

### **Purpose:**

The purpose of ESF #1 is to ensure the availability of roads and bridges throughout the County and to provide transport services in the event of an evacuation.

### **Scope:**

The provision of transportation includes:

1. Ensure road clearance.
2. Accomplish necessary actions to assist with emergency evacuation and re-entry of threatened areas.
3. Process transportation assistance requests that have been funneled through the ESFs.
4. Allocate and prioritize public and private resources for transportation to and from impacted areas.
5. Perform necessary actions to assist with recovery operations.
6. Assess damage to roads and infrastructure.
7. Repair roads and infrastructure.

## POLICIES

The County Road Department is the primary agency. The Department will prepare and maintain call down lists to contact personnel. All other supporting agencies will cooperate with the Road Department. ESF #1 will keep the EOC Director and staff apprised of activities, actions and status.

## SITUATION

A major or catastrophic disaster could severely damage the roads and bridges of the county. Many local transportation activities could be hampered by damaged facilities, equipment, roads and bridges, as well as by disrupted communications.



## CONCEPT OF OPERATIONS

### General:

A representative from the County Road Department will head ESF #1. The representative will identify which support agencies for ESF #1 are needed. ESF #1 will respond to local requests for transportation assistance. The representative will respond to the EOC to assume ESF #1 responsibilities.

### Organization:

- The Road Department as well as support agencies will provide, as requested through the EOC, personnel, equipment, and materials.
- The ESF #1 support agencies will provide personnel and vehicles and make available facilities essential to their operation for emergency use including pre-positioning of resources.
- Each agency is responsible for 24 hour staffing for the duration of the event.

### Notification:

ESF #1 will be notified by pager, telephone, or radio. Support agencies will be notified on an as needed basis.

## RESPONSIBILITIES

Road Closure Management & Coordination  
Bridge Repair & Reconstruction  
Road Repair & Reconstruction  
Traffic Control  
Debris Clearance  
Detouring Traffic  
Evacuating Vulnerable Populations  
Support other Public Facilities

## AGENCY RESOURCES

Agency Name	Agency Resource
School District	Buses, Drivers, and Support Equipment
County Road Department	Road Repair and Maintenance Equipment with Operators
Sheriff's Office	Traffic Control Capabilities
Local Contractors	Heavy Equipment and Operators
City/County	Heavy Equipment and Operators
Airport	Snowplow
INL	Heavy Equipment, Operators
Private Individuals	Farm Equipment, Private Planes

# RESPONSE ACTIONS CHECKLIST

## Initial Actions

- Road Clearance Priorities:
  - The primary consideration will be clearing roads for life safety needs, i.e. enable teams to conduct search and rescue, medical transport, and assess critical facilities.
  - The secondary consideration will be, clearing roadways and removing debris, as well as providing access for outside assistance including resource staging areas, Disaster Recovery Centers, and so forth.
- Each ESF #1 agency will establish communications with their appropriate field personnel and ensure that they are ready for timely response.
- The primary agency will coordinate with support agencies to establish priorities and develop strategies for the initial response.
- The primary agency will coordinate with support agencies to identify available resources. Personnel and equipment will be available based upon established priorities. Plans for mobilization will be defined.
- The primary agency will direct the transportation of vulnerable populations when an evacuation is required.

## Continuing Actions

- Identify the damage.
- Close the road only to protect the safety of the public or protect the highway from future damage.
- Safely survey section for any stranded motorists.
- Take measures to limit future damage.
- Identify and implement detour or bypass routing if necessary.
- Coordinate traffic control with local and state law enforcement.
- Remove debris and maintain access to evacuation routes.
- Document an inventory of damaged locations: an estimate of the repair, replacement costs, and the amount of time the route will be closed.
- Assure that the road will be open with temporary repairs as soon as possible.
- Coordinate permanent repairs with other agencies.

# ESF #2- COMMUNICATIONS

Primary Agency: County Sheriff's Office Dispatch

Support Agency: County Public Information Officer

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## INTRODUCTION

### **Purpose:**

ESF #2 provides and maintains communications capability during an emergency.

### **Scope:**

Communications support by ESF #2 includes, but is not limited to, the following functions:

- Coordinating telecommunication support to disaster response efforts
- Coordinating restoration of the local telecommunications systems

## POLICIES

The County Sheriff's Office is the primary agency. The Sheriff's Office will maintain and operate the county communications system. All supporting agencies will cooperate with the Sheriff's Office. ESF #2 will keep the EOC Director and staff apprised of activities, actions, and status.

## SITUATION

An emergency condition may result from a catastrophic earthquake, significant natural disaster, or other incident that produces extensive damage. Widespread damage to commercial telecommunications facilities is likely. All surviving telecommunications assets will be needed to assure a proper response to the needs of the victims of the event.

## CONCEPT OF OPERATIONS

### **General:**

A representative from the County Sheriff's Office will head ESF #2. The representative will identify which support agencies for ESF #2 are needed. The representative will respond to the EOC to assume ESF #2 responsibilities.

### **Organization:**

The County Sheriff's Office and support agencies will provide, as requested through the EOC, personnel, communications systems, facilities, and phone trees. Each agency is responsible for 24 hour staffing for the duration of the event.

**Notification:**

ESF #2 will be notified by pager, radio, or phone. Support agencies will be notified on an as needed basis.

**RESPONSIBILITIES**

- Provide communications equipment to emergency response teams
- Assign trained personnel to the EOC and provide maintenance for communications equipment

**AGENCY RESOURCES**

<b>Agency Name</b>	<b>Agency Resources</b>
County Sheriff	Dispatch Center with Trained Personnel, Website
Religious Organizations	Ability to Contact their Congregations
Telephone Companies	Telephone Service Restoration Equipment/Personnel
School Districts	Ability to Contact Students and Parents
Private Individuals	Ham Radios
Local Media	TV and Radio Stations, Newspapers
Bingham County	Trained Public Information Officer, Website

## **ESF #2- COMMUNICATIONS RESPONSE ACTIONS CHECKLIST**

### **Initial Actions**

- Each ESF #2 agency will establish communications with their appropriate field personnel and ensure that they are ready for timely response.
- The primary agency will coordinate with support agencies to establish priorities and develop strategies for initial response.
- The primary agency will coordinate with support agencies to identify available resources. Personnel and equipment will be available based upon established priorities.

### **Continuing Actions**

- Maintain emergency communications implemented during the initial actions period of the incident.
- Coordinate all field activities for installation or removal of communications systems.

# **ESF #3- PUBLIC WORKS & ENGINEERING**

**Primary Agencies:** County Public Works Department  
City Public Works Departments

**Support Agencies:** County Road Department  
County Planning & Zoning  
Cities Planning and Zoning  
Red Cross  
Fire Department Inspectors  
County/City Building Inspectors

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## **INTRODUCTION**

### **Purpose:**

ESF #3 Public Works and Engineering is responsible for providing technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, and emergency repair of wastewater, water, storm sewer and solid waste facilities, removal and handling debris, opening and maintaining of roadways within the County.

### **Scope:**

Public Works and Engineering support includes: technical advice, expertise and evaluations, construction management and inspection, emergency contracting, emergency repair of water, wastewater, and solid waste facilities. ESF #3 activities include:

- Emergency restoration of critical public services and facilities.
- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Technical assistance and damage assessment.
- Non-roadway debris removal in critical infrastructure.

## **POLICIES**

If a disaster's damage is contained within a City, that City's public works department would be the primary agency. If the disaster affects go beyond that City's boundaries, the County public works department will be the primary agency. The Department will prepare and maintain call down lists to contact personnel and maintain maps of the county. All other supporting agencies will cooperate with the Primary Agency. ESF #3 will keep the EOC director and staff apprised of activities, actions, and status.

## **SITUATION**

### **Disaster Condition**

A major or catastrophic disaster will cause unprecedented property damage to structures, homes, public buildings, bridges, and other facilities. Many may have to be destroyed or reinforced, demolished or isolated to ensure safety. Streets, highways, and other forms of transportation will be damaged or unusable, with significant quantities of debris hindering recovery efforts. Public utilities will be damaged and may be partially or fully inoperable. In the event of a disaster, many response personnel will be unable to perform their prescribed emergency duties. Equipment in the immediate disaster area may be damaged or inaccessible. Resources may be limited in the immediate disaster area. Resources from outside the affected area must be coordinated to ensure a timely, efficient and effective response.

## **CONCEPT OF OPERATIONS**

### **General:**

- A representative from the Primary Agency will head ESF #3.
- The representative will identify which support agencies for ESF #3 are needed. ESF #3 will respond to local requests for public works assistance.
- The representative will respond to the EOC to assume ESF #3 responsibilities.
- ESF #3 is responsible for processing municipal requests for public works assistance.

### **Organization:**

- The primary agency and support agencies will provide, as requested through the EOC, personnel, equipment and materials.
- The ESF #3 support agencies will provide personnel and vehicles and make available facilities essential to their operation for emergency use including pre-positioning of resources.
- Each agency is responsible for 24 hour staffing for the duration of the event.

### **Notification:**

- ESF #3 will be notified by pager, telephone, radio, or email.
- ESF #3 will notify support agencies on an as needed basis.

## **RESPONSIBILITIES**

- The Primary Agency will direct and coordinate participating agency's resources, conduct damage assessments, orchestrate debris removal, and restore access. Support other ESFs as needed and maintain records of all costs, labor, equipment usage, material, fuel, and other expenses incurred throughout the event.
- County and Cities building inspectors will identify damaged facilities that may be designated as immediate hazards to public health and safety and provide input as to the appropriateness of demolition or stabilization of damaged facilities.

## **AGENCY RESOURCES**

<b>Agency Name</b>	<b>Agency Resources</b>
Bingham County	Building Inspectors, Heavy Equipment
Cities	Building Inspectors, Heavy Equipment
Private Industry	Engineers, Contractors



# RESPONSE ACTIONS CHECKLIST

## Initial Actions

- Inventories of available vehicles, personnel and materials located at the Road Department's compounds will be verified and provided to ESF #3.
- Each ESF #3 agency will establish communications with their appropriate field personnel and ensure that they are ready for timely response.
- The primary agency will coordinate with support agencies to establish priorities and develop strategies for the initial response.
- The primary agency will coordinate with support agencies to identify available resources. Personnel and equipment will be available based upon established priorities. Plans for mobilization will be defined.

## Continuing Actions

- Conduct damage assessment.
- Coordinate EOC requests for available personnel, equipment and construction materials and resources.
- Coordinate the debris removal and repair efforts of primary and support agencies including local governments and public works companies.
- Determine availability of potable and non-potable water supplies including reclaimed water for Firefighting purposes if necessary.
- Reassess priorities/strategies concerning the most critical needs.
- Track resources committed to specific missions for possible redeployment if necessary. Provide updated information to ESF #5.
- Evaluate and determine the need for outside resources.
- Begin recovery actions (In transition to long term recovery).
  - ESF #3 will provide engineers, construction workers, skilled personnel, etc. with construction equipment and materials to assist in recovery activities.
  - Review restoration and recovery actions and activities to develop recovery and restoration strategies.
  - Evaluate debris removal activities, and status of temporary landfills.
- ESF #3 will determine resource need for temporary landfill site including equipment, manpower, security and traffic enforcement needs, traffic signage, and temporary office facilities.
  - The site manager and assigned local staffing are responsible to define areas for separation of debris. Sorting will be held to a minimum.
  - Notify ESF #5 and ESF #14 that the site is open for use, so the media can inform the public.
  - Each site manager is responsible for documenting and logging activities.

# **ESF #4- FIREFIGHTING**

**Primary Agencies:** Aberdeen Fire Department  
Blackfoot Fire Department  
Firth Fire Department  
Shelley Fire Department

**Support Agencies:** BLM/Forest Service Fire Center  
Neighboring Fire Departments  
Idaho Department of Lands

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## **INTRODUCTION**

**Purpose:**

ESF #4 provides for integration of the County firefighting capability in the event of a wildland, rural, or urban fire.

**Scope:**

Firefighting involves managing and coordinating firefighting resources in the detection and suppression of fires, rescue situations, and mobilizing and coordinating personnel, equipment, and supplies in support of local entities.

## **POLICIES**

Priority is given to life safety, incident stabilization, property protection, and environment protection, in that order.

## **SITUATION**

Wildland fires are common in the rural areas of the County. Although the majority of the larger fires are on public lands, residents, and private property can be damaged. Local fire departments face increased threats from combined structural and wildland firefighting.

The local Fire Departments are staffed by full-time and paid call responders. There is no aircraft firefighting capability in the county.

## CONCEPT OF OPERATIONS

### General:

Firefighting response within the County is well coordinated and planned. Existing standard operating procedures, guides, and formal agreements bound the response actions of this support function.

### Organization:

Response areas are clearly defined and identified. The senior firefighter or highest ranking officer on scene assumes the role of Incident Commander until relieved as identified in existing procedures and agreements.

### Notification:

Firefighting capability within the County is notified and dispatched through the County Sheriff's 911 dispatch center. Support agencies will be notified on an as needed basis.

## RESPONSIBILITIES

ESF #4 will:

- Assume full responsibility for firefighting activities within the county.
- Provide information to the EOC as assessments of fire-caused damages are obtained.
- Recommend evacuation of humans and animals in the path of a fire.
- Inform law enforcement of traffic control needs.

## AGENCY RESOURCES

Agency Names	Agency Resources
Fire Departments	Firefighting Equipment and Trained Personnel
Cities	Heavy Equipment, Operators
Local Farmers	Heavy Equipment, Operators
Bingham County	Heavy Equipment, Operators

**ESF #4- FIREFIGHTING**  
**Response Actions Checklist**

The Fire Department will function as ESF #4 and as directed in departmental standard operating procedures. This may include:

- Manage department resources and direct fire department operations
- Assist in initial damage assessment if personnel are available
- Coordinate press releases
- Maintain status reports to EOC
- Ensure needed resources are staged and delivered

# **ESF #5- EMERGENCY MANAGEMENT**

**Primary Agency:** Bingham County Emergency Management Office

**Support Agencies:** Commissioners/Mayors  
Idaho Bureau of Homeland Security  
Local Emergency Planning Committee  
District 6 Health Department  
INL

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## **INTRODUCTION**

**Purpose:**

ESF #5 is responsible for supporting emergency management activities. ESF #5 provides the core management and administrative functions in support of the County Emergency Operations Plan.

**Scope:**

ESF #5 is a staff level function, which provides information and planning support to the Incident Commander and the Emergency Operations Center.

## **POLICIES**

The County Emergency Management Coordinator shall be responsible for the development, management, and maintenance of the County Emergency Management Program.

## **SITUATION**

A disaster emergency or significant incident occurs of such severity and magnitude that the responding agency requests county assistance. ESF #5 will provide management and administrative support for the emergency efforts.

## **CONCEPT OF OPERATIONS**

**General:**

The County Commissioners are responsible for all emergency management policy decisions in the County, outside incorporated cities. Mayors are responsible for emergency management policy and decisions within their cities.

The County Emergency Management Organization consists of the County Commissioners, Mayors, and the County emergency management services staff,

members of County and City departments as well as local agencies, public and private. The County Emergency Management Coordinator directs the emergency management organization.

**Organization:**

ESF #5 is organized in accordance with the NIMS. The ESF #5 structure is as follows:

Command Support- ESF #5 supports the command function by providing staff, incident action planning capabilities, information, administration, logistics, and financial support functions.

Operations/Coordination- ESF #5 provides staff for the Operations/Coordination Section Chief to coordinate operations, processes requests for assistance and initiates and manages the mission assignments.

Planning- ESF #5 provides for the collection, evaluation, dissemination and use of information. Also it will prepare and document incident priorities, establish the operational period, as well as develop contingency, long-term, and demobilization plans.

Logistics- ESF #5 manages the control and accountability of supplies and equipment, resource ordering, delivery of equipment, supplies and services, resource tracking, facility location and operations, transportation coordination, and other administrative services. The Logistics Section works closely with ESF #7.

Finance/Administration- Monitors funding requirements and incident costs.

**Notification:**

ESF #5 will be notified by pager, telephone, or radio. Support agencies will be notified on an as needed basis.

**RESPONSIBILITIES**

- Coordinates planning activities including immediate, short-term, and long range planning.
- Coordinates the deployment of assessment personnel or teams.
- Coordinates overall staffing of County Emergency Management activities including which ESFs are activated, the size and composition of the organization structure, and the key personnel required to staff the Section Chief and other command staff positions.
- Activates County emergency assets and capabilities.

**AGENCY RESOURCES**

<b>Agency Name</b>	<b>Agency Resources</b>
Bingham County	Personnel, Office Equipment, Supplies

**ESF #5- Emergency Management  
Response Actions:**

Initial

- Activate EOC per agency request.
- Call out positions needed to support incident.
- Setup EOC.
- Work with ESF #7 in tracking resources & costs.
- If needed prepare disaster declaration.
- ESF #5 will respond as directed in the Basic Plan and associated Emergency Support Functions and Annexes.

Continuous

- ESF #5 will provide continuous emergency management support during a declared disaster as required by the Basic Plan and associated Emergency Support Functions.

# ESF #6- MASS CARE

**Primary Agency:** Bingham County Emergency Management Office

**Support Agencies:** American Red Cross  
Sheriff's Office  
School Districts  
State Health and Welfare  
Community Religious Organizations  
District 6 Health Department  
State Hospital South

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## INTRODUCTION

### **Purpose:**

ESF #6 mass care describes procedures that will be followed to ensure disaster victims receive temporary shelter, food, medical care, clothing, and essential life support needs if they are impacted by the disaster.

### **Scope:**

ESF #6 covers all sheltering, feeding, and care for any impacted citizens or visitors.

## POLICIES

- Before any disaster takes place, it is essential that we use community education to promote preparedness.
- Upon notification of imminent danger or disaster, emergency service efforts will be directed to assisting the movement of people and essential supplies to mass care facilities, if needed.
- Mass care shelters will be provided to the impacted victims in public or commercial buildings such as schools, churches, and motels.
- In case of displaced victims not bringing medicines that they require, every effort will be made to contact their pharmacy and refill their prescription. If this cannot be done, volunteer physicians will be asked to assist in prescribing their needed medications.
- Normal County practices and procedures will, to the extent possible, be continued under emergency conditions.
- Every effort will be made to document each transaction sufficiently, so complete records can be reconstructed and claims properly verified after the emergency period has passed.
- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, or significant property damage.



## **SITUATION**

There are several emergencies that could require mass care support. An estimated 20% of affected residents will require lodging following a natural disaster. Most of the displaced residents will stay with friends and relatives. There will be more visitors in the area that may need temporary lodging than permanent residents.

## **CONCEPT OF OPERATIONS**

### **General:**

- Upon official request, the Red Cross will open mass care facilities to provide housing, food, clothing, and other assistance to disaster victims.
- Upon notification of possible disaster, efforts will be directed to assisting the movement of people and essential supplies to mass care facilities.
- Mass care shelters will be provided in the churches or schools.
- Animal shelters will be provided at the Fair Grounds or another location. If possible consider a pet shelter adjacent to the mass care shelter.
- Regular meals will be provided daily in mass care.
- The Public Information Officer (PIO) will issue information bulletins to the media regarding mass care facilities for shelter, feeding, what to bring to the shelter, and emergency services.

### **Organization:**

The Chief Executive Officer(s) will direct ESF #6 to open mass care facilities. The City/County representative coordinating mass care in the EOC will assess the situation, and in coordination with ESF #6 and the Red Cross representative, determine the number and locations of mass care facilities.

### **Notification:**

Arrangements to use shelters must be coordinated through the Red Cross, School District, and religious organizations.

## **RESPONSIBILITIES**

- The Chief Executive Officer(s) will direct ESF #6 to open mass care facilities.
- The mass care representative in the EOC will assess the situation for ESF #6 and in coordination with the Red Cross representative determine the number and locations of mass care facilities.
- The Red Cross will make arrangements for use of facilities as mass care facilities and provide personnel to activate, staff, and manage mass care facilities.
- The religious and community volunteer organizations, working with the Red Cross, will facilitate requests to use specific facilities as mass care facilities and provide personnel to support the operation of mass care facilities.

- The Public Information Officer (PIO), in coordination with ESF #6, will make public announcements about what to bring to the shelters, locations of, and availability of shelters.

## **AGENCY RESOURCES**

<b>Agency Name</b>	<b>Agency Resources</b>
Eastern Idaho Special Services' Council on Aging	Expert Advice
School Districts	Counselors
Private Sources	Counselors, Hotels, Veterinarians, Doctors, Nurses, Portable Toilets
Bingham County	Fair Grounds, Parks
State Hospital South	Medical Personnel, Housing Facilities
Cities	Parks

## **ESF #6- MASS CARE RESPONSE ACTION CHECKLIST**

### Initial

- ESF #6 will direct the opening of mass care facilities.
- ESF #6 will assess the situation and determine the number and locations of mass care facilities to be opened and coordinate the necessary actions to ensure mass care facilities are opened and staffed as needed.
- By direction of ESF #6, the Red Cross/ Schools/ Community and Religious Welfare will open the facility, receive evacuees, and provide for their health and welfare. Also, they will provide the EOC with names and other appropriate information on those in the facility to respond to family inquiries.
- Law Enforcement will provide traffic control during evacuee movement to mass care facilities.
- The Public Information Officer (PIO), in coordination with ESF #6, will make public announcements about locations of, and availability of mass care facilities.
- ESF #6 will ensure there are sufficient portable toilets to accommodate the displaced individuals.

### Continuous

- Establish and maintain liaison with state, private, and volunteer support services for provisions and personnel required to augment staff.
- Coordinate with ESF #7 for supplies and ensure each mass care facility receives the necessary supplies.
- Ensure appropriate information (number of occupants, meals served, etc.) is collected every day.
- Collect information from mass care facility managers to support the County's effort to respond to inquiries from family members about status of loved ones.
- The Red Cross/ Schools/ Community and Religious Welfare will report the following to ESF #6 daily:
  - The number of people staying in the facility.
  - The status of supplies.
  - The condition of the facility and any problems.
  - Any requests for specific support.
- Maintain records of expended supplies and provide to ESF #6 for coordination with ESF #7.
- Arrange for the transportation of evacuees to their homes or to temporary housing through ESF #1.
- Terminate operations and close the facility when appropriate.
- See that the facility is cleaned and returned to its original condition.
- Submit Mass Care facility status report to the Mass Care Representative in the EOC. The report should identify equipment and supplies used and any other problems or issues that need to be resolved before the facility is used again.
- (ESF #13 will provide security and maintain order in mass care facilities.)

# ESF#7- RESOURCE SUPPORT

**Primary Agency:** Bingham County Clerk's Office

**Support Agencies:** County Assessor's Office  
County Treasurer's Office  
County Extension Office  
Cities  
County/City IT Departments  
County/City Public Works Departments

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## INTRODUCTION

### **Purpose:**

ESF #7- Resource Support assists local government entities prior to, during, and after emergency situations.

### **Scope:**

ESF #7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial response phase and initial recovery phase following a disaster. The agency needing resources would locate and procure resources, while ESF #7 would account for and document the needed resources such as supplies, office space, office equipment, fuel, communications, contracting services, personnel, heavy equipment, and transportation.

## POLICIES

- ESF #7 is responsible for planning, coordinating, and managing resource support in all phases of response and recovery efforts from a major disaster or catastrophe.
- Resources requests will be filled from local inventories first.
- Procurement will be made in accordance with County, State, and Federal laws and regulations, including emergency procedures provided under Idaho Statute.
- Volunteers and donations will be utilized when available.
- Normal practices and procedures will be continued under emergency conditions to the extent possible.
- Every effort will be made to document each transaction sufficiently, so that complete records can be reconstructed and claims properly verified after the emergency period has passed.
- No administrative process will be permitted to interfere with operations essential to preventing loss of life or injury.

## **SITUATION**

A major disaster could cripple the productive capability of the County. Such an event will have an immediate and serious impact on the County and other local resources. Supplies must be procured and delivered in the affected areas. Crucial shortages may exist.

## **CONCEPT OF OPERATIONS**

### **General:**

Countywide resources and materials will be allocated and coordinated by ESF #7. The primary source of equipment, supplies, and personnel shall be made from local sources and mutual aid outside of the impacted area. Support that cannot be provided by these sources will be provided through commercial sources.

### **Organization:**

- Each agency is responsible for 24 hour staffing for the duration of the event.
- The County Clerk's Office is the primary agency.

### **Notification:**

ESF #7 will be notified by pager, radio, or telephone. Support agencies will be notified on an as needed basis.

## **RESPONSIBILITIES**

- Arranges administrative support to the EOC during the immediate response to a disaster.
- Support agencies render assistance, as well as provide resource lists and internal procurement processes, agency locations, hours of operation, and resources as needed.
- The County Clerk's Office is responsible for tracking and documenting costs and expenses and issuing purchase orders.

## **AGENCY RESOURCES**

<b>Agency Name</b>	<b>Agency Resources</b>
Bingham County	Personnel, Office Equipment, Supplies
Cities	Personnel, Office Equipment, Supplies

## **ESF #7- Resource Support Response Actions Checklist**

### Initial

- ESF #7 members will be placed on standby and directed to man certain facilities for immediate response.
- Support agencies may be directed to deploy personnel and other resources.
- ESF #7 may need to conduct an assessment of resource availability, i.e., staging areas, government facilities, etc.

### Continuous

- ESF #7 will procure buildings and parking areas large enough to be staging warehouses and locations, and other facilities as needed.
- ESF #7 will acquire replacement facilities for any damaged or destroyed facilities.
- ESF #7 will coordinate with ESF #1 for transportation resources.
- ESF #7 will coordinate with ESF #2 for communication resources.
- ESF #7 will coordinate with ESF #6 and ESF #12 for feeding of personnel.
- ESF #7 will coordinate with ESF #13 for security resources.
- ESF #7 will establish a property tracking system and maintain records for all properties loaned in support of the EOC by the State or Federal government.
- ESF #7 will coordinate contractual services between the County and the commercial sources.
- ESF #7 actions will be governed by the emergency situation. Support agencies may be altered as developments and other circumstances dictate.
- When requested, the Legal Advisor will report to the EOC.
- If needed, Law Enforcement Agencies will provide escort and security for delivery, storage, and distribution of resources.
- ESF #7 will coordinate and manage donations during emergency.

# **ESF #8- PUBLIC HEALTH AND MEDICAL SERVICES**

**Primary Agency:** Bingham Memorial Hospital

**Support Agencies:** District 6 Public Health Department  
EMS Agencies  
Bingham County Coroner  
Red Cross  
Bingham County Emergency Management Office  
State Hospital South

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## **INTRODUCTION**

**Purpose:**

ESF #8 describes policies and procedures for mobilizing and managing health and medical services in the County under emergency conditions.

**Scope:**

ESF #8 applies primarily to large-scale emergency events that would cause sufficient casualties or fatalities that will in turn overwhelm local medical health and mortuary services, thus requiring maximum coordination and effective use of resources.

## **POLICIES**

- Operations essential to preventing injury, loss of life, or significant property damage will have precedence over normal administrative procedures.
- Bingham Memorial Hospital will work with emergency planning officials to develop practical, realistic, and effective emergency response plans, policies, and procedures appropriate for preparing for and responding to health related events.

## **SITUATION**

A significant disaster, pandemic outbreak of disease, bioterrorism, or weapons of mass destruction event may necessitate public health and medical care. Disruption of communications and transportation systems may impede the care of victims. The seriously injured or ill victims who are to be transported to medical and health care facilities in the immediate aftermath of the occurrence could overwhelm the facilities that remain in operation. Disruptions in local communications and transportation systems could also prevent timely response and resupply.

Uninjured persons who require daily or frequent medications may have difficulty in obtaining these medications and treatments because of damage/destruction of normal supply locations and general shortages within the emergency area.

A major medical and environmental emergency resulting from chemical, biological, or nuclear weapons of mass destruction could produce a large concentration of persons with injuries or infectious disease and problems that could overwhelm the public health and medical care system.

## **CONCEPT OF OPERATIONS**

### **General:**

- A representative from Bingham Memorial Hospital will head ESF #8.
- During mass casualty incidents, EMS will establish patient triage, holding, treatment, and transportation areas.
- During mass fatality incidents the ESF #8 will coordinate with the County Coroner to establish a temporary morgue and facilitate identification, transportation, and disposal of the deceased.
- The Public Health Department will identify infectious diseases, control their spread, and report their presence to appropriate State and Federal health authorities.

### **Organization:**

- At the Direction of the Chief Executive Officer ESF #8 will be activated.
- Emergency Medical Services (EMS) personnel will respond to the scene and assume appropriate role in the Incident Command System.
- Each agency is responsible for 24 hour staffing for the duration of the event.

### **Notification:**

ESF #8 will be notified by pager, telephone, or radio. Support agencies will be notified on an as needed basis.

## **RESPONSIBILITIES**

- ESF #8 will coordinate with emergency medical service (EMS), public health, mental health, and mortuary services for disaster planning and response actions.
- ESF #8 will ensure that during mass casualty incidents, EMS will establish patient triage, holding, treatment, and transportation areas.
- During mass fatality incidents ESF #8 will coordinate with the County Coroner to establish a temporary morgue and facilitate identification, transportation, and disposal of the deceased.
- The District 6 Health Department, in coordination with ESF #8, will identify infectious diseases, control their spread, and report their presence to appropriate local, State, and Federal health authorities.



- ESF #8 will work with ESF #14 in issuing health and medical advisories to the public on such matters as emergency water supplies, waste disposal, mass feeding services and immunizations.

## **AGENCY RESOURCES**

<b>Agency Name</b>	<b>Agency Resources</b>
Private Doctors Offices	Medical Staff and Facilities
Funeral Homes	Facilities
Local Pharmacies	Medicine
State Hospital South	Medical Staff and Facilities
Idaho Department of Health and Welfare	Various Assisting Programs

## **ESF #8- PUBLIC HEALTH AND MEDICAL SERVICES RESPONSE ACTION CHECKLIST**

### Initial

- ESF #8 will be activated by the Chief Executive Officer.
- ESF #8 will assess health and medical needs throughout the County and coordinate with health and medical organizations to help them obtain resources and ensure that necessary services are provided.
- The Emergency Medical Services (EMS) will, upon arrival at the scene, assume appropriate role in the Incident Command System. EMS will triage, stabilize, treat, and transport the injured and coordinate with local and regional hospital(s) to ensure casualties are transported to the appropriate facilities. EMS will establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio or telephone contact with the hospital.
- District 6 Public Health will coordinate all public health services in the jurisdiction and inspect for purity and usability, food, water, drugs, and other consumables that were exposed to the hazard.
- The Coroner will provide for the collection, identification and care of human remains, determine the cause of death, inventory and protect deceased's personal effects, and locate and notify next of kin. The Coroner will also establish temporary morgue sites and maintain a comprehensive record-keeping system for updating and recording fatality numbers.

### Continuous

- ESF #8 will coordinate with neighboring community health and medical organizations and with State and Federal officials.
- ESF #8 will screen and coordinate with individual health and medical volunteers to ensure that positive identification and proof of licensure is made for all volunteers.
- ESF #8 will coordinate the location, procurement, screening, and allocation of health and medical supplies and resources to include personnel required to support health and medical operations.
- If needed, District 6 will request and manage the strategic national stockpile, which is a Federal pharmaceutical cache.
- ESF #8 will provide information to the EOC for the news media on the number of injuries, deaths, etc..
- EMS will establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio or telephone contact with the hospital.
- District 6 Health will provide environmental health protection and instructions on communicable disease control.
- The Coroner will coordinate the search, recovery, identification, and family notification of mass fatality victims.
- The American Red Cross will maintain a system in coordination with hospitals, aid stations and field triage units to collect, receive and report information about victims' status. They will assist in the notification of the next of kin of injured or deceased and assist with the reunification of families.

# **ESF #9- SEARCH AND RESCUE**

**Primary Agency:** Bingham County Sheriff's Office

**Secondary Agencies:** Bingham County Sheriff's Office Search and Rescue  
Aberdeen Police Department  
Blackfoot Police Department  
Shelley Police Department  
EMS Agencies  
Fire Departments

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## **INTRODUCTION**

**Purpose:**

ESF #9 outlines roles and responsibilities for Search and Rescue in the County.

**Scope:**

Search and Rescue activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims lost in the wilderness or trapped in structures.

## **POLICIES**

The responsible party will provide an Incident Commander and be the lead agencies for all Search and Rescue within their jurisdiction.

## **SITUATION**

- A severe earthquake, flood, winter storm, avalanche, or landslide could damage areas and trap residents and visitors.
- Emergency measures to protect life and health during the first 12 to 24 hours after a disaster in all likelihood will be dependent upon local resources.

## **CONCEPT OF OPERATIONS**

**General:**

Search and Rescue in the County will be conducted according to existing Standard Operating Procedures and Idaho State Codes.

**Organization:**

As ESF #9 the Search and Rescue Commander, upon arriving at the scene, will act as the Incident Commander. If additional operations are underway, unified command will be established.

**Notification:**

ESF #9 will be notified by pager, telephone, or radio.

**RESPONSIBILITIES**

The Search and Rescue Team will maintain the capability to perform Search and Rescue operations.

**AGENCY RESOURCES**

<b>Agency Name</b>	<b>Agency Resources</b>
Bingham County	Personnel, Communications Equipment, Vehicles, Community Emergency Response Teams
Police Departments	Trained Officers, Equipment
EMS Agencies	Urban Search & Rescue Responders
Private Sources	Planes, Helicopters, Snowmobiles, Personnel
Religious Organizations	Personnel

## **ESF #9- SEARCH AND RESCUE**

### **Response Actions Checklist:**

#### Initial

- The Search and Rescue Team, upon notification and deployment, will recall rescue staff, determine the threat to rescuers, and establish a lookout and accountability system for rescuers before conducting operations.
- Conduct rescue operations according to Standard Operating Procedures and Idaho State codes.
- The Chief Executive Officer or Incident Commander may request activation of the EOC.
- ESF #14 will provide public information briefings to the media.

#### Continuous

- ESF #9 will maintain Search and Rescue operations during disaster.

# **ESF #10- OIL AND HAZARDOUS MATERIALS RESPONSE**

**Primary Agency:** Blackfoot Fire Department

**Support Agencies:** Bingham County Sheriff's Office  
Districts 6 & 7 Regional Hazmat Teams  
Union Pacific  
Idaho State Police  
Cities  
County-City Public Works Departments  
Idaho State Communications

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## **INTRODUCTION**

**Purpose:**

ESF #10 describes the organization and procedures the County will follow to respond to an incident involving transportation, use, and storage or processing of hazardous materials.

**Scope:**

ESF #10 provides for a coordinated, effective, and efficient response to discharges and releases of hazardous materials by placing human, financial, and material resources into action in the impacted area.

## **POLICIES**

The agencies will prepare and maintain call down lists to contact personnel. All other supporting agencies will cooperate with the primary agencies. ESF #10 will keep the EOC Director and staff apprised of activities, actions, and status.

## **SITUATION**

A natural or man-caused emergency could result in numerous situations in which there is a release or threat of release of hazardous materials. Hazardous materials could generate threats to life, property, and the environment.

# CONCEPT OF OPERATIONS

## General:

- The Incident Command System will be utilized in Hazardous Material incident response.
- The Incident Commander will be the ranking local emergency response official on the scene. The official Incident Commander will assume command as soon as practical.
- The ESF #10 will utilize appropriately trained and equipped personnel from the County as well as State and Federal agencies.

## Organization:

- The Chief Executive Officer will request the responding agency to designate a senior official to act as ESF #10 and to report to the EOC when notified of an emergency situation.
- The ESF #10 will report to the EOC upon its activation. If the ESF #10 (Hazardous Material Incident Response) is on the scene, an alternate will report to the EOC.

## Notification:

ESF #10 will be notified by pager, telephone, or radio. Support agencies will be notified on an as needed basis.

# RESPONSIBILITIES

- Contact State Com at 1-800-632-8000.
- Provides damage reports, assessments, and situation reports to the EOC.
- Coordinates and manages efforts to detect, identify, contain, decontaminate, clean up, dispose of or minimize discharges of oil or releases of hazardous materials, or prevent, mitigate, or minimize the threat of potential releases.
- Maintains close coordination with Regional Response Team.
- Provides traffic control and scene security.
- Responsible for cost recovery of cleanup.

# AGENCY RESOURCES

Agency Name	Agency Resources
County Extension Office	Expert Advice
Valley Wide Cooperative	Expert Advice
Public Works Departments	Heavy Equipment, Operators
State Com	Expert Advice, Notifies Needed Assistance
Regional Hazmat Teams	Clean Up Equipment, Trained Responders, Expert Advice

# **ESF #10- OIL AND HAZARDOUS MATERIALS RESPONSE**

## **RESPONSE ACTIONS CHECKLIST**

### **Initial:**

- Ensure **ONLY** properly trained and equipped personnel respond to, assess or get anywhere near the incident.
- Assess the situation, including the nature, amount, and locations of actual or potential releases of oil and hazardous materials.
- Identify the initial resource requirements.
- Provide guidance and expertise to assist in response to the incident.

### **Continuous:**

- Receive damage information.
- Identify support requirements and establish priorities.
- Work with local, regional, and state agencies to maximize use of available assets and identify resources required from outside the jurisdiction.
- Support on-scene response and recovery operations until the incident is fully demobilized.



# ESF #11- AGRICULTURE AND NATURAL RESOURCES

**Primary Agency:** Bingham County Extension Office

**Support Agencies:** Animal Control Officers  
State Brand Inspector  
Private Animal Care Centers  
Private Industry  
District 6 Health Department  
Fish and Game Department  
Bingham County Historical Society

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## INTRODUCTION

**Purpose:**

ESF #11- Agriculture and Natural Resources supports requests for agricultural-related assistance.

**Scope:**

ESF #11 includes four primary functions:

Provision of nutrition assistance: Includes determining food and water needs, obtaining food supplies, and arranging for the delivery of the supplies.

Animal and plant disease and pest response: Implementing a response to an outbreak of a highly contagious or economically devastating animal disease, exotic plant disease, or a plant pest infestation. Ensures that animal/veterinary services are provided in an emergency.

Assurance of the safety and security of the commercial food supply: Includes the inspection of products in distribution and retail sites, control of products suspected of being adulterated, plant closures, food borne disease surveillance, and field investigations.

Protection of Natural, Cultural, and Historic (NCH) resources: Includes actions to conserve, rehabilitate, recover, and restore these resources.

## POLICIES

The County Extension Office is the primary agency. All other supporting agencies will cooperate with the Extension Office. ESF #11 will keep the EOC Director and staff apprised of activities, actions, and status.

## **SITUATION**

An emergency may deny access to food or the means to prepare food. It may disrupt the commercial food supply and distribution network and may also destroy food products stored in the affected area.

An emergency may create a lack of accessible care, such that there is a potential for massive animal neglect or suffering. An emergency may also create disease situations and post-emergency epidemics.

The discovery of plant or foreign animal diseases within the county or adjacent counties will require an immediate response involving all levels of government.

## **CONCEPT OF OPERATIONS**

### **General:**

A representative from the County Extension Office will head ESF #11. The representative will identify which support agencies for ESF #11 are needed. The representative will respond to the EOC to assume ESF #11 responsibilities.

### **Organization:**

The County Extension office, as well as supporting agencies, will provide personnel, equipment, and vehicles, as requested through the EOC. Each agency is responsible for 24 hour staffing for the duration of the event.

### **Notification:**

ESF #11 will be notified by pager, telephone, or radio. Support agencies will be notified on an as needed basis.

## **RESPONSIBILITIES**

- Determine food and water needs.
- Obtain appropriate food supplies.
- Arrange for transportation of food.
- Implement a response to animal or plant disease outbreaks.
- Coordinate veterinary and wildlife services.
- Decontamination or destruction of animals, plants and/or associated facilities in response to biohazard events.
- Food-borne disease surveillance.
- Arrange disposal of contaminated food products.
- Oversee NCH resources identification and vulnerability assessments.
- Manage response and recovery actions to minimize damage to NCH resources.

## **AGENCY RESOURCES**

<b>Agency Name</b>	<b>Agency Resource</b>
Bingham County	Fair Grounds
Local Fertilizer Companies	Spray Equipment, Loaders, Trucks
Local Farmers	Tractors, Trucks, Loaders

## RESPONSE ACTIONS CHECKLIST

### Initial:

Nutrition Assistance	<ul style="list-style-type: none"> <li>○ Determine the critical needs of the affected population in terms of the numbers of people, their location, and usable food preparation facilities.</li> <li>○ Catalog available food, transportation, equipment, storage, and distribution facilities.</li> <li>○ Obtains critical food supplies that are available from existing inventories.</li> </ul>
Animal and Plant Disease and Pest Response	<ul style="list-style-type: none"> <li>○ If a possible pathogen is suspected, immediately notify State resources.</li> <li>○ Assist in the inspection, fumigation, disinfection, sanitation, pest extermination, and destruction of animals or articles found to be so infected as to be sources of dangerous infection to humans.</li> </ul>
Food and Supply Safety and Security	<ul style="list-style-type: none"> <li>○ Assess the operating status of processing, distribution, and retail facilities in the county.</li> </ul>
NCH Resources Protection	<ul style="list-style-type: none"> <li>○ Determine the critical needs and resources available for NCH protection.</li> </ul>

### Continuing:

Nutrition Assistance	<ul style="list-style-type: none"> <li>○ Establish links with organizations involved in long-term meal services.</li> <li>○ Establish need for and replacement of food products.</li> </ul>
Animal and Plant Disease and Pest Response	<ul style="list-style-type: none"> <li>○ Continue coordinating veterinary care to injured or abandoned animals and performing preventative medicine activities.</li> </ul>
Food and Supply Safety and Security	<ul style="list-style-type: none"> <li>○ Engage in surveillance of food safety-related illness, injury, and other consumer complaints.</li> <li>○ Conducts product tracing to determine the source, destination, and disposition of adulterated and/or contaminated products.</li> </ul>
NCH Resources Protection	<ul style="list-style-type: none"> <li>○ Provide assistance to help prevent or minimize injury to and to preserve, protect, conserve, stabilize, rehabilitate, or restore NCH resources.</li> <li>○ Establish logistical links with organizations involved in long-term NCH resources protection, preservation, conservation, rehabilitation, recover, stabilization, and restoration.</li> </ul>

## **ESF #12- ENERGY**

**Primary Agency:** Bingham County Public Works Department

**Support Agencies:** Utah Power  
Propane Suppliers  
Intermountain Gas  
Idaho Power

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### **INTRODUCTION**

**Purpose:**

ESF #12- Energy provides the necessary coordination to restore the energy systems critical to saving lives and protecting health, safety, and property; it also enables other ESFs to respond.

**Scope:**

ESF #12 involves coordinating the provision of emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to normalize community functioning. This ESF will work closely with local and state agencies, energy offices, energy suppliers, and distributors.

### **POLICIES**

The County Public Works Department is the primary agency. All other supporting agencies will cooperate with the primary agency. ESF #12 will keep the EOC Director and staff apprised of activities, actions, and status.

### **SITUATION**

Disasters may cause shortages in energy supplies by disrupting transmission of energy supplies or increasing energy use. Energy disasters may consist of acute shortages caused by power outages and flow disruptions and/or chronic shortages caused by panic buying of fuels.

### **CONCEPT OF OPERATIONS**

**General:**

ESF #12 will work closely with support agencies to restore power as efficiently as possible during an emergency.

**Organization:**

- A representative from Bingham County Public Works will head ESF #12.
- Each agency is responsible for 24 hour staffing for the duration of the event.

**Notification:**

ESF #12 will be notified by pager, telephone, or radio. Support agencies will be notified on an as needed basis.

**RESPONSIBILITIES**

- Plan for energy shortages.
- Monitors energy system damage and repair work.
- Collects, assesses, and provides information on energy supply, demand, and prices.
- Identifies support resources needed to restore energy systems.
- If necessary, oversee water-rationing procedures.
- ESF #12 will maintain a status map of energy outages and brief the EOC.
- Utah Power and Idaho Power will be responsible for commercial power service restoration.
- Intermountain Gas will be responsible for commercial gas service restoration.

**AGENCY RESOURCES**

<b>Agency Name</b>	<b>Agency Resources</b>
Cities	Heavy Equipment, Personnel
Utah Power, Idaho Power	Power Restoration Equipment and Crews

## **ESF #12- Energy**

### **Response Actions Checklist**

#### Initial

- Determine power supply shortages or power outages.
- ESF #12 will notify commercial providers and request restoration services.

#### Continuous

- ESF #12 will request assistance from ESF #3 to remove debris blocking restoration access to power and gas lines.
- ESF #12 will provide information to ESF #5 and ESF #14 regarding the schedule for energy services restoration.
- ESF #12 will provide outage status information to the EOC.
- If there is an extended power outage, it may become necessary to ration water or set up water distribution points for citizens with private wells.
- Generators will need to be continuously refueled as needed.

# **ESF #13- PUBLIC SAFETY & SECURITY**

**Primary Agency:** Bingham County Sheriff's Office

**Support Agencies:** Aberdeen Police Department  
Blackfoot Police Department  
Shelley Police Department  
Federal Law Enforcement  
Idaho State Police  
EMS Agencies  
Fire Departments  
County/City Public Works Departments  
Idaho Transportation Department

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## **INTRODUCTION**

**Purpose:**

ESF #13 coordinates all law enforcement activities during an emergency in the County including working with Federal and State Law Enforcement agencies.

**Scope:**

ESF #13 is applicable to all jurisdictions within the County as outlined in Idaho Code.

## **POLICIES**

- The policy of the State of Idaho is that the primary duty of enforcing all penal provisions and statutes of the state is vested with the sheriff of each county as provided in section 31-2227, Idaho Code.
- The Idaho state police and municipal law enforcement agencies have authority to enforce laws in their respective jurisdictions.

## **SITUATION**

Local law enforcement agencies do not have sufficient resources to provide law enforcement services in the event of a large disaster. Local law enforcement agencies provide mutual aid to neighboring jurisdictions based on existing mutual aid agreements and authorizations found in Idaho Code.



## CONCEPT OF OPERATIONS

### General:

The County Sheriff, an elected official, is the chief law enforcement officer in the County. The Sheriff's office provides law enforcement for all areas of the County. The City Police Departments provide law enforcement for their cities. The County Sheriff's Office operates the 911 dispatch system.

### Organization:

ESF #13 will be headed by the County Sheriff. ESF #13 will interface with and coordinate all countywide law enforcement activities in support of a disaster.

### Notification:

ESF #13 will be notified by pager, radio, telephone, or other means.

## RESPONSIBILITIES

- The County Sheriff's Office is responsible for all law enforcement duties within the county.
- Any additional resources will be requested from municipal police departments, Idaho State Police, or neighboring counties via Mutual Aid Agreements.

## AGENCY RESOURCES

Agency Name	Agency Resources
County Road Department	Heavy Equipment, Personnel
Public Works Departments	Signs, Personnel, Heavy Equipment
ITD	Highway Smart Boards, Signs, Personnel
Bingham County Search & Rescue	Personnel

## **ESF #13- Public Safety and Security**

### **Response Actions Checklist**

- ESF #13 will report to the EOC when notified of an emergency situation.
- Manage law enforcement resources, direct traffic control and law enforcement operations using jurisdiction standard operating procedures.
- Assist with warning the public as requested.
- Direct evacuation as approved by Commissioners/Mayors.
- Control and limit access to disaster scenes and evacuated areas.
- Coordinate and assist with emergency communications as needed.
- Assist in initial damage assessment if personnel are available.
- Assist EMS units in saving lives.

# **ESF #14- LONG-TERM COMMUNITY RECOVERY AND MITIGATION**

**Primary Agency:** Bingham County Emergency Management Office

**Support Agencies:** County Commissioners  
City Mayors  
County Assessor's Office  
County/City Planning and Zoning  
City Councils  
County/City Clerks  
County/City Legal Counsel  
Idaho Bureau of Homeland Security  
FEMA

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## **INTRODUCTION**

**Purpose:**

ESF #14 enables community recovery from the long-term consequences of disasters and lessens the effects of future disasters.

**Scope:**

Rebuilding and reconstruction operations will vary depending on the disaster and its magnitude. When a disaster causes widespread loss of buildings, bridges, roads, and other infrastructure elements, opportunities may arise from misfortune to re-shape and rebuild with higher standards, improved arrangements, or more capacity.

## **POLICIES**

The primary agency along with the support agencies will direct the reconstruction efforts and whenever possible, use structural and non-structural mitigation measures to prevent or lessen future destruction.

## **SITUATION**

Natural or man-caused disasters can result in situations where there will be considerable damage to critical infrastructure that will necessitate long-term recovery and mitigation actions.

## CONCEPT OF OPERATIONS

### General:

- Following efforts to save lives, recovery actions will begin. These could include:
  - Rebuilding homes
  - Replacing property
  - Resuming employment
  - Restoring businesses
  - Permanently repairing, rebuilding, or relocating public infrastructure
- In order to accomplish these steps funds can be acquired through:
  - Federal disaster assistance programs
  - State disaster assistance programs
  - Private Programs through foundations, businesses, associations, individuals, and religious organizations

### Organization:

- The County Emergency Management Coordinator or their designee will act as ESF #14 and report to the EOC.
- The County Commissioners and Mayors along with the Emergency Management Coordinator will work together to identify and prioritize projects that need to be accomplished.
- Mitigation measures will be identified and evaluated.
- Methods of funding will be secured.
- Projects will be assigned to be overseen until completed.

### Notification:

ESF #14 will be notified by pager, telephone, or radio. Support agencies will be notified as needed.

## RESPONSIBILITIES

- Restore public infrastructure and social services damaged by the disaster.
- Re-establish an adequate supply of housing.
- Restore lost jobs.
- Restore the economic base of the disaster area.

## AGENCY RESOURCES

Agency Name	Agency Resources
Bingham County	Personnel, Office Equipment, Supplies
Cities	Personnel, Office Equipment, Supplies

# **ESF #14- LONG-TERM COMMUNITY RECOVERY AND MITIGATION**

## **RESPONSE ACTIONS CHECKLIST**

- Obtain and analyze damage assessment data.
- In coordination with the Federal and State officials, assign staff to identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in affected areas.
- Coordinate identification of appropriate Federal, State, and local programs to support implementation of long-term recovery plans.
- Coordinate assessment and revision of existing mitigation plans, as necessary.
- Review mitigation plans for affected areas to identify potential mitigation projects.
- Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.
- Document matters that may be needed for inclusion in agency or Federal/State briefings, situation reports, and action plans.

# **ESF #15- EXTERNAL AFFAIRS**

**Primary Agency:** Bingham County Emergency Management Office

**Support Agencies:** Bingham County Commissioners  
Idaho Bureau of Homeland Security  
City Mayors  
Shoshone-Bannock Tribes, Inc.

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## **INTRODUCTION**

**Purpose:**

ESF #15 describes the means, organization, and process by which the County will provide timely, accurate, and useful instructions to residents during emergencies.

**Scope:**

ESF #15 applies to all emergency public information events or events when coordination with the Shoshone-Bannock tribe is necessary.

## **POLICIES**

- An aggressive program combining both emergency information and educational material must be established to reduce loss of life and property damage.
- We must be the single source of reliable information during an emergency for both the public and the press.
- Information will be provided in both English and Spanish.

## **SITUATION**

- In the event of an emergency, the press will immediately pursue information regarding the emergency.
- Telephone and/or power service may be interrupted, requiring alternate methods of communications such as HAM and CB radio.
- Radio reception is good throughout most of the County and should be dependable in most emergency situations.
- Rumors will circulate.
- In case of a disaster that generates extensive media interest, we will request the Idaho Bureau of Homeland Security (IBHS) to activate a Public Information Emergency Response Team to support the County effort.

- The Fort Hall Business Council is the official governing body of the Shoshone-Bannock Tribes, Inc. The terms of office are two years. Each year the council elects its own chairman, vice-chair, and sergeant-at-arms.

## CONCEPT OF OPERATIONS

### General:

- The Public Information Officer (PIO) will be located in the Emergency Operations Center (EOC) with access to the responsible elected officials, current emergency information, and the media.
- The PIO will serve as official spokesman for the County and will coordinate all public information releases with the County Commissioners/Mayors, and assume responsibility for the organization and operation of the public information system.
- A rumor control service will be provided to ensure that accurate information is disseminated immediately and regularly.
- The Emergency Management & Response Director for the Shoshone-Bannock Tribes, Inc. or his appointee will act as a liaison to the County in the event of an incident where both jurisdictions are involved. This will be done following the Tri-County Tribal Regional Operations Plan dated January 2004. A copy of this plan is included on the CD in the front of this manual.

### Organization:

- The Public Information Officer will assume public information functions delegated by the Chief Executive Officer.
- The EOC will coordinate with IBHS if a Public Information Emergency Response Team is needed.
- All organizations that are directly involved in emergency operations will provide public affairs officers to support emergency information activities as requested by the PIO.
- A complete directory of the organization of Shoshone-Bannock Tribes, Inc. can be found at [http://www.shoshonebannocktribes.com/Tribal\\_Directory.htm](http://www.shoshonebannocktribes.com/Tribal_Directory.htm) .

### Notification:

ESF #15 will be notified by pager, telephone, or radio.

## AGENCY RESOURCES

Agency Name	Agency Resources
Bingham County	Personnel, Office Equipment, Supplies
Shoshone-Bannock Tribes, Inc	Personnel, Office Equipment, Supplies
Cities	Personnel, Office Equipment, Supplies

**ESF #15- EXTERNAL AFFAIRS**  
**Response Actions Checklist**

The Chief Executive Officer(s) will:

- Serve as primary spokesman to the media or delegate that function to the PIO.
- Give final approval for release of emergency instructions and information or delegate that function to the PIO.
- Designate locations for media briefings.

The Public Information Officer (PIO) will:

- Report to the EOC and manage all aspects of Emergency Public Information on behalf of the County.
- Assume public information functions delegated by the Chief Executive Officer.
- Ensure timely preparation and dissemination of emergency information.
- Supervise the media center.
- Schedule news conferences, interviews, and other media access.
- Coordinate rumor control activity.
- When necessary, obtain media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donation policies, and other donations-related matters.
- Assign print and broadcast monitors to review all media reports for accuracy.

The County Emergency Management Coordinator will:

- Advise the Chief Executive Officer on when to disseminate emergency information and/or instructions to the public.
- Assist the PIO with news releases and rumor control.
- Coordinate with IBHS if a Public Information Emergency Response Team is needed.
- Coordinate with the Shoshone-Bannock Tribes, Inc. liaison when an incident impacts both jurisdictions.
- Maintain a chronological record of disaster events.



# ESF #16- MILITARY SUPPORT

**Primary Agency:** Bingham County Emergency Management Office

**Support Agencies:** County Commissioners/Mayors  
Idaho Bureau of Homeland Security  
Idaho National Guard  
Department of Defense

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## INTRODUCTION

### **Purpose:**

ESF #16 coordinates and arranges for military support to assist with security as well as response and recovery operations for the entire County, during an incident, disaster, or in times of civil unrest.

### **Scope:**

ESF #16 applies to all emergency events where military support is needed.

## POLICIES

To activate the Idaho National Guard the Governor must sign an Executive Order, putting the Guard on State Active Duty. This process starts when the County or City declares a local state of emergency and notifies the Governor through their Area Field Officer of the Idaho Bureau of Homeland Security. City's disaster declarations must go through their County Commissioners before they can go on to the Governor's office.

## SITUATION

- Protection of the public during an emergency situation may require the timely and coordinated support of military assistance to civil authorities.
- When an emergency situation occurs that overwhelms the County's ability to respond with available public and private resources, a request for military assistance may be initiated to compliment, not substitute for, local resources.
- In accordance with DOD Directive 3025.1, any military commander may do what is required and justified to save human life, prevent immediate human suffering, or to mitigate great property damage or destruction in support of civil emergency operations if waiting for instructions from higher authority would preclude an effective response. If action is taken in an emergency situation in the absence of instructions from higher authority, the military commander is then required to report that action taken to their chain of command and to the civil authority affected as soon as possible.

## CONCEPT OF OPERATIONS

### General:

- If the County is unable to acquire sufficient public and private resources to effectively respond or recover to an emergency or disaster, a request for additional support will be made through the Regional Area Field Officer of the Idaho Bureau of Homeland Security. This aid could be in the form of State employees and not necessarily the National Guard.
- Military support will terminate as soon as civil authorities are capable of handling the emergency situation.

### Organization:

- Military forces will retain integrity of their unit and follow the military chain of command, although the mission assignment shall be coordinated by/with the local government.

### Notification:

- ESF #16 will be notified by pager, telephone, or radio.

## AGENCY RESOURCES

Agency Name	Agency Resources
Bingham County	Personnel, Communications Equipment

## **ESF #16- Military Support Response Actions Checklist**

- Once it is clear a situation overwhelms public and private sectors ability to effectively respond, call the Area Field Officer of the Idaho Bureau of Homeland Security immediately. It will take time for the request to go through the process of being approved, so start it as early as possible.
- If you need a certain piece of equipment in order to save lives, be sure that it is mentioned in your request for assistance.
- When requesting resources, identify what you need, where you need it, the length of time you need it for, how many/much you need, and what you need it to do.

# Damage Assessment Annex

## **Purpose**

The purpose of this annex is to ensure public safety, health, and welfare, during a declared emergency by receiving, assessing, and recording damage information resulting from a disaster or other major emergency.

## **Concept of Operations**

- At the time of an emergency, a damage assessment coordinator will be identified to assist with the organizing of assessment teams and incoming data.
- The damage assessment coordinator will work under the Emergency Management Coordinator regarding task identification and specific needs. All damage assessment inquiries will be directed through this person to assure proper procedures are followed.
- Damage assessment teams can be created using some of the following personnel:
  1. County Assessor
  2. City or County Engineer
  3. City or County Building Inspectors
  4. City or County Treasurer
  5. Public Works Director
  6. Red Cross Volunteers
  7. Real Estate Appraisers
  8. Fire Marshal
- Damage assessment teams will do a quick “windshield report” by vehicles (can use air or ground). This inspection will begin with critical facilities.
- Damage assessment teams will then do a Preliminary Damage Assessment on the Jurisdiction Incident Reporting Forms attached to this annex. This is a more intense inspection involving closer investigation.
- If the situation warrants assistance from the State or Federal government, the FEMA Damage Assessment form should be used when asking for assistance.

## **Keys to an effective damage assessment program**

1. Communication is the most overlooked part of damage assessment. Teams must report regularly to the damage assessment coordinator. The coordinator must be sure that information is relayed to the EOC.
2. Have cameras (preferably digital), for your teams to use.
3. Be sure your damage assessment teams only enter buildings that are safe.

## **Contents**

- Damage Assessment Coordinator Responsibility Checklist
- Jurisdiction Incident Reporting Forms
- FEMA Damage Assessment Forms

## **Damage Assessment Coordinator**

*Reports to:* Emergency Management Coordinator, EOC

### *General Duties*

- Establish and maintain communications with or relocate to EOC.
- Organize and manage the damage assessment teams.
- Maintain a map showing damaged areas.
- Continually update the EOC of damage assessed.
- Maintain records of hours worked by you, your staff, and damage assessment teams.

### *Action Checklist*

- Initiate an event log of activities, beginning with notification of the emergency.
- Activate damage assessment teams.
- Brief teams on:
  - ◆ Assigned work location, responsibilities, and shift duration
  - ◆ Transportation assignments and routing
  - ◆ Reporting forms
  - ◆ Available communications
  - ◆ Provisions for food
  - ◆ Known hazards in areas to be inspected
  - ◆ Traffic detours and suggested routes
- If necessary, assign and train volunteers to assist you.
- Request needed resources from the EOC, including food and water for staff, phone lines and/or electronic communications equipment.
- Work with the EOCs Finance/Administration Section or Fiscal Director to make sure your staffing and operations cost tracking follow FEMA guidelines.
- Maintain all required records and documentation to support the history of the emergency.

## Jurisdiction Incident Report

For Operational Period – From:                      To:

<b>Jurisdiction:</b>		<b>Phone #:</b>
<b>Date / Time:</b>		<b>Prepared By:</b>
<b>Incident Type:</b>		<b>Incident Onset (Date and Time):</b>
<b>Local Disaster Declaration #:</b>		<b>Date / Time of Declaration:</b>
<b>Situation:</b> <input type="checkbox"/> <b>Critical / Unstable</b> <input type="checkbox"/> <b>Stable</b> <input type="checkbox"/> <b>Resolved</b>		<b>EOC Activated:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Hours of Operation:</b> _____

### Incident Statistics

Casualties		Mass Care		Evacuations	
<b>Injured</b>		<b>Number of Shelters Open</b>		<b>Evacuation Order In Place</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Confirmed Dead</b>		<b>Number of People Sheltered</b>		<b>Number of Persons Evacuated</b>	
<b>Missing</b>					
<b>Trapped</b>					
<b>Damage Assessment Estimates</b>	<b>Number Affected (evacuated, no access, utilities out)</b>	<b>Number Damaged</b>	<b>Number Destroyed</b>	<b>Total Number Impacted</b>	
<b>Large Businesses</b>					
<b>Small Businesses</b>					
<b>Multiple Occupant Dwellings</b>					
<b>Single Family Dwellings</b>					

### Imminent Hazards or Threats

<b>Priority /Location</b>	<b>Description: Provide a brief up to date synopsis of the nature of the hazard/threat, potential impact and population at risk.</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	

**Jurisdiction Incident Report**  
**For Operational Period – From:                      To:**

<b>Damage / Impact Assessment</b>		
<b>UTILITIES</b>	<b>Communications:</b>	<i>Impacts to Communication System</i>
	<b>Water Supply:</b>	<i>Impacts to Water Supply: Potable and Non-Potable</i>
	<b>Electric Power:</b>	<i>Impacts to Electrical Power System</i>
	<b>Natural Gas:</b>	<i>Impacts to Natural Gas System</i>
	<b>Sewage Treatment:</b>	<i>Impacts to Sewage Treatment System</i>
	<b>Other Utilities:</b>	<i>Impacts to Other Utility like Systems such as propane, fuel oil, gasoline, etc.</i>
<b>TRANSPORTATION</b>	<b>Roads and Highways:</b>	<i>Impacts to the road system including local, county, state, and federal roads.</i>
	<b>Bridges:</b>	<i>Impacts to bridges.</i>
	<b>Airports:</b>	<i>Impacts to airports and related facilities.</i>
	<b>Railways:</b>	<i>Impacts to rail lines and related facilities.</i>

**Jurisdiction Incident Report**  
**For Operational Period – From:                      To:**

<b>CRITICAL FACILITIES</b>	<b>Hospitals / Clinics:</b>	<i>Operational capability and impacts to hospitals and clinics.</i>
	<b>Fire Suppression:</b>	<i>Operational capability and impacts to fire response organizations.</i>
	<b>Law Enforcement:</b>	<i>Operational capability and impacts to law enforcement organizations.</i>
	<b>Emergency Medical Services:</b>	<i>Operational capability and impacts to EMS organizations.</i>
	<b>Schools:</b>	<i>Operational capability and impacts to schools.</i>
	<b>Special Needs Facilities:</b>	<i>Operational capability and impacts to nursing homes, care facilities, etc.</i>
	<b>Hazardous Materials:</b>	<i>Operational capability and impacts to facilities using or storing a significant quantity of hazardous materials.</i>
	<b>Water Control:</b>	<i>Operational capability and impacts to dams, levees, reservoirs, irrigation and canal systems.</i>

<b>OTHER INFORMATION</b>	
--------------------------	--



**PUBLIC ENTITY/POTENTIAL SUBGRANTEE INFORMATION**

PUBLIC ENTITY/POTENTIAL SUBGRANTEE	CONTACT & TELEPHONE NO.	POPULATION
COUNTY/PARISH	ADDITIONAL CONTACT(S) & TELEPHONE NO(S)	

**SITE ESTIMATE SUMMARY**

CATEGORY	CRITICAL FACILITIES AND OTHER DAMAGES	INSPECTED		PROJECTED		TOTAL	
		# of Sites	Estimated Cost	# of Sites	Estimated Cost	# of Sites	Estimated Cost

**EMERGENCY WORK**

<b>A</b>	Debris						
<b>B</b>	Emer. prot. meas.						

**Emergency Work sub-total**

**PERMANENT WORK**

<b>C</b>	Roads and bridges						

**sub-total**

<b>D</b>	Water control facilities						

**sub-total**

<b>E</b>	Buildings and equipment						

**sub-total**

<b>F</b>	Utilities						

**sub-total**

<b>G</b>	Rec./other						

**Permanent work sub-total**

**TOTAL**

**DISASTER IMPACTS**

List detours/critical facilities damaged.

Describe any health and safety issues.

Did previous state or local hazard mitigation measures reduce otherwise eligible costs? *(If yes, please explain)*

Comments:

# Debris Management Annex

## **Purpose**

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster to mitigate against potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

## **Concept of Operations**

- At the time of an emergency a debris management director will be identified to direct the debris management efforts, they will report to ESF #3 Public Works.
- In the first phase of debris removal, debris is moved to the side of the road to open access routes for the movement of emergency vehicles, resumption of critical services and for damage assessment.
- Immediately following the first phase of debris removal, a debris estimate must be made. This will be similar to a damage assessment, only it will be to estimate the amount of debris that needs to be removed.
- If the amount of debris is greater than the amount the local landfill can accept, debris storage and reduction site(s) may be necessary. The following should be considered in site selection:
  - Determine proximity to the location of debris.
  - Determine proximity to and affect on neighboring areas.
  - Determine site layout for storage, burning, grinding, and other operations.
  - Provide buffer zones between areas within the site.
  - Provide ingress and egress to the site so that trucks do not delay normal traffic.
  - Construct inspection towers at ingress and egress locations.
  - Collect baseline data. Video/photograph site. Take soil and ground water samples. Investigate potential historical or archaeological issues.
  - Establish an environmental remediation and site restoration plan.
- If local government resources are insufficient to handle the amount of debris mutual aid agreements can be used or contract labor can be used following these guidelines:
  - All contracts should have a well-defined scope of work, specified costs, basis of payment, and performance schedule.
  - Contracts must be competitively bid.
  - Long-term contracts should be written on a unit price basis.
  - Trained personnel must monitor contractor activities.
  - Time and materials contracts are only allowed for the first 70 hours.
  - Cost plus percentage of cost contracts are not allowed.

## **Contents**

- Debris Management Director Responsibility Checklist
- Clean Up Cost Worksheet
- Material Handling Summary

## **Debris Management Director**

*Reports to:* ESF #3 Public Works, EOC

### **General Duties**

- Establish and maintain communications with, or relocate to, the EOC.
- Establish and maintain communications with assisting agencies and contractors.
- Collect and document all expenses related to the disaster.
- Update the EOC continuously.
- Oversee all debris management activities.

### **Action Checklist**

- Begin documenting costs.
- Coordinate and track resources.
- Establish priorities regarding allocation and use of available resources.
- If necessary, identify and establish debris temporary storage and reduction sites.
- Keep public informed through the PIO.
- Request needed resources from EOC, including food and water for staff, phone lines and/or electronic communications equipment.
- Maintain all required records and documentation to support the history of the emergency.
- Perform necessary audits of operation and submit claim for Federal Assistance.

## Clean Up Plan

**General Information:** *(please print or type)*

---

---

**Site Name:**

---

Address:

---

Phone:

---

---

**Site Operator Name:**

---

**Employee in Charge of  
Operations on Site:**

---

Mailing Address:

---

Phone:

---

---

**Property Owner Name:**

---

Mailing Address:

---

Phone:

---

---

### PART A

The operator shall attach to this form a written cost estimate in accordance with Part C, in current dollars, of the cost of hiring a third party to clean up the site. Parts B and C shall be based on the maximum quantity of debris to be stored on site.

### PART B

The operator shall provide the following information to the board prior to the commencement of the clean up:

1. A clean up schedule with a time period for completion
2. Details of the final disposition of the debris. Include the name of each business that will receive the debris and the amounts. Provide also the address and phone number for each business.

## PART C

### CLEAN UP COST ESTIMATE WORKSHEET

The estimate shall be completed by the operator or duly recognized representative to include the following information:

- 1) The name, address, and telephone number of the site where the debris will be taken.
- 2) The cost estimate for a third party to cleanup the site, along with the detail of how this estimate was calculated, as described below. The estimate shall be developed for the activities anticipated for the clean up including disposition of the debris, equipment, labor, and administration. Attach the cost estimate and all supporting documentation used in arriving at the clean up cost estimate.

Calculate the Total Clean up Cost Estimate in dollars for the operation or facility being cleaned up using the following formula:

Total Clean Up Cost Estimate (TCUC) = 1.2 x (Transportation Cost + Destination Charge + Loading Cost + Administration Cost + Security Cost)

Where:

"Transportation Cost" represents the total cost of transportation for all loads of debris leaving the site as well as the cost of the vehicles returning. The transportation cost shall be computed using the following formula:

$$\text{Transportation Cost (\$)} = M \times MT \times TC$$

Factor "M" (miles) represents the total distance (Round Trip Mileage) to be covered by a vehicle transporting a load, from the site being cleaned to a facility selected by the operator that would accept the debris in the form that they are, or will be stored.

Factor "MT" (number of round trips) represents the number of truck loads of debris that will be required during the cleanup. The number of truck loads for a particular clean up is determined by dividing the total tonnage of debris by the tonnage of debris that can fit into one truck load. "MT" should be based on the maximum number of loads that will be necessary to clear the site.

Factor "TC" (\$ per load per mile) represents the cost per mile to transport a load of debris. The cost includes the average expenses for transportation equipment, fuel, driver wages, tolls, and the vehicles maintenance. This cost will vary based on the size of vehicle.

The "Destination Charge" represents the total cost of tipping fees or disposal fees for all loads of debris transferred from the cleanup site to the destination facility. The Destination Charge shall be computed using the following formula:

$$\text{Destination Charge (\$)} = MT \times TF$$

Factor "MT" is described above.

Factor "TF" (\$ per load) represents the cost to deposit the debris at the destination facility. This may be a tipping fee or a disposal fee. If the fee is expressed in dollars per ton then this number must be multiplied by the weight of the load in order to yield dollars per load.

"Loading Cost" represents the total cost of loading all loads of debris in to vehicles at the site and unloading the vehicles at the final destination. "Loading Cost" shall be computed using the following formula:

$$\text{Loading Cost (\$)} = \text{MT} \times \text{LC}$$

Factor "MT" is described above.

Factor "LC" (\$ per load) represents the unit cost to load one vehicle with debris at the clean up site, and to unload the same debris at the final destination. This cost includes operational expenses, which cover wages for workers and pro rated expenses for rental or lease of equipment and machinery.

"Administration Cost" (\$) represents the total cost of administration activities for the entire clean up. This cost shall include the wages for personnel overseeing the cleanup activities and other operating expenses for the entire project.

"Security Cost" (\$) represents the total cost of security arrangements for entire clean up operation. This is the cost to secure the site and restrict public access. This cost covers the expenses for the entire cleanup operation and includes installations of site fence, installations or repair of lighting, and wages for security guards, etc.

- Note:
- 1) All costs will be added and then multiplied by the contingency factor of 1.2 to estimate Total Clean up Costs.
  - 1) Any deviations from the above formula must be explained.
  - 3) Complete a separate clean up cost estimate worksheet if the debris is to be transported to more than one point of destination.

#### OPERATOR CERTIFICATION

Operator certification: I certify that this document and all attachments were prepared under my direction or supervision. I have inquired of the person or persons who manage the system or those persons directly responsible for gathering the information, and certify that the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

Operator Signature \_\_\_\_\_

Date \_\_\_\_\_

# Material Handling Summary Worksheet

**Column A:** List Actual Quantities of waste for each material type (in tons). To convert yards to tons, use the attached Materials Conversion Worksheet

**Columns B, C, D:** List actual quantities reused, recycled, or disposed based on Column A quantities.

**Column E:** State the name of all vendors or facilities used to reuse, recycle or dispose of materials listed. See example below for cases where more than one facility was used for a particular material type.

**Column Totals:** Add up all material quantities for each column.

**Row F.** Calculate the actual diversion percentage in the section at the bottom of this worksheet.

Attach another Worksheet to this one if you need more room.

Materials	A Total Quantity Discarded	B Salvage or Reuse	C Recycling	D Disposal (Landfill)	E Proposed Destination(s)
<i>Example:</i> Cardboard	2 tons		1.5	0.5	(Recycle) XYZ Recycling Facility (Disposal) Prima Deschecha Landfill
Asphalt & Concrete					
Brick/Masonry/Tile					
Cardboard					
Wood					
Metals					
Landscape Debris (do not include dirt)					
Dirt			X		
Garbage/Trash		X	X		
Other					
Other					
<b>Column Totals</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	X

## F. Diversion Estimate:

Column Totals B \_\_\_\_\_ + C \_\_\_\_\_ = \_\_\_\_\_ / A \_\_\_\_\_ = \_\_\_\_\_ X 100%



# Materials Conversion Worksheet

<u>Material Category</u>	<u>Volume</u>	<u>Unit</u>	<u>Tons/unit</u>	<u>Tons</u>
<b>Asphalt/Concrete</b>				
Asphalt (broken)	_____	cy	x 0.7 =	_____
Concrete (broken)	_____	cy	x 0.9 =	_____
Concrete (solid slab)	_____	cy	x 1.2975 =	_____
<b>Brick/Masonry/Tile</b>				
Brick (broken)	_____	cy	x 0.7 =	_____
Brick (whole, palletized)	_____	cy	x 1.512 =	_____
Masonry block (broken)	_____	cy	x 0.6 =	_____
Tile	_____	sq ft	x 0.00175 =	_____
<b>Building Materials</b> (doors, windows, cabinets, etc.)				
	_____	cy	x 0.15 =	_____
<b>Cardboard (flat)</b>				
	_____	cy	x 0.05 =	_____
<b>Carpet</b>				
By square foot	_____	sq ft	x 0.0005 =	_____
By Cubic yard	_____	cy	x 0.3 =	_____
<b>Carpet Padding/Foam</b>				
	_____	sq ft	x 0.000125 =	_____
<b>Ceiling Tiles</b>				
Whole (palletized)	_____	sq ft	x 0.0003 =	_____
Loose	_____	cy	x 0.0875 =	_____
<b>Drywall</b> (new or used)				
1/2" (by square foot)	_____	sq ft	x 0.0008 =	_____
5/8" (by square foot)	_____	sq ft	x 0.00105 =	_____
Demo/used (by cubic yard)	_____	cy	x 0.25 =	_____
<b>Landscape Debris</b> (brush, trees, etc.)				
	_____	cy	x 0.15 =	_____
<b>Scrap Metal</b>				
	_____	cy	x 0.453 =	_____
<b>Unpainted Wood &amp; Pallets</b>				
By board foot	_____	bd ft	x 0.001375 =	_____
By cubic yard	_____	cy	x 0.15 =	_____
<b>Garbage/Trash</b>				
	_____	cy	x 0.175 =	_____
<b>Dirt</b>				
By cubic yard	_____	cy	x 1.03 =	_____

cy = cubic yards

sq ft = square foot

bd ft = board foot

# Recommended Guidance for Preparing Local Disaster Emergency Declarations

- What: A Disaster Emergency, Under Idaho Code Section 46-1002:
1. Imminent threat or occurrence of widespread or severe damage, injury, or loss of life or property;
  2. Resulting from any natural or man-made cause including, but not limited to:
    - a. Natural Events: Drought, earthquake, fire, avalanche, snow/ice/hail, windstorm, disease, eruption, landslide/mudslide, dust storms, and lightning storms.
    - b. Man-Made Events: Hazardous materials release, explosion/fires, transportation accidents, building/structure collapse, power/utility failure, fuel/resource shortage, strikes, business interruption, financial collapse, terrorism, sabotage, hostage situations, civil unrest, and enemy attack.

Who: The Chairman of the County Commission or the Mayor of the City may; without action by the Board of County Commissioners or the City Council, declare a state of local disaster emergency when the above conditions exist for an initial period not to exceed seven (7) days. He/she may continue or renew this declaration for an additional period under Section 46-1011, Idaho Code (See extract of Idaho Code Sections, attached.). There is no limit on how many times this can be done.

The Commissioners and the City Council may approve a declaration for any period, even longer than seven (7) days to cover necessary disaster response and recovery activities/operations under Section 46-1011, Idaho Code. It is recommended a declaration be made for at least a 30 day period.

- Why:
1. A declaration formally notifies and alerts citizens, Local government agencies and State and Federal government that the jurisdiction has an imminent threat of, or an actual disaster emergency occurring. In addition, it may call upon citizens, the private sector, and volunteer organizations to act responsibly and prudently to assist in any way they can.
  2. A declaration acts to legally allow the responding agencies in disaster emergencies to use their established budgets, personnel, equipment, and resources per their disaster emergency plan.
  3. A declaration allows the County to issue emergency warrants or the City to borrow funds for emergency response and recovery costs.
  4. A declaration allows for expedited jurisdictional decision making in response to the emergency to save lives and property in accordance with the local disaster emergency plan.

5. A declaration provides immunity for the local government and its employees and contractors for death, injury, or property damage occurring, due to the response actions during the period of the declared disaster emergency, except for willful misconduct or gross negligence.
6. The taking and using of private property by government must be reasonably compensated for when it has been authorized by the governor or his representative, unless it was volunteered by the owner without compensation.

**When:** A disaster emergency occurs or is threatened.

**Where:** A declaration should include geographical areas where the event occurred or could occur and any surrounding area impacted by the event within the jurisdiction of the authority declaring the disaster emergency.

A declaration is to be filed with the local County recorder and an information copy should be provided to the Idaho Bureau of Homeland Security (IBHS). The declaration must also be given prompt and general publicity.

**How:** The following checklist and attached sample local declaration can be used by City and County officials and their emergency coordinators in making a local disaster emergency declaration.

1. Do the conditions creating the need for a declaration comply with the definition of a disaster emergency in Section 46-1002, Idaho Code?
2. Has the emergency coordinator recommended a declaration?
3. Was the Idaho Bureau of Homeland Security verbally notified by the emergency coordinator of a disaster emergency in the county?
4. Is it anticipated that there will be a need to issue emergency warrants or borrow emergency funds, or are approved and budgeted funds to be used in the disaster emergency?
5. Is a liability issue expected to surface in the response and recovery of this disaster emergency?
6. Is obtaining temporary easements, access or right of ways expected?
7. Is there a need to notify the public, or the Local, State or Federal Government of the peril in this disaster emergency?
8. Is the need for specific State or Federal assistance (via mission requests) anticipated?
9. Does the declaration contain the following:
  - a. Nature of the disaster (event/incident)?
  - b. Area or areas threatened?
  - c. Area subject to the order or proclamation?
  - d. The conditions that caused the disaster emergency?
10. Has a copy of the declaration been filed with the County recorder?
11. If a declaration of local disaster emergency has been issued, has a copy been sent to IBHS?

12. Has IBHS been notified as to what specific type of assistance is required by the affected jurisdiction?
13. If the declaration has been modified, continued, or renewed, was a copy faxed to IBHS?
14. If the disaster declaration has been terminated, was a copy faxed to IBHS?

# Disaster Declaration Resolution

WHEREAS, there is a threat to life and property in Bingham County as the result of \_\_\_\_\_; and

(Nature of the event/incident)

WHEREAS, the \_\_\_\_\_ area is affected; and

WHEREAS, the \_\_\_\_\_ is threatening \_\_\_\_\_; and  
(Event)

WHEREAS, a local disaster emergency as defined in Section 46-1002, and 46-1011 Idaho Code is in existence in Bingham County, due to the imminent threat to life and property created by existing and potential \_\_\_\_\_; and  
(Event)

WHEREAS, Section 46-1011, Idaho Code, authorizes the Commissioners of the County of Bingham, Idaho to declare a local disaster emergency to authorize the furnishings of aid and assistance, there under;

NOW THEREFORE, be it resolved and declared by the Bingham County Idaho Board of Commissioners, as follows:

1. A disaster emergency is hereby declared to exist within Bingham County created by \_\_\_\_\_ creating an imminent threat to property, public utilities, (etc.).
2. These conditions require the activation of the response and recovery aspects of all applicable local disaster emergency plans; and
3. Such disaster may require State emergency assistance to supplement local efforts to protect, rehabilitate, and replace public property as well as to provide a coordinated multi-agency effort to mitigate, avert, and lessen the threat and impact of the disaster.

Adopted unanimously in open special session this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by those Commissioners subscribing their names hereto.

## COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
,Chairman

\_\_\_\_\_  
, Member

\_\_\_\_\_  
, Member

ATTEST:

\_\_\_\_\_  
, Clerk

## **EXCERPTS FROM CHAPTER 10, TITLE 46, IDAHO CODE STATE DISASTER PREPAREDNESS ACT**

### **46-1002. DEFINITIONS.** As used in this act:

(1) "Bureau" means the bureau of homeland security, military division of the office of the governor.

(2) "Adjutant general" means the administrative head of the military division of the office of the governor.

(3) "Disaster" means occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including but not limited to fire, flood, earthquake, windstorm, wave action, volcanic activity, explosion, riot, or hostile military or paramilitary action and including acts of terrorism.

(4) "Emergency" means occurrence or imminent threat of a disaster or condition threatening life or property which requires State emergency assistance to supplement local efforts to save lives and protect property or to avert or lessen the threat of a disaster.

(5) "Political subdivision" means any county, city, district, or other unit of State or Local Government.

(6) "Militia" means all members of the Idaho army and air national guard in the service of the state.

(7) "Search and rescue" means the employment, coordination, and utilization of available resources and personnel in locating, relieving distress, and preserving life of, and removing survivors from the site of a disaster, emergency, or hazard to a place of safety in case of lost, stranded, entrapped, or injured persons.

(8) "Disaster emergency account" means the account created under this act for the purpose of paying obligations and expenses incurred by the State of Idaho during a declared state of disaster emergency.

(9) "Bureau of hazardous materials" means the former bureau of hazardous materials which is now a part of the bureau of homeland security in the military division of the office of the governor.

### **46-1008. THE GOVERNOR AND DISASTER EMERGENCIES.**

(1) Under this act, the governor may issue executive orders, proclamations and amend or rescind them. Executive orders and proclamations have the force and effect of law.

(2) A disaster emergency shall be declared by executive order or proclamation of the governor if he finds a disaster has occurred or that the occurrence or the threat thereof is imminent. The state of disaster emergency shall continue until the governor finds that the threat or danger has passed, or the disaster has been dealt with to the extent that emergency conditions no longer exist, and when either or both of these events occur, the governor shall terminate the state of disaster emergency by executive order or proclamation; provided, however, that no state of disaster emergency may continue for longer than thirty (30) days unless the governor finds that it should be continued for another thirty (30) days or any part thereof. The legislature by concurrent resolution may terminate a state of disaster emergency at any time. Thereupon, the governor shall issue an executive order or proclamation ending the state of disaster emergency. All executive orders or proclamations issued under this subsection shall indicate the nature of the disaster, the area

or areas threatened, the area subject to the proclamation, and the conditions which are causing the disaster. An executive order or proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and unless the circumstances attendant upon the disaster prevent or impede, be promptly filed with the bureau of homeland security, the office of the secretary of state, and the office of the recorder of each county where the state of disaster emergency applies.

(3) An executive order or proclamation of a state of disaster emergency shall activate the disaster response and recovery aspects of the State, local and intergovernmental disaster emergency plans applicable to the political subdivision or area in question and be authority for the deployment and use of any forces to which the plan or plans apply and for use or distribution of any supplies, equipment, and materials and facilities assembled, stockpiled, or arranged to be made available pursuant to this act or any other provision of law relating to disaster emergencies.

(4) During the continuance of any state of disaster emergency the governor is commander-in-chief of the militia and may assume command of all other forces available for emergency duty. To the greatest extent practicable, the governor shall delegate or assign command authority by prior arrangement embodied in appropriate executive orders or regulations, but nothing herein restricts his authority to do so by orders issued at the time of the disaster emergency.

- (5) In addition to any other powers conferred upon the governor by law, he may:
- (a) Suspend the provisions of any regulations prescribing the procedures for conduct of public business that would in any way prevent, hinder, or delay necessary action in coping with the emergency;
  - (b) Utilize all resources of the state, including, but not limited to, those sums in the disaster emergency account as he shall deem necessary to pay obligations and expenses incurred during a declared state of disaster emergency;
  - (c) Transfer the direction, personnel, or functions of state departments and agencies or units thereof for the purpose of performing or facilitating emergency services;
  - (d) Subject to any applicable requirements for compensation under section 46-1012, Idaho Code, commandeer or utilize any private property, real or personal, if he finds this necessary to cope with the disaster emergency;
  - (e) Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if he deems this action necessary for the preservation of life or other disaster mitigation, response, or recovery;
  - (f) Prescribe routes, modes of transportation, and destinations in connection with evacuation;
  - (g) Control ingress and egress to and from a disaster area, the movement of persons within the area, and the occupancy of premises therein;
  - (h) Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives, and combustibles;
  - (i) Make provision for the availability and use of temporary emergency housing.

(6) Whenever an emergency or a disaster has been declared to exist in Idaho by the president under the provisions of the disaster relief act of 1974 (public law 93-288, 42 U.S.C. 5121), as amended, the governor may:

- (a) Enter into agreements with the federal government for the sharing of disaster recovery expenses involving public facilities;
- (b) Require, as a condition of state assistance, that a local taxing district be responsible for paying forty percent (40%) of the nonfederal share of costs incurred by the local taxing district, which have been determined to be eligible for reimbursement by the federal government, provided that the total local share of eligible costs for a taxing district shall not exceed ten percent (10%) of the taxing district's tax charges authorized by section 63-802, Idaho Code;
- (c) Obligate the state to pay the balance of the nonfederal share of eligible costs within local taxing entities qualifying for federal assistance; and
- (d) Enter into agreements with the federal government for the sharing of disaster assistance expenses to include individual and family grant programs.

#### **46-1009. LOCAL AND INTERGOVERNMENTAL DISASTER AGENCIES AND SERVICES.**

(1) Each county within this state shall be within the jurisdiction of and served by the bureau and by a county or intergovernmental agency responsible for disaster preparedness and coordination of response.

(2) Each county shall maintain a disaster agency or participate in an intergovernmental disaster agency which, except as otherwise provided under this act, has jurisdiction over and serves the entire county, or shall have a liaison officer appointed by the county commissioners designated to facilitate the cooperation and protection of that subdivision in the work of disaster prevention, preparedness, response and recovery.

(3) The chairman of the board of county commissioners of each county in the state shall notify the bureau of the manner in which the county is providing or securing disaster planning and emergency services. The chairman shall identify the person who heads the agency or acts in the capacity of liaison from which the service is obtained, and furnish additional information relating thereto as the bureau requires.

(4) Each county and/or intergovernmental agency shall prepare and keep current a local or intergovernmental disaster emergency plan for its area.

(5) The county or intergovernmental disaster agency, as the case may be, shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local agencies and officials and of the disaster chain of command.

(6) Except as provided in subsections (7), (8), (9) and (10) of this section, the sheriff of each county shall:

- (a) Be the official responsible for command of all search and rescue operations within his jurisdiction;
- (b) Prepare and keep current a plan to command the search and rescue



capability and resources available within the county.

(7) Pursuant to chapter 1, title 21, Idaho Code, subsection (6) of this section shall not apply to all aerial activity related to the search for lost aircraft and airmen. Search and rescue coordination shall be under the direction and supervision of the chief of the bureau of homeland security within the military division, with aerial search operations coordinated by the Idaho transportation department, division of aeronautics.

(8) Nothing in subsection (6) of this section shall apply to search and rescue operations within the incorporated limits of any city.

(9) Nothing in subsection (6) of this section shall apply to the rescue of entrapped or injured persons where their location is known to be within a fire district, where the fire district performs such service.

(10) Nothing contained in subsection (6) of this section shall apply to the removal of entrapped or injured persons where the person's location is known to a local EMS agency licensed by the state of Idaho.

#### **46-1011. LOCAL DISASTER EMERGENCIES.**

(1) A local disaster emergency may be declared only by a mayor or chairman of the county commissioners within their respective political subdivisions. It shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the local county recorder.

(2) The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local or intergovernmental disaster emergency plans and to authorize the furnishing of aid and assistance hereunder.

(3) No intergovernmental agency or official thereof may declare a local disaster emergency, unless expressly authorized by the agreement pursuant to which the agency functions. However, an intergovernmental disaster agency shall provide aid and services in accordance with the agreement pursuant to which it functions.

#### **46-1014. MUTUAL AID.**

(1) Political subdivisions not participating in the intergovernmental arrangements pursuant to this act nevertheless shall be encouraged and assisted by the bureau to conclude suitable arrangement for furnishing mutual aid in coping with disasters. The arrangements shall include provisions of aid by persons and units in public employ.

(2) In passing upon local disaster plans, the bureau shall consider whether they contain adequate provisions for the rendering and receipt of mutual aid.

#### **46-1017. IMMUNITY.**

Neither the state, nor the bureau, nor any political subdivision thereof nor other agencies, nor, except in cases of willful misconduct, the agents, employees or representatives of any of them engaged in any civil defense, disaster or emergency and the planning or preparation for the same, or disaster or emergency relief activities, acting under proper authority, nor, except in cases of willful misconduct or gross negligence, any person, firm, corporation or entity under contract with them to provide equipment or work to be used in

civil defense, disaster or emergency planning, preparation or relief, while complying with or attempting to comply with this act or any rule or regulation promulgated pursuant to the provisions of the act, shall be liable for the death of or any injury to persons or damage to property as a result of such activity. The provisions of this section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under this act or under the worker's compensation law or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of congress.

# Emergency Operations Center (EOC) Manual

## **Purpose**

The EOC Manual Support Annex provides basic guidance to individuals that assist in staffing and maintaining the Emergency Operations Center. The EOC is the key to successful response and recovery operations. With policy makers located together, personnel and resources can be used more efficiently. Coordination of efforts will ensure all tasks are completed with little or no duplication.

## **Concept of Operations**

- The EOC is activated to the level needed to respond to the incident. The EOC alert level matrix is included in this section, to assist in deciding which level would be appropriate. The EOC setup instructions and inventory list are also contained in this section.
- A significant events log is started immediately upon EOC activation and maintained throughout EOC activation.
- Data collection of logs, forms, expenditures, equipment, materials, and personnel is begun.
- All needed Elected Officials, ESF heads, and other personnel are alerted. The Orange Contact List section of this plan contains contact information for these key individuals.
- The EOC room will contain most ESF heads and people answering phones for the EOC. The emergency manager will oversee the ESFs he is responsible for from his office next to the EOC room. The elected officials will meet in the commissioner's room, and that is where they will address the media at appointed briefing times.
- Security for the EOC is established with law enforcement agents securing all entrances. They will keep a log of all those who enter and exit and deny access to visitors not approved by the EOC Manager.
- Briefing sessions are held for all EOC participants.
- Contact is made with outside support agencies that have needed resources.
- Initial public information releases are made by the Public Information Officer (PIO) to the media.
- All field operations are coordinated through the EOC.
- Upon completion of response activities, the EOC and field personnel are phased down to begin deactivation.
- The EOC is brought back to its pre-emergency condition; this includes replenishing all used supplies.

## **Contents**

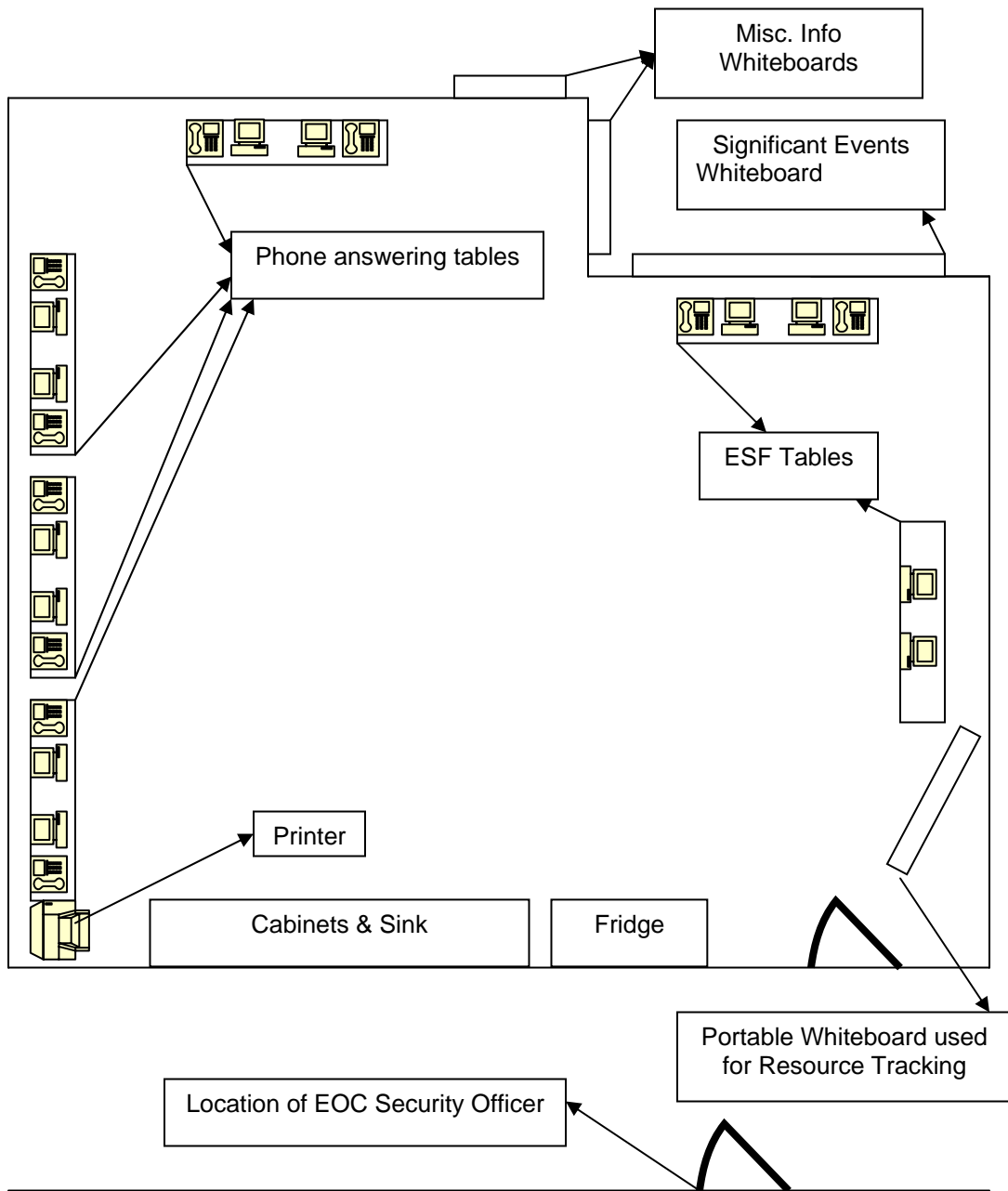
- Alert Level Matrix
- EOC Setup Checklist with Layout
- EOC Activation Checklist
- EOC Deactivation Checklist
- EOC Inventory List
- EOC ICS Organization Chart
- EOC Position Descriptions
- EOC Message Log Form
- EOC Phone Instruction Page
- EOC Security Log Form

<b>Bingham County Alert Levels</b>				
<b>Alert Level</b>	<b>Description</b>	<b>Triggering Events</b>	<b>Possible Actions</b>	<b>EOC Status</b>
Level 1	Normal Operations	No known threat	Normal operations	Inactive EOC
Level 2	No specific threat	Increase in national alert level, severe storm warning,	Notify: Elected Officials, Homeland Security Director and EOC Manager	Monitoring with no EOC
Level 3	Specific threat	Bomb threat, loose gunman, risk of loss to more than 5 properties	Notify: Elected Officials, Homeland Security Director and EOC Manager Call Out: 1 or 2 personnel in EOC, PIO available to coordinate media requests.	Minimal EOC activation
Level 4	Emergency or Disaster that doesn't necessitate state or federal assistance	Elected Officials request EOC activation, safety of residents in peril, significant mutual aid being requested.	Notify: Elected Officials, Homeland Security Director and EOC Manager Call Out: partial staffing of EOC, PIO available to coordinate media requests.	Partial EOC activation
Level 5	Massive Disaster necessitating state and/or federal assistance	full scale disaster	Notify: Elected Officials, Homeland Security Director and EOC Manager Call Out: full 24 hour staffing of EOC, PIO available to coordinate media requests.	Full EOC activation

# EOC Setup Checklist

- \_\_\_\_\_ Setup furniture in EOC Room in accordance with layout schematic below
- \_\_\_\_\_ Update display and dry erase boards with current information
- \_\_\_\_\_ Connect phones to the orange jacks in the EOC Room (Stored in  
Emergency Managers Office under the table)
- \_\_\_\_\_ Distribute stationary supplies, Emergency Operations Plans, Resource Directories,  
Telephone books, Position Descriptions and other documents to the EOC Room
- \_\_\_\_\_ Setup the EOC room computers stored in the Emergency Managers Office (Plug in their  
Network cables to the back of the phone they are next to or to the non-orange jacks)
- \_\_\_\_\_ Stand by to move to alternate EOC if necessary

# EOC Layout Schematic



# EOC Activation Checklist

- \_\_\_\_\_ Begin Significant Event Log
- \_\_\_\_\_ Review procedures in the EOP for the current emergency
- \_\_\_\_\_ Identify individuals needed in the EOC to handle the situation
- \_\_\_\_\_ Notify the needed individuals and give them instructions on when and where to respond
- \_\_\_\_\_ Assign a security officer to the hallway entrance next to the EOC (as shown in the EOC Layout Schematic)
- \_\_\_\_\_ Brief EOC staff on the situation
- \_\_\_\_\_ Along with the Elected Officials and the responding agencies, develop an incident action plan by going through the red hazard specific incident annex and responding to the questions there
- \_\_\_\_\_ Issue appropriate warnings and public information
- \_\_\_\_\_ Coordinate response procedures and resource requests
- \_\_\_\_\_ Continue EOC operations as necessary

## EOC Deactivation Checklist

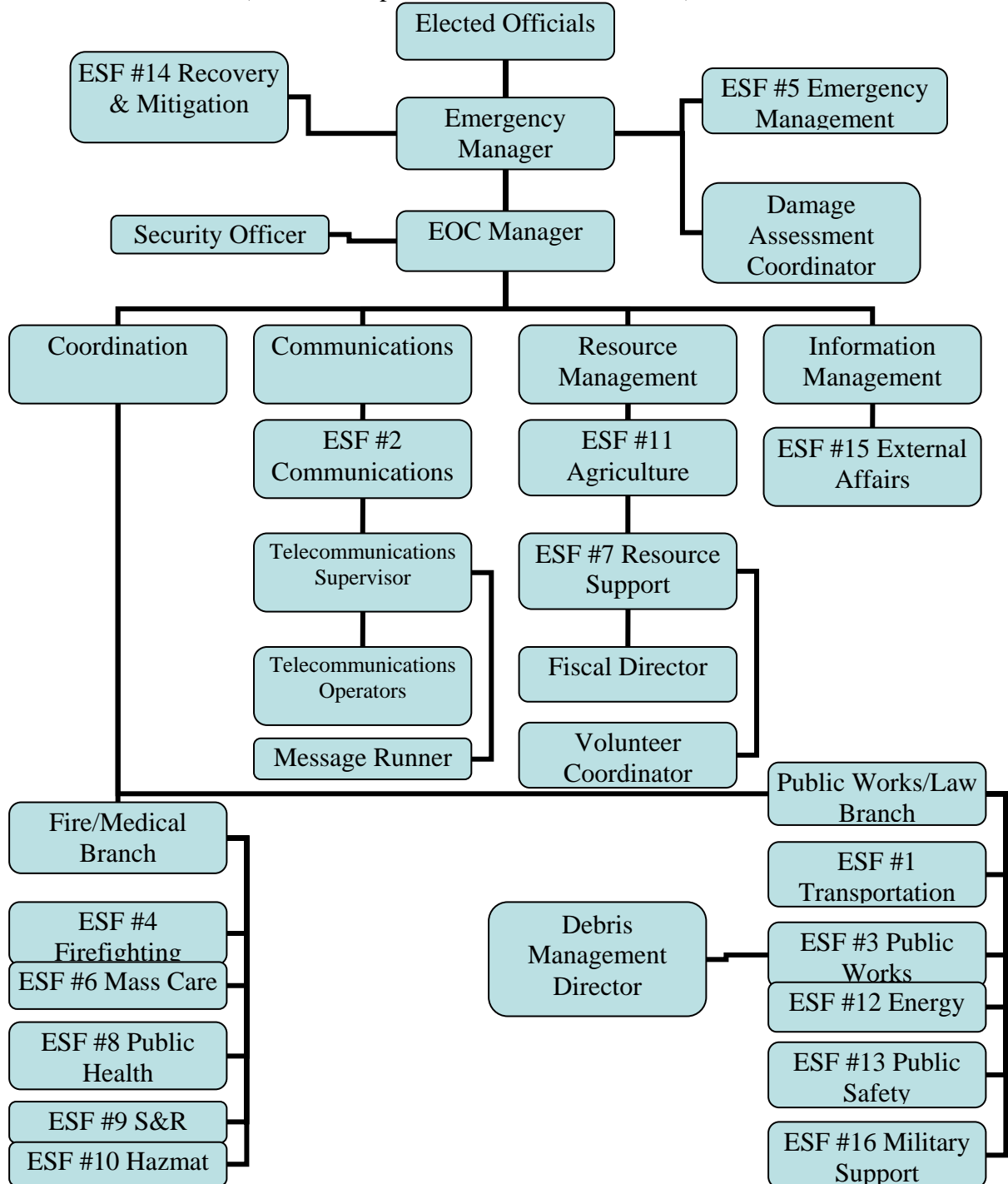
- \_\_\_\_\_ Disconnect and store, phones and computers
- \_\_\_\_\_ Clean display and dry erase boards
- \_\_\_\_\_ Put away tables and chairs used in the EOC
- \_\_\_\_\_ Inventory and store supplies
- \_\_\_\_\_ Replenish supplies as needed
- \_\_\_\_\_ Prepare after-action report on the event



## EOC Inventory List

10	Phones
3	Laptops
4	Phonebooks
5	Boxes of pens
12	Notepads
1	Box of paper
20	Cat 6 cables
3	Computers
1	Easel Board
1	Laser Printer
3	Whiteboards
1	TV&VCR with cable hookup
3	Radios

Emergency Operations Center (EOC)  
**Organization Chart**  
 (Structure expands or contracts as needed)



Each ESF will have one person assigned to represent that specific function. That person will be assigned from the primary agency for each function. These representatives will not direct the response efforts, but will coordinate with the EOC for resources and to ensure that the EOC is well informed, so that the Elected Officials will be able to make appropriate policy decisions.

## Position Description: ESF Heads

### Situation:

ESF Heads coordinate the response of emergency management functions in the EOC. They report to the Coordination Section Chief.

### Responsibilities:

- Check in properly at the EOC
- Obtain briefing from the Coordination Section Chief
- Review the EOC organization chart and general duties of all sections and branches that have been activated
- Establish communications with the agencies in your functional area, and ensure they are aware of your ability to assist them through coordinating their efforts and offering assistance with resource support
- Facilitate requests for support or information that pertain to your function
- Maintain the resource status dry erase board with current information
- Retain your completed EOC message logs until the end of your shift, at which time you will give them to the Coordination Section Chief
- Provide appropriate situation information to the Planning Section
- Keep agencies informed of the situation
- Attend briefings and planning meetings as required
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure
- Ensure that all required forms, reports, and documents are complete prior to departure
- Have a debriefing session with the Coordination Section Chief prior to shift changes or departure

# Position Description: Telecommunications Supervisor

## Situation:

The Telecommunications Supervisor is responsible for overseeing all of the Telecommunications Operators and ensuring all information and requests are processed as smoothly as possible. They report to the Communications Section Chief as well as provide recommended solutions concerning telecommunications needs or problems.

## Responsibilities:

- Check in properly at the EOC
- Obtain briefing from the Communication Section Chief
- Read the position description for the Telecommunications Operators, Message Runners and the phone instruction page
- Become familiar with the online message log input
- Brief your Telecommunications Operators on the situation as well as their responsibilities
- If the Telecommunications Operators do not have time to deliver their messages, please request message runners from Logistics or the Volunteer Management Supervisor
- Brief your Message Runners if they have been requested
- Ensure all received messages reach their desired recipients
- Anticipate any staffing issues that may arise and prepare a 24 hour staffing plan for the Telecommunications Operators as well as your shift replacement
- Attend briefings and planning meetings as required
- Ensure all phones, computers, and printers are working properly, if necessary request assistance from the IT department
- Provide appropriate situation information to the Planning Section
- Keep agencies informed of the situation
- Ensure that all required forms, reports, and documents are complete prior to departure
- Have a debriefing session with the Communications Section Chief prior to shift changes or departure

# Position Description: Telecommunications Operator

## Situation:

The Telecommunications Operator is responsible for ensuring all phone messages and requests are processed as smoothly as possible. They report to the Telecommunications Supervisor.

## Responsibilities:

- Check in properly at the EOC
- Obtain briefing from the Telecommunication Supervisor
- Read the position description for the Telecommunications Operator and the phone instruction page
- Become familiar with the online message log input
- Be courteous and kind as you answer the phones and be sure that all the needed information is included on the message log
- Upon completing the message log input screen it will print at the end of the first table, be sure it reaches the desired recipient
- If a message is extremely urgent brief the Telecommunications Supervisor of the situation
- Ensure that all required forms, reports, and documents are complete prior to departure
- Have a debriefing session with the Telecommunications Supervisor prior to shift changes or departure

# Position Description: Security Officer

## Situation:

The Security Officer is responsible for Safety and Security of all EOC Staff. They report to the EOC Manager.

## Responsibilities:

- Check in properly at the EOC
- Obtain briefing from the EOC Manager including any list of who should be allowed to enter the EOC
- Become familiar with the Security log
- Be courteous and kind as you ensure that only EOC Staff are admitted into the EOC
- At the end of your shift be sure the new Security Officer starts a new Security Log.
- Ensure that all required forms, reports, and documents are complete prior to departure
- Have a debriefing session with the EOC Manager prior to shift changes or departure

# Position Description: Message Runner

## Situation:

The Message Runner is responsible for ensuring all phone messages and requests are delivered to the appropriate person as quickly as possible. They report to the Telecommunications Supervisor.

## Responsibilities:

- Check in properly at the EOC
- Obtain briefing from the Telecommunication Supervisor
- Become familiar with the message log form
- Ensure all messages are delivered to the right person
- Ensure that all required forms, reports, and documents are complete prior to departure
- Have a debriefing session with the Telecommunications Supervisor prior to shift changes or departure

# EOC Message Log

Taken By	Date	Time	Caller Name	Address	Phone #

Message:

Received By:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Actions Taken:

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# EOC Phone Instructions

## Placing Internal Calls

- Lift handset or press speaker
- Dial extension #
- Converse OR
- Press the “Button” associated with the person you are calling.

## Answering Calls

- Lift handset or press speaker
- Converse

## Placing Outside Calls

- Lift handset or press speaker
- Converse

## Last Number Redial

- Lift handset or press speaker
- Press redial
- Last number dialed is displayed
- Press redial to toggle through last 5 calls
- Press \* to redial the # displayed

## Placing Call on Hold

- Have caller on the line
- Press hold
- Held line will flash green
- Hang up

## Retrieving Call on Hold

- Lift handset
- Press the flashing green key
- Caller will be back on the line

## Transferring Calls

- Have caller on the line
- Press transfer
- Dial extension # or press “Button” associated with that person
- Announce call (optional)
- Hang up

## Connect Back to Caller

- If you misdial or receive a busy signal press transfer or flashing line key
- Caller is back on the line

## Call Pickup-Group

- Lift handset or press speaker
- Dial 74
- Converse

## Call Pickup-Direct

- Lift handset or press speaker
- Dial 73 + the Ext # that is ringing
- Converse

## Conference Calls (Max of 2 outside parties)

- Have 1<sup>st</sup> call established
- Press transfer
- Dial ext # or 9 and outside #
- Announce conference
- Press conf to join
- Press transfer to add
- Dial next number
- Press conf to join

## To Program Speed Dial to a Button

- Press conf
- Press button to have # stored under
- Station number OR
- Dial 9 and the telephone #
- Press conf

## Forward all Calls

- Press speaker
- Dial \*5 or depress fwd all key
- Dial forward destination
- Wait for set tone
- Press speaker
- (Fwd all light will be red)

## Cancel Forward all Calls

- Lift handset or press speaker
- Dial #5 or depress fwd all key
- Press \* if you have a fwd all key (red light will turn off)
- Hang up or press speaker

## Select Ringer Tone

- Press Feature + 3
- Display shows selected tone
- Press 3 to toggle between three different ring tones

## Microphone on/off

- Press feature + 1

## Ringer Volume

- Press feature + 0
- Ringer will activate
- Adjust volume with toggle switch

## Hard Buttons:

Feature:	To activate functions on the phone.
Recall:	To reinitialize internal dial tone.
Conf:	To establish a conference call.
Redial:	To scroll back through last 5 #'s dialed.
Speaker:	Used for hands free calling.
Answer:	When lit, answer a waiting call.
Transfer:	To transfer a call to another station.
Hold:	Places an internal or external call on hold

## Additional Buttons:

Vmail:	Press to dial into voicemail to retrieve your messages.
Fwdall:	Allows you to forward your calls to voicemail or to another destination.
Park:	Places caller on hold but enables you to retrieve from any phone within the system.
Park Rtv:	Allows you to retrieve a call that has been parked.
78XX:	This is your direct inward dial number. You can receive calls from the outside on this number.
28XX:	This is your 2 <sup>nd</sup> line. This enables you to receive calls even if you are on the 78XX line.

Numbers 785-8041 through 785-8051 are the numbers assigned to the EOC. 785-8050 is the first number in the calling rotation.

# Security Log Sheet

Security Officer's Name		Date	
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	Name	Agency	Time In	Time Out
1				
2				
3				
4				
5				
6				
7				
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# Evacuation Annex

## **Purpose**

The Evacuation Support Annex provides basic guidelines and forms to support an evacuation. Evacuations can be implemented when the following conditions exist:

- Persons or property are directly exposed to severe danger.
- The impact of danger is in progress or is imminent.
- The time lost in obtaining State approval would prevent successful protective measures.

## **Concept of Operations**

- At the time of an emergency, the Incident Commander will decide if an evacuation is necessary. If so, they will notify the Sheriff as soon as possible.
- The decision to voluntarily evacuate will be made by the Sheriff or his designee. Mandatory evacuations can only be made by the governor.
- If time permits, decisions to evacuate, due to hazardous materials or infectious substances, should be coordinated with the Health Department and the National Weather Service.
- Prepare the attached forms by filling in the needed information and producing sufficient copies. Evacuees should keep the Evacuation Information and return the Warning Form. A copy of the Warning Form should also be left on each evacuated structure.
- If possible, notify affected citizens with the attached forms by going door-to-door.
- If circumstances don't allow door-to-door notification, law enforcement should use PA systems, horns and emergency overhead lights to notify affected citizens.
- Roadblocks must be used to prevent access to evacuated areas in order to prevent looting. Remember that DOT is the only entity that can close State and Federal roads. These roadblocks should use the Evacuation Contact Log to record evacuees leaving the area.
- Establish the evacuation staging area to house evacuees and to collect and distribute information.
- Use ESF #2 Communications and ESF #15 External Affairs to prepare and present your public warning messages.

## **Considerations**

Have Emergency Services been notified?

Have Evacuation Centers been established? If so, use ESF #6 Mass Care.

Will transportation assistance be available for evacuees? If so, use ESF #1 Transportation.

Have special needs groups been addressed?

What are the best routes for the evacuees to take?

Does the EOC need to be activated?

## **Contents**

- Evacuation Information for Local Citizens
- Evacuation Warning Form
- Door-to-Door Contact Checklist
- Public Address Contact Checklist
- Evacuation Contact Log
- Evacuation Refusal Waiver

# Evacuation Information for Local Citizens

The County Sheriff's Office is preparing a Population Protection Guideline for the citizens in the vicinity of \_\_\_\_\_. This guideline is a preparedness measure in the event of an evacuation becoming necessary in this area. The information on this sheet is being provided to you to inform you of the steps in the evacuation process and what may be necessary for you to do **IF** an evacuation occurs.

## THREE STAGES OF EVACUATION

### **Stage 1 Alert and Warning (Volunteer Evacuation)**

There is a high probability of the need to evacuate. Law enforcement personnel/representatives will attempt to make personal visits to each resident and business in the threatened area. Residents are responsible to make arrangements to move property and livestock. Some residents, primarily those with special needs or other concerns, should relocate during this stage of evacuation.

### **Stage 2-Request (Order of Security)**

Evacuation is necessary in order to protect the lives of area occupants and emergency personnel responding to the incident. Law Enforcement and/or Search and Rescue personnel shall attempt to convey this order/request to citizens door to door, however if this is not practical or possible this information may be delivered via a Public Address System from a patrol vehicle. Should the latter method be employed, the personnel will activate the emergency lights and siren on the vehicle. By code in the State of Idaho, no resident can be forced to evacuate his or her residence, unless ordered by the governor. This is a voluntary action. Roadblocks and 24-hour patrols by law enforcement will be instituted to protect property within the evacuated area.

### **Stage 3- Return**

Occupants are allowed to return as soon as it is safe.

### **Evacuation Routes and Centers**

A **Staging Area** has been established at: \_\_\_\_\_. In the event of an evacuation, you should report to this center and check-in to let officials know that you have made it safely out of the affected area. Following check-in you have the choice of staying at the center or going elsewhere for accommodations (i.e. friends, relatives or hotels). If the road is blocked, travel in the opposite direction and call \_\_\_\_\_ as soon as possible. Please provide a contact name and phone number of the place to which you are relocating, so that we can inform you when to return.

### **Keep Informed**

The success of this guideline requires the cooperation and assistance of informed occupants. Stay tuned to local media outlets for updates. Listen and ask questions when an emergency service representative contacts you.

### **Plan Ahead**

Preplanning can help you avoid last minute frustrations. Plan where you will go and **WHAT YOU WILL TAKE** when you evacuate. Please be sure to take any needed medications with you when you evacuate.

# WARNING

*This area may be evacuated*

Because of: \_\_\_\_\_

By the order of the County Sheriff      date: \_\_\_\_\_      time: \_\_\_\_\_

Evacuation Center \_\_\_\_\_

Evacuee Information Form NO. \_\_\_\_\_

## COMPLETE THE FOLLOWING

Name	Address	Phone	# Of Adults	# Of Children

Even if you plan to stay elsewhere, please check in at the above evacuation center. If you do not plan to stay at the center, please fill out the following information

We will be staying at:

Name	Address	Phone

In the case of an actual evacuation, return this form to the nearest roadblock, so we are assured of your safety. If you decide to pre-evacuate, please return this form to the County Sheriff's Office or call \_\_\_\_\_ and provide the above information. There are 3 stages in the evacuation process. Personnel from the Sheriff's Office, Search and Rescue, or Designee by Sheriff's Office will attempt to contact you and keep you informed as to the current stage of evacuation in your area.

## Door-to-Door Contact Checklist

- \_\_\_\_\_ 1. Identify yourself and briefly explain the nature of the emergency.
- \_\_\_\_\_ 2. Advise occupants to evacuate or to be prepared for evacuation. Tell them what the signal will be if evacuation becomes necessary. Give them the Evacuation Information Form.
- \_\_\_\_\_ 3. If time permits, have occupants complete Evacuee Warning Form. If time does not permit, tell evacuees to complete Form at the Evacuation Center.
- \_\_\_\_\_ 4. Inquire if occupants have transportation or if anyone needs special assistance. Advise to take pets and prescription drugs.
- \_\_\_\_\_ 5. Instruct occupants on routes to use, precautions, and the location of the Evacuation Center.
- \_\_\_\_\_ 6. If no one answers the door, ask neighbors for information. Obtain approval for forced entry if necessary to aid children, bedridden, handicapped, or elderly.
- \_\_\_\_\_ 7. Complete Evacuation Refusal Form for persons refusing to evacuate. Log name and address of home where no one answers. Report these names and addresses to your Supervisor.
- \_\_\_\_\_ 8. Mark evacuated residents with WARNING-AREA EVACUATED notices.
- \_\_\_\_\_ 9. Maintain log of residents and addresses contacted.

## Public Address Contact Checklist

- \_\_\_\_\_ 1. If the EOC has been activated, the senior elected official shall approve the message being used. If the EOC is not activated, the Incident Commander shall approve the message before it is used. Content will vary with the circumstances. Keep it short and to the point.
- \_\_\_\_\_ 2. Select a broadcast spot for good coverage. Consider wind direction and PA carrying distance.
- \_\_\_\_\_ 3. Stop the vehicle and give a steady siren for 10 to 15 seconds. Wait 10 to 15 seconds.
- \_\_\_\_\_ 4. Give the message TWICE. Use a slow command voice. Do not shout for amplification.
- \_\_\_\_\_ 5. Sample: “ YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. THE SHERIFF HAS ADVISED THAT THIS NEIGHBORHOOD BE EVACUATED IMMEDIATELY BECAUSE OF EXTREME DANGER FROM \_\_\_\_\_ LOCK YOUR HOMES AND PROCEED ON \_\_\_\_\_ (route and directions) TO \_\_\_\_\_ (Evacuation Center) PLEASE EVACUATE NOW.”
- \_\_\_\_\_ 6. Have the team patrol neighborhoods to maintain order and provide assistance to those with no transportation.
- \_\_\_\_\_ 7. Hand out Evacuee Information Forms as residents leave the area.
- \_\_\_\_\_ 8. Mark each residence known to be evacuated with WARNING-AREA EVACUATED notice.





# County Sheriff's Office Evacuation Refusal Waiver

\_\_\_\_ I, \_\_\_\_\_, have been advised by  
The County Sheriff's Office to evacuate this property/location,  
due to extreme danger which is evident.

\_\_\_\_ I, \_\_\_\_\_, **REFUSE** to evacuate  
this property/location and acknowledge that I know and understand the hazards.  
If I remain or enter this area, I hold harmless the "agency" responsible for evacuation.

\_\_\_\_ I, \_\_\_\_\_, will evacuate this property/  
location, however, I wish to return to check my property from time to time. I  
acknowledge that I know and understand the hazard. I hold harmless the  
"agency" responsible for evacuation. I understand that if I do not check in and  
out at the same Check Point each time I go to and from my property, I may  
not be notified if the danger increases.

Address/Location where individual was advised to leave (list below):

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Person **REFUSING** to evacuate (list information)

**Print name:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Next of Kin (print name): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Financial Management Annex

## **Purpose**

The Financial Management Support Annex provides basic financial management guidance to departments that assist in responding to and recovering from disasters. The intent is to ensure that funds are provided expeditiously and that operations are conducted in accordance with established laws and policies.

## **Concept of Operations**

- At the time of an emergency a fiscal director will be identified to direct the disposition and accounting of funds expended in accordance with the Stafford Act. He/she will be responsible for keeping the State Coordinator informed on the status of all funds and current financial issues. That individual will have sufficient delegated authority to respond quickly to financial problems and coordinate with FEMA on financial issues.
- Timely financial support of the extensive response activities will be crucial to success in saving lives and property. Innovative and expeditious means may be employed to achieve the financial operational support objectives, however it is mandatory that generally accepted financial policies, principles, and regulations be employed in order to ensure against fraud, waste, abuse, and to achieve the proper control and correct use of public funds.
- Each locality and each agency is responsible for establishing effective administrative controls of funds and segregation of duties for proper internal controls. A responsible official of each, should be designated to ensure that actions taken and costs incurred are consistent with missions.
- The standard financial management policies and regulations, which apply to each agency and to the County and each City, should also be used in responding to disasters. Each agency is responsible for providing its own financial management and support to its response operations in the field. Funds to cover eligible costs for response activities will be provided through reimbursement.
- Each agency involved is responsible for:
  - Maintaining documentation to support requests for reimbursement.
  - Notifying Finance/Admin when a task is completed.
  - Submitting partial or final reimbursement requests within 90 days of completing a task. Final bills should be marked “Final”.
  - Providing a monthly status report to the Emergency Management Coordinator and Finance/Admin.
  - Identifying a staff-level point of contact for financial coordination with Finance/Admin.

## **Contents**

- Fiscal Director Responsibility Checklist
- Labor/Material/Equipment Usage Record
- Current Procurement Requests Outstanding
- Supply/Services Request Form
- Itemized Summary Listing of Requests
- Personnel Assignment Sheet
- Dispatch Log
- Bingham County Claims Form

## **Fiscal Director**

*Reports to:* Finance/Administration Section, EOC

### **General Duties**

- Establish and maintain communications with, or relocate to, the EOC.
- Establish and maintain communications with agencies requesting reimbursement.
- Collect and document all Finance Management section expenses related to the disaster.
- Continuously update as resource estimates become firm and priorities are revised.
- Implement your financial plan for tracking expenses, requests for resources, and overseeing reimbursements.

### **Action Checklist**

- Apply for aid as soon as possible, with cooperation from the Idaho Bureau of Homeland Security.
- Establish control procedures.
- Gather information from departments on recovery needs, through supply/services request forms or another method.
- Assemble a recovery financial plan for tracking requested resources, expenses, and reimbursements.
- Request needed resources from EOC, including food and water for staff, phone lines and/or electronic communications equipment.
- Maintain all required records and documentation to support the history of the emergency.

### LABOR/MATERIALS/EQUIPMENT USAGE RECORD

SECTION:	UNIT:	DATE:	SHIFT:
----------	-------	-------	--------

TYPE AND LOCATION	EQUIPMENT				PERSONNEL - LABOR HOURS								MATERIALS						
	EQUIPMENT USED	HOURS USED	RENTAL RATE	TOTAL COST											QTY.	P/N DESCRIPTION - SIZE	COST		
																		UNIT	TOTAL
1.																			
2.																			
3.																			
4.																			
5.																			
6.																			
7.																			
8.																			

REMARKS:

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AREA IDENTIFIER:

# LOGISTICS SUPPLY/SERVICES REQUEST FORM

LIFE SAVING:

URGENT:

ROUTINE:

AGENCY/SECTION/UNIT:

REQUEST #:

1a) REQUESTING AGENCY/SECTION/UNIT:

1b) DATE/TIME OF REQUEST:

1c) BY:

1d) INCIDENT #:

1e) CONTACT:

1f) NUMBER/CALL:

1g) PURPOSE:

1h) AUTHORIZATION SIGNATURE:

## 2. RESOURCES REQUIRED (Filled out by requestor)

2a)

DESCRIPTION

2b) QTY

2c) REMARKS

## 3. REPORTING / DELIVERY INSTRUCTIONS

3a) WHEN NEEDED?

DATE:

TIME:

HOURS (e.g. 1400)

3b) PICKUP

(OR)

DELIVERY

3c) ESTIMATED DURATION:

3d) ESTIMATED DURATION:

3e) (IF DELIVERY) LOCATION and CONTACT NAME:

## 4. LOGISTICS USE ONLY

4a) DATE/TIME REQUEST RECEIVED:

4b) SUPPLIER/VENDOR:

4c) ADDRESS:

4d) TELEPHONE:

4e) CONTACT PERSON:

4f) ETA:

4g) METHOD OF DELIVERY:

4h) DATE/TIME ORDERED:

4i) BY:

4j) PURCHASE ORDER #:

4k) \$

ARRIVED:

CONDITION:

VERIFIED BY:

REMARKS:

COPIES TO: REQUESTING UNIT    LOGISTICS    FINANCE











# Volunteer Management Annex

## **Purpose**

This plan establishes an organizational structure and process by which the County can access and manage volunteer and service program resources for community-wide disaster response, relief and recovery efforts. When managed appropriately, volunteers and service programs provide valuable and cost effective resources to the community.

## **Concept of Operations**

- At the time of an emergency, a volunteer coordinator will be identified to assist with the processing and recruiting of volunteers.
- The volunteer coordinator will work under ESF #7 Resource Support, regarding task identification and specific volunteer skill and resource needs. All volunteer inquiries will be directed through this person to assure proper procedures are followed.
- Job descriptions will be made by the agency requesting volunteers with assistance from the volunteer coordinator.
- All volunteers will use either the individual volunteer sign up sheet or the group sign up sheet.
- Volunteers will be told what “jobs” are open either by verbal announcement or posting of the job descriptions.
- Volunteers who wish to apply for a position will go to the agency requesting that job and be interviewed by a supervisor to assess their ability to perform that duty.
- The requesting agency will be responsible for verifying credentials of volunteers.
- The selected volunteers will be trained and supervised by the requesting agency.
- The requesting agency will be responsible for ensuring volunteers use the volunteer time sheet on the 5<sup>th</sup> page of this annex.
- The requesting agency will be responsible for informing the volunteer coordinator of positions that have been filled.

## **Keys to an effective volunteer management program**

1. All volunteers **MUST** be treated as employees. This includes interviewing the volunteers, workmen’s comp, and tracking hours for personnel and equipment.
2. Be sure to adequately train your volunteers for the service they will be performing and provide proper supervision.
3. Recognize the volunteers after their service.

## **Contents**

- Volunteer Coordinator responsibility checklist
- Individual Volunteer sign up sheet
- Group volunteer sign up sheet
- Volunteer time sheet for personnel and equipment

## **Volunteer Management Coordinator**

*Reports to: ESF #7 Resource Support, EOC*

### **General Duties**

- Establish and maintain communications with, or relocate to, the EOC.
- Establish and maintain communications with agencies requesting volunteers.
- Recruit the needed volunteers through established groups or individual methods.
- Ensure all volunteers fill out either the individual or group sign up sheet.
- Ensure all volunteers' hours are tracked through the volunteer time sheet.
- Ensure all volunteers are appropriately assigned, utilized, prepared, and fed.

### **Action Checklist**

- Initiate an event log of activities, beginning with notification of the emergency.
- Obtain a status briefing from ESF #7. Determine if local emergency has been declared and the anticipated needs for volunteers.
- Determine needs of all EOC sections and branches for volunteers.
- Assign and train volunteers to assist you, if necessary.
- Request needed resources from EOC, including food and water for staff, phone lines, and/or electronic communications equipment.
- Work with the Financial Director to make sure your staffing and operations cost tracking follow FEMA guidelines.
- Maintain all required records and documentation to support the history of the emergency.
- Thank volunteers who contributed to efforts in the community. Consider also recognizing volunteers after the event (e.g., phone call, letter from the mayor, an article or ad publishing their names in a local newspaper, gift of commemorative item).

# INDIVIDUAL PERMISSION SLIP FOR VOLUNTEER PARTICIPATION

I (Name): \_\_\_\_\_ give my permission to voluntarily participate in any disaster response and recovery activities.

I understand that all reasonable and prudent precautions will be taken to ensure no harm or injury comes to me.

My emergency contacts are:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I am allergic to the following medications and or substances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby covenant and agree to release and hold harmless Bingham County, Homeland Security, and all other agencies and participants from and against any and all liability, loss, damages, claims, or actions for bodily injury and/or property damage, to the extent permissible by law, arising out of my volunteer participation.

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

If under 18 years of age:

I (Parent/Guardian Name): \_\_\_\_\_ give my permission for my minor child (Name): \_\_\_\_\_ to participate in any disaster response and recovery activities. I give my permission for the disaster coordinator/assigned delegate to transport and have my child treated if required.

Parent or Guardian does hereby covenant and agree to release and hold harmless Bingham County, Homeland Security, and all other agencies and participants from and against any and all liability, loss, damages, claims, or actions for bodily injury and/or property damage, to the extent permissible by law, arising out of their volunteer participation.

\_\_\_\_\_  
Parent/Guardian Date: \_\_\_\_\_

# Group Volunteer Permission Slip

<b>Group Name:</b>		<b>Date:</b>	
--------------------	--	--------------	--

	Name	Emergency Contact	Emergency Phone	Allergies
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

By completing the above form, I agree to voluntarily participate in any disaster response and recovery activities. I further covenant and agree to release and hold harmless Bingham County, Homeland Security, and all other agencies and participants from and against any and all liability, loss, damages, claims, or actions for bodily injury and/or property damage, to the extent permissible by law, arising out of my voluntary participation.





# ACRONYM LIST

<b>ALS</b>	Advanced Life Support
<b>APHIS</b>	Animal and Plant Health Inspection Service
<b>BHS</b>	Bureau of Homeland Security
<b>CBO</b>	Community-Based Organization
<b>CD</b>	Civil Defense
<b>CDRG</b>	Catastrophic Disaster Response Group
<b>CERCLA</b>	Comprehensive Environmental Response, Compensation, and Liability Act
<b>CERT</b>	Community Emergency Response Team
<b>CFO</b>	Chief Financial Officer
<b>CI/KR</b>	Critical Infrastructure/ Key Resources
<b>CMC</b>	Crisis Management Coordinator
<b>CNMI</b>	Commonwealth of the Northern Mariana Islands
<b>CONOPS</b>	Concept of Operations
<b>CONPLAN</b>	U.S. Government Interagency Domestic Terrorism Concept of Operations Plan
<b>COOP</b>	Continuity of Operations
<b>CSG</b>	Counterterrorism Security Group
<b>DCE</b>	Defense Coordinating Element
<b>DCO</b>	Defense Coordinating Officer
<b>DEST</b>	Domestic Emergency Support Team
<b>DEQ</b>	Division of Environmental Quality
<b>DFO</b>	Disaster Field Office
<b>DHS</b>	Department of Homeland Security
<b>DMAT</b>	Disaster Medical Assistance Team
<b>DMORT</b>	Disaster Mortuary Operational Response Team
<b>DOC</b>	Department of Commerce
<b>DOD</b>	Department of Defense
<b>DOE</b>	Department of Energy
<b>DOI</b>	Department of the Interior
<b>DOJ</b>	Department of Justice
<b>DOL</b>	Department of Labor
<b>DOS</b>	Department of State
<b>DOT</b>	Department of Transportation
<b>DPA</b>	Defense Production Act
<b>DRC</b>	Disaster Recovery Center
<b>DRM</b>	Disaster Recovery Manager
<b>DSCA</b>	Defense Support of Civil Authorities
<b>DTRIM</b>	Domestic Threat Reduction and Incident Management
<b>EAS</b>	Emergency Assistance Personnel or Emergency Alert System
<b>EBS</b>	Emergency Broadcast System
<b>EOC</b>	Department Operations Center
<b>EMAC</b>	Emergency Assistance Compact
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>EPA</b>	Environmental Protection Agency
<b>EPCRA</b>	Emergency Planning and Community Right-to-Know Act
<b>EPLO</b>	Emergency Preparedness Liaison Officer
<b>EPR</b>	Emergency Preparedness and Response
<b>ERL</b>	Environmental Research Laboratories

<b>ERT</b>	Environmental Response Team (EPA)
<b>ERT</b>	Emergency Response Team (SWAT Team)
<b>ERT-A</b>	Emergency Response Team- Advance Element
<b>ERT-N</b>	National Emergency Response Team
<b>ESF</b>	Emergency Support Function
<b>ESFLG</b>	Emergency Support Function Leaders Group
<b>EST</b>	Emergency Support Team
<b>FAS</b>	Freely Associated States
<b>FBI</b>	Federal Bureau of Investigation
<b>FCO</b>	Federal Coordinating Officer
<b>FEMA</b>	Federal Emergency Management Agency
<b>FIRST</b>	Federal Incident Response Support Team
<b>FMC</b>	Federal Mobilization Center
<b>FNS</b>	Food and Nutrition Service
<b>FOC</b>	FEMA Operations Center
<b>FOG</b>	Field Operations Guide
<b>FRC</b>	Federal Resource Coordinator
<b>FRERP</b>	Federal Radiological Emergency Response Plan
<b>FRP</b>	Federal Response Plan
<b>GAR</b>	Governor's Authorized Representative
<b>GIS</b>	Geographical Information System
<b>GSA</b>	General Services Administration
<b>HAZMAT</b>	Hazardous Materials
<b>HHS</b>	Department of Health and Human Services
<b>HSPD-5</b>	Homeland Security Presidential Directive 5
<b>HQ</b>	Headquarter
<b>HSAS</b>	Homeland Security Advisory System
<b>HSC</b>	Homeland Security Council
<b>HSOC</b>	Homeland Security Operations Center
<b>IAIAP</b>	Information Analysis and Infrastructure Protection
<b>IAP</b>	Incident Action Plan
<b>IBHS</b>	Idaho Bureau of Homeland Security
<b>IC</b>	Incident Command
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IIMG</b>	Interagency Incident Management Group
<b>IMT</b>	Incident Management Team
<b>INL</b>	Idaho National Laboratory
<b>INRP</b>	Initial Response Team
<b>IOF</b>	Interim Operation Facility
<b>ISAO</b>	Information-Sharing and Analysis Organization
<b>ISP</b>	Idaho State Police
<b>ITD</b>	Idaho Transportation Department
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>JOC</b>	Joint Operations Center
<b>JTF</b>	Joint Task Force
<b>JTTF</b>	Joint Terrorism Task Force
<b>LEPC</b>	Local Emergency Planning Committee
<b>LNO</b>	Liaison Officer

<b>MAC Entity</b>	Multiagency Coordinating Entity
<b>MACC</b>	Multiagency Command Center
<b>MERS</b>	Mobile Emergency Response Support
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>NAHERC</b>	National Animal Health Emergency Response Corps
<b>NASA</b>	National Aeronautics and Space Administration
<b>NAWAS</b>	National Warning System
<b>NCP</b>	National Oil and Hazardous Substances Pollution Contingency Plan
<b>NCR</b>	National Capital Region
<b>NCS</b>	National Communications System
<b>NCTC</b>	National Counterterrorism Center
<b>NDMS</b>	National Disaster Medical System
<b>NEP</b>	National Exercise Program
<b>NGO</b>	Nongovernmental Organization
<b>NICC</b>	National Infrastructure Coordinating Center
<b>NIMS</b>	National Incident Management System
<b>NIPP</b>	National Infrastructure Protection Plan
<b>NIRT</b>	Nuclear Incident Response Team
<b>NJTTF</b>	National Joint Terrorism Task Force
<b>NMRT</b>	National Medical Response Team
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NRC</b>	Nuclear Regulatory Commission
<b>NRP</b>	National Response Plan
<b>NRT</b>	National Response Team
<b>NSC</b>	National Security Council
<b>NSP</b>	National Search and Rescue Plan
<b>NSSE</b>	National Special Security Event
<b>NVOAD</b>	National Voluntary Organizations Active in Disaster
<b>NWCG</b>	National Wildland Coordinating Group
<b>OIA</b>	Office of the Assistant Secretary for Information Analysis
<b>OSC</b>	On-Scene Coordinator
<b>OSHA</b>	Occupational Safety and Health Administration
<b>OSLGCP</b>	Office of State and Local Government Coordination and Preparedness
<b>PCC</b>	Policy Coordination Committee
<b>PDA</b>	Preliminary Damage Assessment
<b>PDD</b>	Presidential Decision Directive
<b>PIO</b>	Public Information Officer
<b>POLREP</b>	Pollution Report
<b>POC</b>	Point of Contact
<b>PVO</b>	Private Volunteer Organization
<b>R&amp;D</b>	Research and Development
<b>RA</b>	Reimbursable Agreement
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>RAMP</b>	Remedial Action Management Program
<b>RCP</b>	Regional Contingency Plan
<b>RCRA</b>	Resource Conservation and Recovery Act
<b>REPLO</b>	Regional Emergency Preparedness Liaison Officer
<b>RESTAT</b>	Resource Status
<b>RFI</b>	Request for Information
<b>RISC</b>	Regional Interagency Steering Committee

<b>RRCC</b>	Regional Response Coordination Center
<b>RRT</b>	Regional Response Team
<b>ROC</b>	Regional Operations Center
<b>ROSS</b>	Resource Ordering and Status System
<b>SAC</b>	Special Agent-in-Charge
<b>SAR</b>	Search and Rescue
<b>SCC</b>	Secretary's Command Center (HHS)
<b>SCO</b>	State Coordinating Officer
<b>SDO</b>	Standards Development Organization
<b>SFLEO</b>	Senior Federal Law Enforcement Official
<b>SFO</b>	Senior Federal Official
<b>SIOC</b>	Strategic Information and Operations Center
<b>SITREP</b>	Situation Report
<b>SO</b>	Safety Officer
<b>SO</b>	Sheriff's Office
<b>SOG</b>	Standard Operating Guideline
<b>SOP</b>	Standard Operating Procedure
<b>START</b>	Scientific and Technical Advisory and Response Team
<b>S&amp;R</b>	Search and Rescue
<b>TSA</b>	Transportation Security Administration
<b>UC</b>	Unified Command
<b>USACE</b>	U.S. Army Corps of Engineers
<b>USCG</b>	U.S. Coast Guard
<b>USDA</b>	U.S. Department of Agriculture
<b>USSS</b>	U.S. Secret Service
<b>USFS</b>	United State Forest Service
<b>VMAT</b>	Veterinarian Medial Assistance Team
<b>WAWAS</b>	Washington Area Warning System
<b>WMD</b>	Weapons of Mass Destruction

## GLOSSARY OF KEY TERMS

**Accountable Property:** Property that: 1) has an acquisition cost that is \$15,000 or more; 2) has a unique, identifiable serial number (e.g., computer or telecommunications equipment) and 3) is considered “sensitive” (i.e., easily pilferable), such as cellular phones, pagers, and laptop computers.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, Local, or Tribal Government agency or private entity that has been delegated authority to make decisions affecting that agency’s or organization’s participation in incident management activities following appropriate consultation with the leadership of that agency.

**Area Command (Unified Area Command):** An organization established 1) to oversee the management of multiple incidents that are each being handled by an ICS organization or 2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

**Available Resources:** Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

**Awareness:** The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

**Casualty:** Any person who is declared dead or is missing, ill, or injured.

**Catastrophic Incident:** Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, Local, Tribal, and private sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Civil Transportation Capacity:** The total quantity of privately owned transportation services, equipment, facilities, and systems from all transportation modes nationally or in a prescribed area or region.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture (COP):** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Community Recovery:** In the context of the NRP and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources, and developing and implementing a course of action to restore and revitalize the socioeconomic and physical structure of a community.

**Consequence Management:** Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also **Crisis Management**.

**Credible Threat:** A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

**Crisis Management:** Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also **Consequence Management**.

**Critical Infrastructures:** Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Cultural Resources:** Cultural resources include historic and prehistoric structures, archeological sites, cultural landscapes, and museum collections.

**Cyber:** Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

**Defense Support of Civil Authorities (DSCA):** Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

**Deputy:** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as a relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Disaster:** See **Major Disaster**.

**Disaster Recovery Center (DRC):** A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

**Emergency:** As defined by the Stafford Act, an emergency is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and Local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, Regional, County, City, Tribal), or by some combination thereof.

**Emergency Operations Plan (EOP):** The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes Federal, State, Local, and Tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. (See section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as “emergency responder.”

**Emergency Support Function (ESF):** A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, Local, and Tribal Governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

**Emerging Infectious Diseases:** New or recurring infectious diseases of people, domestic animals, and/or wildlife, including identification, etiology, pathogenesis, zoonotic potential, and ecological impact.

**Environment:** Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

**Environmental Response Team:** Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology, and engineering. The Environmental Response Team provides technical advice and assistance to the OSC for both planning and response to discharges and releases of oil and hazardous substances into the environment.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Facility Management:** Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Federal Coordinating Officer (FCO):** The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.

**Federal Emergency Communications Coordinator (FECC):** That person, assigned by GSA, who functions as the principal Federal manager for emergency telecommunications requirements in major disasters, emergencies, and extraordinary situations, when requested by the FCO or FRC.

**Federal On-Scene Coordinator (FOSC or OSC):** The Federal official predesignated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

**Federal Resource Coordinator (FRC):** The Federal official appointed to manage Federal resource support activities related to non-Stafford Act incidents. The FRC is responsible for coordinating support from other Federal departments and agencies using interagency agreements and MOUs.

**First Responder:** Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment support personnel) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, Local, Tribal, or nongovernmental organizations.

**Food and Nutrition Service (FNS) Disaster Task Force:** The Food Security Act of 1985 (Public Law 99-198) required the Secretary of Agriculture to establish a Disaster Task Force to assist States in implementing and operation various disaster food programs. The FNS Disaster Task Force coordinates the overall FNS response to disasters and emergencies. It operates under the general direction of the Administrator of FNS.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazard Mitigation:** Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

**Hazardous Material:** For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in



commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

**Hazardous Substance:** As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

**Historic Property:** Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w)(5)].

**Incident:** An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan:** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):** The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

**Incident Mitigation:** Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

**Incident of National Significance:** Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, Local, Tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

**Information Officer:** See **Public Information Officer**.

**Infrastructure:** The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

**Initial Actions:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Initial Response Resources (IRR):** Disaster support commodities that may be pre-staged, in anticipation of a catastrophic event, at a Federal facility close to a disaster area for immediate application through an NRP ESF operation. The initial response resources are provided to victims and all levels of government responders immediately after a disaster occurs. They are designed to augment State and local capabilities. DHS/EPR/FEMA Logistics Division stores and maintains critically needed initial response commodities for victims and responders and pre-positions supplies and equipment when required. The initial response resources include supplies (baby food, baby formula, blankets, cots, diapers, meals ready-to-eat, plastic sheeting, tents and water) and equipment (emergency generators, industrial ice-makers, mobile kitchen kits, portable potties with service, portable showers, and refrigerated vans).

**In-Kind Donations:** Donations other than cash (usually materials or professional services) for disaster survivors.

**Interagency Modeling and Atmospheric Center (IMAAC):** An interagency center responsible for production, coordination, and dissemination of consequence predictions for an airborne hazardous material release. The IMAAC generates the single Federal prediction of atmospheric dispersions and their consequences utilizing the best available resources of the Federal Government.

**Joint Field Office (JFO):** A temporary Federal facility established locally to provide a central point for Federal, State, Local, and Tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinating, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Joint Operations Center (JOC):** The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRP is activated.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

**Long-Range Management Plan:** Used by the FCO and management team to address internal staffing, organization, and team requirements.

**Major Disaster:** As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, Local Governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Materiel Management:** Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage, and handling; security and account distribution; and recovery, reuse, and disposition.

**Mission Assignment:** The vehicle used by DHS/EPR/FEMA to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency

response assistance when an applicable State or Local Government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work.

**Mitigation:** Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mobilization Center:** An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

**Multiagency Command Center (MACC):** An interagency coordination center established by DHS/USSS during NSSEs as a component of the Joint Field Office. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of NSSE-related information from other intra-agency centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers).

**Multiagency Coordination Entity:** Functions within a broader multiagency coordination system. It may establish priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination System:** Provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications. The systems assist agencies and organizations to fully integrate the subsystems of NIMS.

**Multijurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual Aid Agreement:** Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, Local, and Tribal aspects of governance and policy.

**National Disaster Medical System (NDMS):** A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, Local, and Tribal Governments; the private sector and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems, training, identification and management of resources (including systems for classifying types of resources), qualification and certification, and the collection, tracking, and reporting of incident information and incident resources.

**National Interagency Fire Center (NIFC):** A facility located in Boise, Idaho that is jointly operated by several federal agencies and is dedicated to coordination, logistical support, and improved weather services in support of fire management operations throughout the United States.

**Natural Resources:** Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface and ground water; this includes water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

**National Response Center:** A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.

**National Response System:** Pursuant to the NCP, the mechanism for coordinating response actions by all levels of government for oil and hazardous substance spills and releases.

**National Response Team (NRT):** The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair, and DHS/USCG serves as Vice Chair.

**National Special Security Event (NSSE):** A designated event that, by virtue of its political, economic, social, or religious significance, may be the target of terrorism or other criminal activity.

**Nongovernmental Organization (NGO):** A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work

cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Nuclear Incident Response Team (NIRT):** Created by the Homeland Security Act to provide DHS with a nuclear/radiological response capability. When activated, the NIRT consists of specialized Federal response teams drawn from DOE and/or EPA. These teams may become DHS operational assets providing technical expertise and equipment when activated during a crisis or in response to a nuclear/radiological incident as part of the DHS Federal response.

**On-Scene Coordinator (OSC):** See **Federal On-Scene Coordinator**.

**Pollutant or Contaminant:** As defined in the NCP, this includes but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such organisms or their offspring.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

**Prevention:** Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened inspections, improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Principal Federal Official (PFO):** The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

**Private Sector:** Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

**Public Assistance Program:** The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

**Public Health:** Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals, and wildlife.

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

**Public Works:** Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

**Radiological Emergency Response Teams (RERTs):** Teams provided by EPA's Office of Radiation and Indoor Air to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.

**Recovery:** The development, coordination, ability; inventory, deployment, issue, and coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident, increased security operations, continuing investigations into the nature and source of the threat, ongoing public health and agricultural surveillance and testing processes, immunizing, isolating, or quarantining; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Senior Federal Official (SFO):** An individual representing a Federal department or agency with primary statutory responsibility for incident management. SFOs utilize existing authorities, expertise, and capabilities to aid in management of the incident working in coordination with other members of the JFO Coordination Group.

**Shared Resources (SHARES) High Frequency Radio Program:** SHARES provides a single, interagency emergency message handling system by bringing together existing HF radio resources of Federal, State industry organizations when normal communications are destroyed or unavailable for the transmission of NS/EP information.

**Situation Assessment:** The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision making.

**State:** Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

**Strategic:** Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strategic Plan:** A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

**Subject-Matter Expert (SME):** An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill.

**Telecommunications:** The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic, or optical means. Telecommunications includes all aspects of transmitting information.

**Telecommunications Service Priority (TSP) Program:** The NS/EP TSP Program is the regulatory, administrative and operational program authorizing and providing for priority treatment (i.e., provisioning and restoration) or NS/EP telecommunications services. As such, it establishes the framework for NS/EP telecommunications service vendors to provide, restore, or otherwise act on a priority basis to ensure effective NS/EP telecommunications services.

**Terrorism:** Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

**Threat:** An indication of possible violence, harm, or danger.

**Transportation Management:** Transportation prioritizing, ordering, and sourcing, it also includes acquisition, time phasing plans, fleet management, and movement coordination and tracking.

**Tribe:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Unaffiliated Volunteer:** An individual who is not formally associated with a recognized voluntary disaster relief organization, also known as a “spontaneous” or “emergent” volunteer.



**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction, or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan. (See page 10 for discussion on DOD forces.)

**United States:** The term “United States,” when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

**Unsolicited Goods:** Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

**Urban Search and Rescue:** Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

**Volunteer:** Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

**Volunteer and Donations Coordination Center:** Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

**Weapon of Mass Destruction (WMD):** As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

**Wireless Priority Service (WPS):** WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.

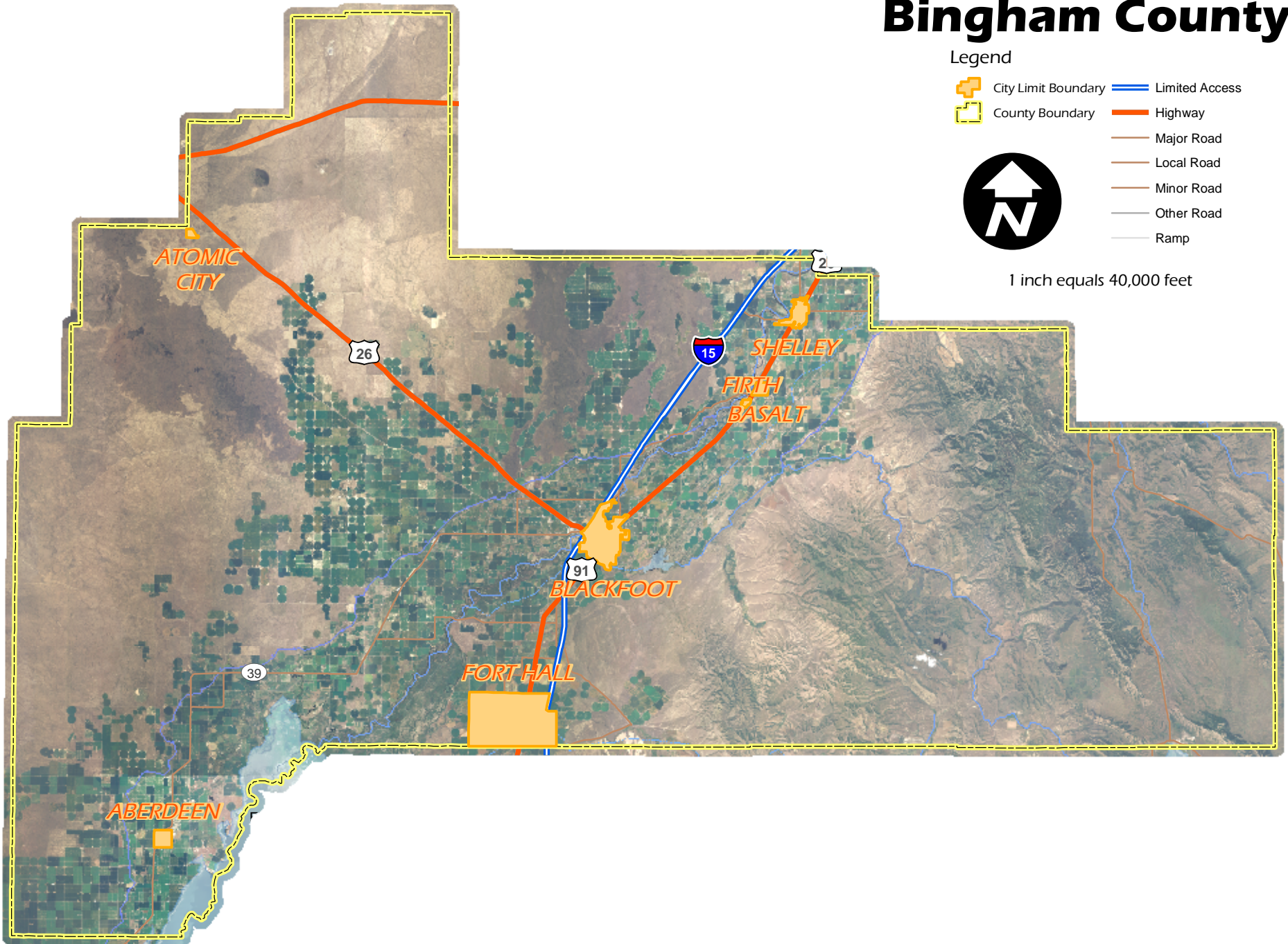
# Bingham County

## Legend

- City Limit Boundary
- County Boundary
- Limited Access
- Highway
- Major Road
- Local Road
- Minor Road
- Other Road
- Ramp











1 inch equals 40,000 feet






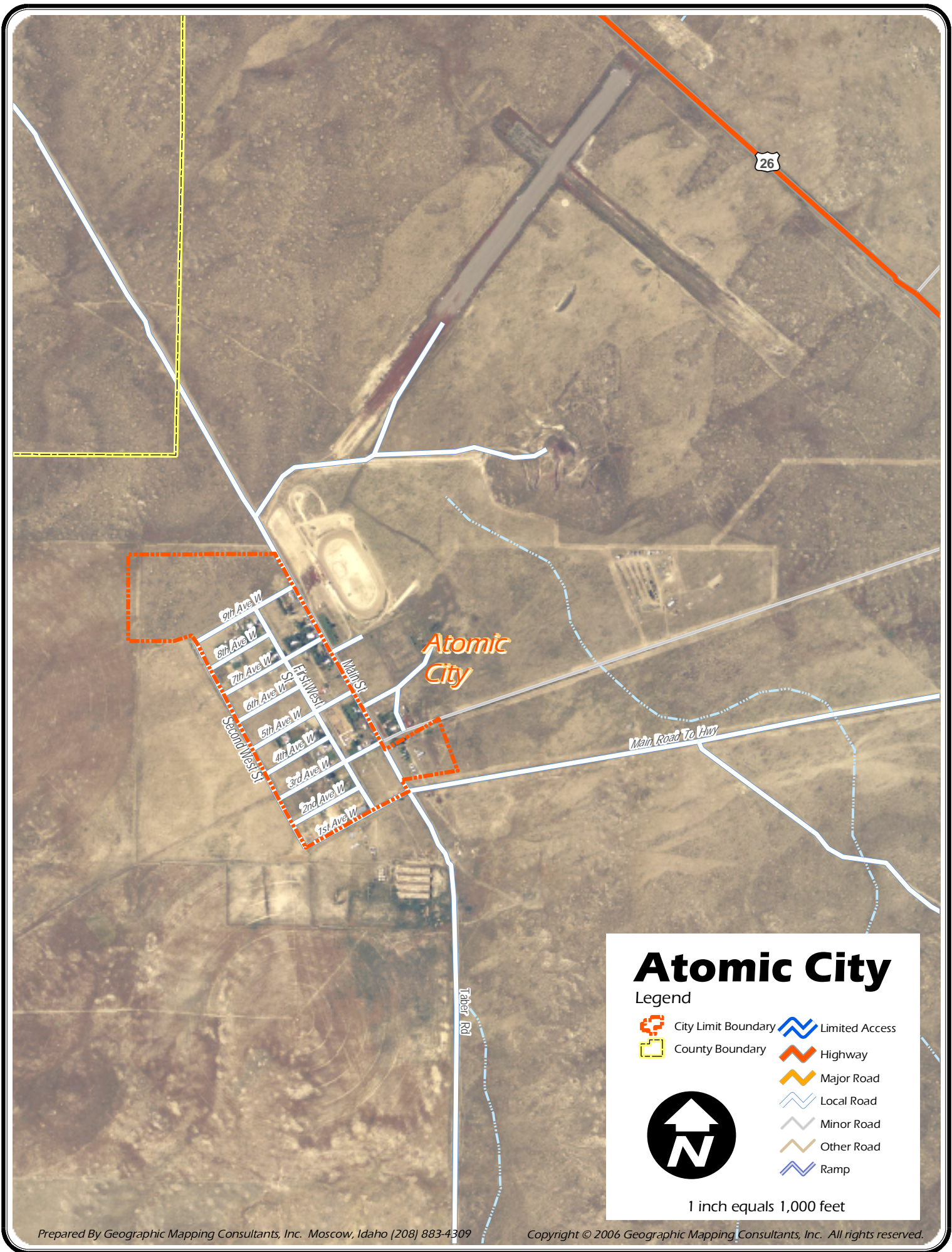
# Aberdeen

**Legend**

	City Limit Boundary		Limited Access
	County Boundary		Highway
			Major Road
			Local Road
			Minor Road
			Other Road
			Ramp












1 inch equals 1,000 feet



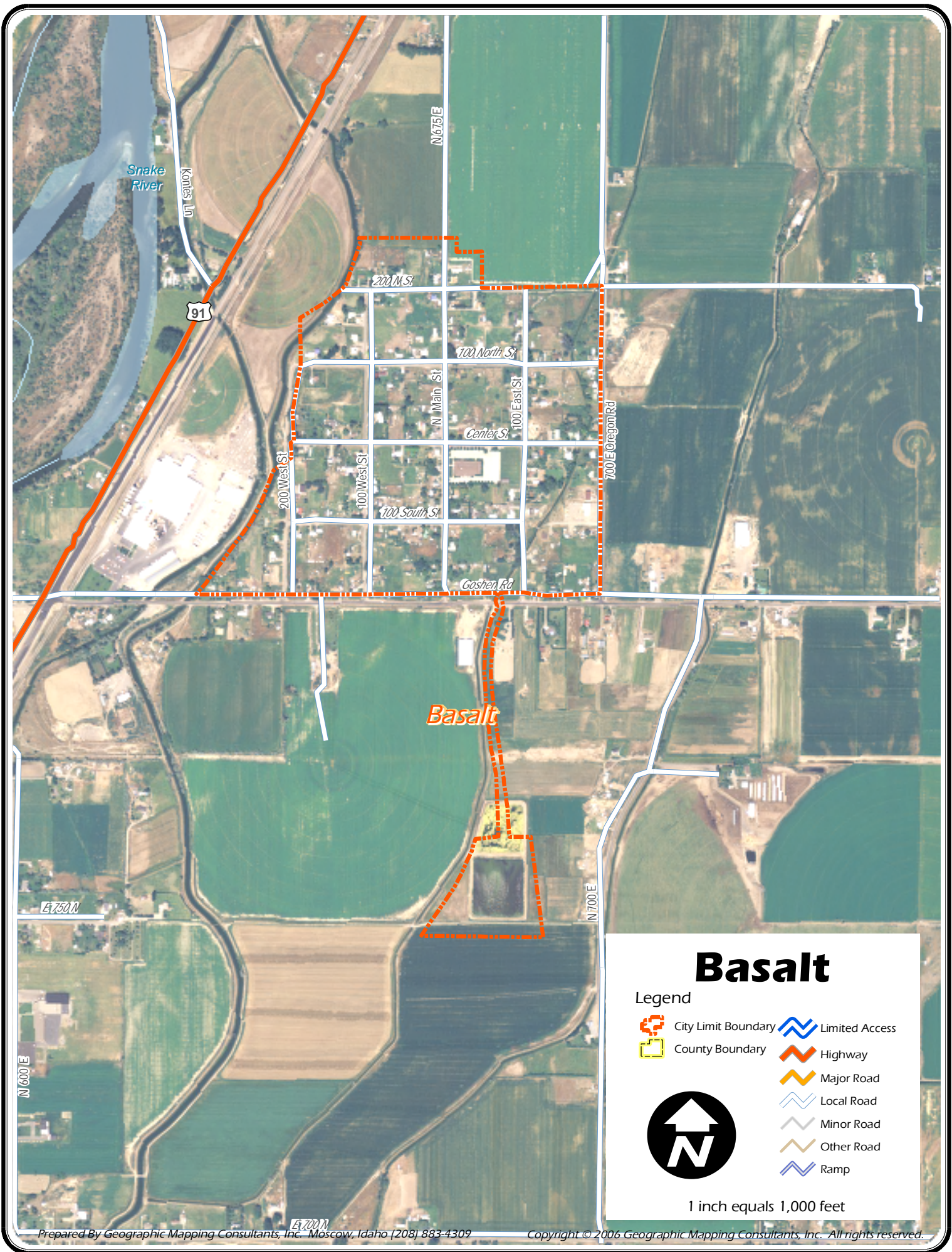
# Atomic City

## Legend

-  City Limit Boundary
-  County Boundary
-  Limited Access
-  Highway
-  Major Road
-  Local Road
-  Minor Road
-  Other Road
-  Ramp












1 inch equals 1,000 feet



# Basalt

## Legend

-  City Limit Boundary
-  County Boundary
-  Limited Access
-  Highway
-  Major Road
-  Local Road
-  Minor Road
-  Other Road
-  Ramp



1 inch equals 1,000 feet

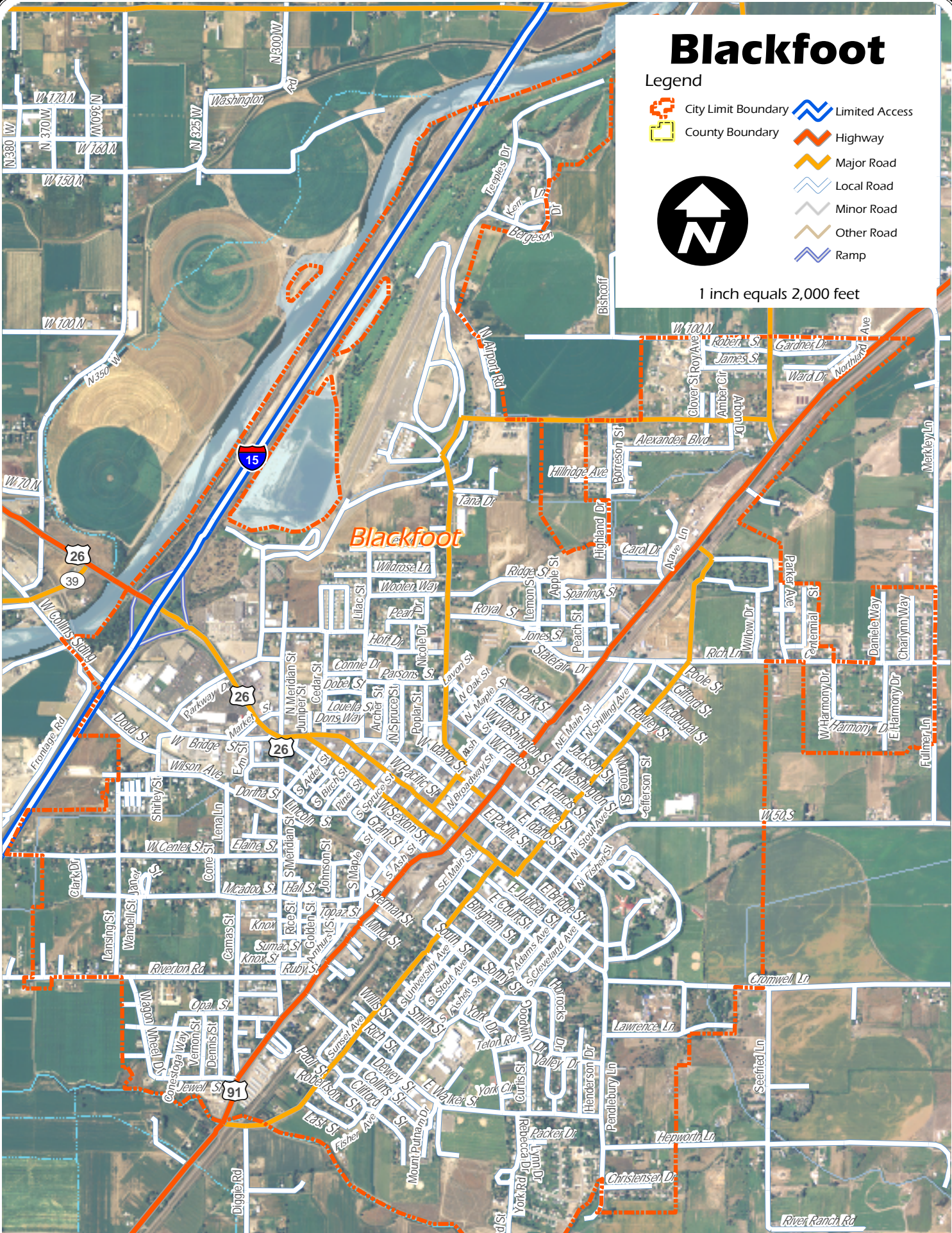
# Blackfoot

## Legend

- City Limit Boundary
- County Boundary
- Limited Access
- Highway
- Major Road
- Local Road
- Minor Road
- Other Road
- Ramp



1 inch equals 2,000 feet





## Firth

**Legend**










	City Limit Boundary		Limited Access
	County Boundary		Highway
			Major Road
			Local Road
			Minor Road
			Other Road
			Ramp



1 inch equals 1,000 feet

# Fort Hall

## Legend

-  City Limit Boundary
-  County Boundary
-  Limited Access
-  Highway
-  Major Road
-  Local Road
-  Minor Road
-  Other Road
-  Ramp













1 inch equals 1,200 feet





# Shelley

## Legend

-  City Limit Boundary
-  County Boundary
- 
-  Limited Access
-  Highway
-  Major Road
-  Local Road
-  Minor Road
-  Other Road
-  Ramp

1 inch equals 1,500 feet

