

Boundary County

Emergency Operations Plan

February 2009



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Base Plan

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Introduction

In accordance with Title 46, Chapter 10, State Disaster Preparedness Act of 1975, as amended by the Idaho Homeland Security Act of 2004, Boundary County is required to plan and prepare for natural or man-caused disasters and emergencies, including enemy attack, sabotage, or other hostile actions such as terrorism and the use of weapons of mass destruction. The Boundary County Emergency Operations Plan (short title: BCEOP) fulfills this requirement.

Purpose

The purpose of the BCEOP is to identify the roles, responsibilities, and direction for Boundary County agencies and some volunteer organizations in responding to emergencies or disasters. This plan delineates emergency response policies, responsibilities, lines of authority, and Continuity of Government (COG). To insure compatibility with the National Response Framework (NRF), the functional annexes of this plan (i.e., Boundary County Emergency Support Functions, Support Annexes, and Incident Annexes) are assigned to a lead (Primary) agency with other departments and organizations in supporting roles. Primary agencies are responsible for developing, periodically reviewing, and revising their functional annex(es). Lead agencies coordinate with the Boundary County Emergency Operations Center (BCEOC), supporting agencies, and other primary agencies concerning the tasks identified in their annex(es) during emergency operations. The BCEOP has the following objectives:

- Describe the response, recovery, and mitigation resources available to assist local agencies to save lives, limit human suffering, and protect public health, safety, and property, including wildlife, natural resources, the environment, and local economies from the damaging effects of disaster emergencies
- Organize the Boundary County response options that are most likely needed under functional annexes that parallel those used in the NRF
- Describe the process and methodology to implement and manage Boundary County response, recovery and mitigation programs
- Establish linkages to state and federal emergency operations plans developed for specific hazards or incidents
- Establish the Boundary County response and recovery organization for disaster emergencies
- Assign responsibilities to Boundary County agencies for disaster emergency response and recovery activities

Scope and Applicability

- The BCEOP applies to all County agencies.
- The BCEOP is based on the principle of self-help at each level of government. Jurisdictions (special districts, cities, and the county) will commit their available resources to respond and recover from a disaster emergency. They may request assistance from each successive level of government. County requests for state assistance must be submitted to the Idaho Emergency Operations Center (IDEOC) managed by the Bureau of Homeland Security (BHS).

- Actions and activities in this plan are based on existing county directives, state and federal statutory authorities, and specific mission assignments made under Governor's Executive Order.

Legal Authority and Policy

- Legal Authority. The following Idaho statutes specifically address aspects of emergency management and acts of terrorism:
 - The Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004, Idaho Code §46-1001
 - The Post-Attack Resource Management Act, Idaho Code §67-5506
 - The Terrorist Control Act, Idaho Code §18-8101
 - The Emergency Relocation Act, Idaho Code §67-102
- The following Federal laws specifically address aspects of emergency management and acts of terrorism:
 - The Homeland Security Act of 2002
 - The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, Public Law 93-288 as amended, and related authorities
 - Code of Federal Regulations (CFR) 44, Emergency Management and Assistance
 - The Post Katrina Emergency Management Reform Act (PKEMRA)
- Policy
 - Under the National Response Framework (NRF), the Idaho Emergency Operations Plan and this Plan, all levels of government share the responsibility for working together to prevent, prepare for, respond to, and recover from an emergency or disaster event
 - State government has resources and expertise available to assist with emergency or disaster response that exceeds County capability.
 - Life-saving and life-protecting response activities have precedence over other emergency response activities
 - Private and volunteer organizations, such as Citizens Corps and Inland Northwest Community Organizations Active in Disasters (Inland Northwest COAD), may provide immediate life-sustaining relief to individuals and families that is not normally available from government resources
 - Government at all levels must continue to function under all threat, emergency, and disaster conditions. Continuity of Operations/Continuity of Government (COOP/COG) plans must be developed in to ensure the continuance of essential functions
 - The National Incident Management System (NIMS) and the Incident Command System (ICS) will be used for all levels of response. Appropriate personnel will be

trained on the principles of the NIMS and the ICS and integrate those principles into preparedness, response, recovery, and mitigation operations

Situation and Planning Assumptions

Situation

- A disaster or emergency can strike at any time, at any location, with little or no advance notice. Disasters and emergencies may cause human suffering, property damage and economic hardship to individuals, governments, the environment, and the business community.
- Information sharing occurs across multiple levels of government, the response community, and the private sector. Citizens expect government to keep them informed and to provide guidance and assistance in the event of a threat, emergency or disaster.
- Hazard Analysis:
 - Natural Hazards. Of all the natural hazards, the following are considered the most significant:
 - Major Fires: Wildland fires are common in the rural areas of Boundary County; although larger fires may be on public lands, private property can be damaged as well. Local fire departments and districts face increased threats from combined structural and wildland fires
 - Landslides and erosion: Landslides may occur in conjunction with other types of natural disasters, such as earthquakes and floods; evidence of landslide activity is apparent on many of the roadways and cliff faces in Boundary County; consequences of landslides generally occur at the site, down slope from the site, and in adjacent waterways. temporary road closures and detours while debris is being cleared are potential difficulties
 - Winter Storms: Winter storms are a common experience for Boundary County; a combination of low temperatures and high winds can close roads, disrupt utilities, limit access to rural homes, impede emergency services and close businesses; storms also create hazardous travel conditions, which may lead to increased vehicular accidents and threaten air traffic; stranded motorists due to closed roads and highways may present a shelter problem
 - Flood: Flooding has been a periodic problem in Boundary County; Chinook winds or a rain-on-snow event can reduce the snow pack in the surrounding mountains to create a heavy run-off in a matter of hours
 - Earthquakes: Catastrophic earthquakes are not common; lesser earthquakes have caused damage in the County; seismic activity within the County is evident and is a concern
 - Human Caused and Technological Hazards.
 - Power Failure. A long-term power outage has a serious impact on homes, care facilities, industry and businesses. Crops and livestock are threatened, and communications is hampered.

- Hazardous Material Release. A release of hazardous materials from fixed and transportation incidents are threats to the County. Hazardous materials are transported, stored and used in all parts of the County. Hazards range from small spills to major releases on roads and railways. Illegal methamphetamine operations are also a concern. The closest "Level A" State Hazmat team is located in Coeur d'Alene. The response time for the Team is a minimum of two hours.
- Civil Disturbance. Civil disturbance is uncommon but possible.
- Terrorism. Terrorist events are possible in Boundary County.
- Mitigation Overview. Details concerning mitigation plans for the County are contained in the Boundary County All-Hazards Mitigation Plan.

Planning Assumptions

- Any incident that results in a large number of casualties and/or significant damage to property will result in the implementation of mutual aid agreements and requests for state assistance to supplement the local jurisdiction's response.
- One or more natural or man-caused hazards can threaten lives and/or property within the County. The first response will most likely originate from the local jurisdiction impacted by the incident. The local jurisdiction providing the first response may be overwhelmed by the size of the incident.
- Notification of a potential or actual incident that threatens lives and/or property, or a request for state assistance, may result in the activation of the Boundary County Emergency Operations Plan (BCEOP).
- Any incident that results in a significant loss of local infrastructure will degrade communications.
- Based the Boundary County hazard identification, risk and vulnerability analysis, the probability of a catastrophic incident limited to Boundary County, as defined in the National Response Framework, is extremely low.
- State resources may be made available to Boundary County to cope with disasters.
- The State of Idaho will request federal assistance when the response to a disaster exceeds state resources.
- Some disaster emergency conditions may result in a state or federal response prior to any involvement by Boundary County. State and Federal agencies may provide unilateral assistance under their statutory authorities to Boundary County.
- The escalating threat of terrorism and the use of Weapons of Mass Destruction (WMD) may create a disaster emergency condition where federal assistance is needed or injected into the state and Boundary County. A counter-terrorism operation implemented by federal authorities will be coordinated with the Idaho Bureau of Homeland Security and the Idaho State Police. Any terrorist incident within Idaho will require notification and involvement of the Federal Bureau of Investigation and other federal agencies to support local and state government response and recovery.

Roles and Responsibilities

Local and Intergovernmental Agencies

- Boundary County is responsible for emergency management within its boundaries and will conduct emergency operations according to the plans and procedures in the Boundary County Emergency Operations Plan (this plan).
- The Boundary County agency responsible for disaster preparedness and coordination of response is the Boundary County Department of Emergency Management.
- When activated, the County EOC will be staffed as appropriate for the severity of the situation. The County EOC is normally the location where disaster emergency information is received and disseminated, coordination of resources occurs, and public safety/protection decisions are made.

Private Sector and Nongovernmental Organizations (NGOs)

- Private Sector. Private sector organizations play a key role before, during, and after an incident. First, they provide for the welfare and protection of their employees in the workplace. In addition, emergency managers must work with businesses that provide water, power, communication networks, transportation, medical care, food distribution, security, and other services upon which response and recovery are dependent. Participation of the private sector varies based on the nature of the organization and the nature of the incident. See Support Annex #4 – Private Sector Coordination for additional information.
- Nongovernmental Organizations (NGOs). NGOs play important roles before, during, and after an incident. NGOs provide sheltering, emergency food supplies, counseling, and other vital services to support response and promote the recovery of disaster victims. These groups help individuals with special needs, including those with disabilities.

Volunteers and Donations

Responding to disasters or emergencies frequently exceeds the resources of government organizations. Volunteers and donors can support response efforts in many ways. Governments at all levels should plan ahead to effectively incorporate volunteers and donated goods into their response activities. See Support Annex #5 – Volunteer and Donations Management for additional information.

State Government

- Idaho Bureau of Homeland Security (BHS):
 - The Bureau of Homeland Security is responsible for the coordination of the State response to an emergency or disaster.
 - The primary emergency management responsibility of the BHS is not that of an initial responder, but rather a key partner and central point of coordination to provide support to local governments. This is accomplished through the acquisition, prioritization, and distribution of State, private, and, if needed, Federal resources to meet the needs of local governments.

- BHS is responsible for the organization and operations of the Idaho Emergency Operations Center (IDEOC) for emergency and non-emergency operations.
- If the disaster situation is large enough to require federal assistance, BHS will function as the primary coordination agency for this assistance.
- BHS is responsible for assisting county emergency management in the development and maintenance of emergency operations plans, procedures and checklists. BHS provides standards and criteria, reviews county and intergovernmental disaster plans, and fulfills other needs (Idaho Code §46-1006(6)).
- Other State Government responsibilities are described in the Idaho Emergency Operations Plan.

Concept of Operations

General

- When a disaster is imminent or has occurred within Boundary County, local governments have the primary responsibility and will respond to preserve life and property. Local officials may implement emergency statutes and ordinances and may declare a local state of emergency that will permit them to mobilize and commit their emergency resources. When local resources become overwhelmed and cannot meet the needs created by a disaster, a local government that is signatory to mutual aid compacts may call for the aid of other signatories.
- When disaster conditions appear likely to exceed the capabilities of a local jurisdiction and mutual aid compact signatories, local governments will request support from Boundary County. When it becomes apparent that the disaster situation will exceed Boundary County capabilities, the County will request the support of the State through the Idaho Emergency Operations Center (IDEOC) managed by the Idaho Bureau of Homeland Security (BHS). State resources will supplement local resources.
- More detailed information regarding the emergency management concept of operations is contained in BC-ESF #5, Emergency Management.

Boundary County Emergency Operations Center (BCEOC)

For more detailed information regarding the BCEOC and incident management procedures, refer to BC-ESF #5 - Emergency Management.

Disaster Emergency Declaration Process

BC-ESF #5 – Emergency Management provides a detailed explanation of the disaster declaration process that is summarized in the following paragraphs.

- All disaster emergency declarations shall:
 - Indicate the nature of the emergency
 - Identify the area or areas threatened
 - Identify the area subject to the proclamation
 - Explain the condition(s) that are causing the disaster emergency

- Define the incident period as it applies to each area affected
- City Government.
 - Response agencies from city government will respond to a disaster emergency within their corporate limits and coordinate activities in accordance with their standard operating procedures and mutual aid agreements.
 - When a disaster emergency situation is likely to overwhelm city resources or be beyond the control of the city, a local disaster emergency may be declared.
 - The proclamation of disaster emergency and any requests for assistance should be forwarded to the Boundary County Emergency Management Director in an expedient manner (i.e., by voice followed by a hard copy).
 - When a local disaster emergency has been proclaimed, the mayor has the authority to impose all necessary regulations to preserve the peace and order of the city.
- Boundary County.
 - Upon receipt of the proclamation of a local disaster emergency from an incorporated city of the county, the Chairman of the Board of County Commissioners will provide assistance to contain the incident and notify the Idaho Bureau of Homeland Security (BHS) that the situation may require the proclamation of a disaster emergency.
 - In the event an emergency situation exists in unincorporated areas of the county, Boundary County will take necessary measures to bring the situation under control.
 - If the situation in an incorporated or unincorporated area of the county overwhelms county resources, the Chairman of the Board of County Commissioners may proclaim a local disaster emergency in accordance with Idaho Code §46-1011.
 - The Boundary County Emergency Management Director will notify the Idaho BHS that the county has declared a disaster emergency, and that the County has implemented its Emergency Operations Plan. The notification should also state that the county has committed all available county resources. If state assistance is needed, the type of assistance should be clearly stated. The declaration and request for state assistance may be provided orally and then in writing to BHS.
- State Government.
 - The BHS Director will evaluate and process the county request for assistance and request for a Governor's declaration of a disaster emergency as appropriate.
 - Upon notification that the county is seeking state assistance, the Governor may proclaim a State of Disaster Emergency and implement all or part of the Idaho Emergency Operations Plan.
 - The Governor may also declare a Disaster Emergency in the absence of a county/local request.
 - Only the Governor can originate the request for a Presidential Declaration.

Mission Assignment (MA) / Project Agreement (PA) Process

- The Idaho Bureau of Homeland Security utilizes the MA/PA process to manage requests for state assistance during disaster emergencies.
- Mission Assignment normally involves assigning the mission to an appropriate State Agency. Project Agreements are usually a negotiated agreement between Boundary County and the State of Idaho.
- Both Mission Assignments and Project Agreements involve a cost share to be borne by Boundary County.
- The MA/PA process is explained in detail in BC-ESF #5 – Emergency Management.

Mutual Aid

- Mutual aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual aid agreement with other jurisdictions that may receive or provide assistance during an incident. Mutual aid agreements normally involve neighboring or nearby jurisdictions and private sector and nongovernmental organizations.
- BC-SA #3 - Mutual Aid contains detailed information concerning mutual aid agreements.

Emergency Public Information

- The importance of accurate, timely, and coordinated emergency information provided to the public, the media and government officials is critical to effective response and recovery.
- Boundary County will provide emergency public information in accordance with BC-ESF #15 – Public Information and External Affairs.
- If Boundary County public information resources are overwhelmed by requests from the media, the public or public officials, Boundary County may request support from the Idaho Bureau of Homeland Security. When approved, BHS will coordinate the deployment of Public Information Emergency Response (PIER) Teams to assist the County.

Financial Management

- BC-SA #2 - Financial Management provides guidance for all County departments and agencies responding to disaster emergencies under this plan. This Annex ensures that funds are provided expeditiously and that financial operations are conducted in accordance with appropriate state and federal laws, policies, regulations, and standards.
- Disaster emergency situations may require that finance operations be carried out within compressed time frames that necessitate expedited procedures. Use of expedited procedures does not lessen the requirement for sound financial management and accountability.
- When a disaster emergency is declared, Boundary County may be required to pay a cost share of as a condition of receiving State assistance. This cost share may equal forty

percent (40%) of the nonfederal share of costs incurred by Boundary County which have been determined to be eligible for reimbursement by the federal government, provided that the total local share of eligible costs for the County shall not exceed ten percent (10%) of the County's tax charges authorized by Idaho Code §63-802.

Continuity of Government (Cog) and Continuity of Operations

Disasters can interrupt, paralyze, or destroy the ability of Boundary County government to carry out its executive, legislative and judicial functions. Boundary County encourages all agencies to develop Continuity of Government and Continuity of Operations Plans to ensure that they have the capability to preserve, maintain, and reconstitute the ability to carry out essential functions under the threat or occurrence of any disaster.

Training, Exercises, and On-Going Plan Management

Boundary County Training and Exercise (T&E) Program

- Boundary County will coordinate and conduct periodic training and exercises to ensure effective and complete planning for prevention, preparedness, response, and recovery from emergency incidents. Exercises will be consistent with the U.S. Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.
- Boundary County will:
 - Develop a T&E Program from the beginning to end stages of planning, design, execution, and evaluation
 - Develop a multi-year exercise plan
 - Conduct comprehensive annual T&E needs assessments in cooperation with the Boundary County Local Emergency Planning Committee (LEPC)
 - Conduct annual T&E workshops to promote teambuilding, review past activities and upcoming plans, support new exercise design and evaluation techniques and training opportunities
 - Foster multi-jurisdictional and multi-discipline collaboration locally and regionally
 - Reinforce Incident Command System (ICS) best practices
 - Meet National Incident Management System (NIMS) compliance requirements

On-Going Plan Management

- The oversight and maintenance of the Boundary County Emergency Operations Plan (BCEOP) is the responsibility of the Boundary County Department of Emergency Management, which will maintain the plan, coordinate the process to update the plan, document changes to the plan, distribute the plan, submit the updated plan for review and signature, and store a paper and electronic version of the plan for archival purposes.
- The Boundary County Emergency Operations Plan is an integral component of an established cyclic process of Planning, Training, and Exercising. The BCEOP should be

completely reviewed and revised as needed every two years to ensure that the document reflects current policies and procedures.

Emergency Support Functions

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EFS 1 Transportation

Primary Agency: Boundary County Road and Bridge

Support Agencies:

County	Boundary County Sheriff Boundary County Solid Waste Boundary County School District Boundary County Airport Boundary County Department of Emergency Management
City	Bonnars Ferry Police Department

Introduction

Purpose

Boundary County Emergency Support Function #1 – Transportation (BC-ESF #1) serves as a coordination point for support for response operations and for restoration of the transportation infrastructure.

Scope

BC-ESF #1 addresses the use of public and private ground, air, and water transportation resources. Assistance provided by BC-ESF #1 includes, but is not limited to:

- Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster
- Facilitating damage assessments to establish priorities and determine needs of available transportation resources
- Prioritization and/or allocation of all government transportation resources
- Processing all transportation requests from County departments and emergency support functions. BC-ESF #1 will coordinate evacuation transportation as its first priority
- Facilitating movement of the public

Policies

- Management of emergency response will be accomplished in compliance with the National Incident Management System (NIMS). The Incident Command System will be used to manage emergency incident response. The Emergency Support Functions (ESFs) of the Boundary County Emergency Operations Plan may be utilized to assist the Incident Commander (IC). In coordination with the County Commissioners, the Boundary County Department of Emergency Management may activate the Emergency Operations Center (BCEOC). Once activated, the ESFs will support the IC.
- Resources in response to emergencies will be provided by primary and support agencies, or through Mutual Aid Agreements/Memoranda of Understanding.
- Priorities for allocation of assets are as follows:
 - The protection of life

- Evacuating persons from immediate peril
- Coordinating and monitoring traffic movement for self-evacuation
- Clearing debris and hazards for emergency responders
- Transporting materials, personnel, and supplies for response activities
- Transporting relief supplies for recovery

Situation and Assumptions

Situation

A major disaster emergency may severely damage the transportation system throughout the impact area. Local transportation could be hindered by damaged facilities, equipment, and disrupted communications. At the same time, the disaster emergency could create demand on resources to provide relief and recovery.

Planning Assumptions and Considerations

- The transportation systems will sustain significant damage. The amount of damage will affect the ability to provide relief services and supplies.
- Coordinating response during the immediate post-disaster period will be difficult.
- Equipment in the vicinity of the disaster site may be damaged or inaccessible.
- Transportation resource requirements may exceed resources available.
- Public utilities may be damaged and partly or completely inoperable.
- Local political subdivisions will restore disabled transportation systems in accordance with established priorities.
- Aircraft will be available for reconnaissance of areas impacted by the disaster.
- Emergency responders will respond according to established protocol.

Concept of Operations

General

In the event a major disaster occurs on the County's roads, Boundary County Road and Bridge will become primary support agency and provide a representative to coordinate with the IC, the DEM/EOC and other support agencies. If the incident occurs on a State Highway, the Idaho State Police will establish Incident Command, and the Idaho Transportation Department will serve as the primary agency. A Unified Command may be established to facilitate agency coordination. If the incident occurs within a municipal jurisdiction, municipal police departments and municipal street departments will coordinate with Incident Command and with the Department of Emergency Management and take appropriate actions to open transportation corridors.

Preparedness

- Preparedness involves anticipating events before they happen, then training, equipping and exercising personnel to respond to the incident. For instance, primary agencies

should be aware of roadwork or other planned development in the area that would hinder emergency vehicle access to, and self-evacuation from, that particular site. Alternate routes around congested sites should be identified before an emergency situation arises.

- Primary agencies should be aware of land subdivisions and developments that could bottleneck existing highways and roads, advise emergency services in advance of potential problems and recommend alternate access or routes.
- Removal of water hazards will help to ensure passage for emergency watercraft. The repair and/or removal of these obstacles will enhance mitigation efforts and control damage to public and private property.
- Maintenance of equipment will help ensure timely response in an emergency.
- Primary and support agencies should establish new and update existing Mutual Aid Agreements (MAA) and Memoranda of Understanding (MOU) and provide copies to the Boundary County Department of Emergency Management.
- The Boundary County Department of Emergency Management, EOC personnel, elected officials, and the Local Emergency Planning Committee (LEPC) will assess the County's Emergency Operations Plan and recommend changes as appropriate.
- Agency response personnel will attend state and federal training programs and be knowledgeable of new technologies and equipment for emergency response.
- Response agencies should develop and maintain inventories of resources that will assist in emergency response and provide the information to the Boundary County Department of Emergency Management.

Response

- The Incident Command will accomplish the tasks outlined below:
 - Determine whether there is any immediate danger to emergency responders
 - Establish whether there are victims in jeopardy within the incident site and take appropriate lifesaving actions if victims are found
 - Size up the incident to assess damage
 - Clear the site and effect necessary repairs to allow emergency vehicles access to the site
- Local agencies will provide transportation resources in an emergency or disaster. If transportation requirements exceed local agency capabilities, other public and private resources will be used.
- In coordination with the Boundary County Department of Emergency Management/Emergency Operations Center, the Incident Commander will determine alternate routes for emergency response and evacuation. If the IC determines evacuation is necessary, the recommendation will be forwarded to the County Commissioners, who will in turn request authorization from the Governor. Only the Governor of Idaho may issue an evacuation order.
- BC-ESF #1 will send a representative to the EOC to coordinate support.

- IC will conduct damage assessment and coordinate with BC-ESF #3 to provide engineering support. Initial damage assessment information will be reported to the Department of Emergency Management.
- If activated, the Emergency Operations Center (EOC) will coordinate with IC and response agencies to document damage assessment.
- BC-ESF #1 will coordinate for temporary repair to the transportation system to facilitate passage of emergency vehicles and the public.
- Local and state law enforcement agencies will coordinate traffic control and evacuation routes as necessary.
- Law enforcement will provide security at the incident site.
- Incident Command will coordinate transportation of equipment, personnel and resources within the incident's perimeter.

Recovery

- Restore transportation routes to pre-disaster conditions.
- Agencies will seek funding to restore affected systems to normal conditions.
- In coordination with IC and Boundary County Department of Emergency Management, primary and support agencies will assess the response efforts after the disaster and make recommendations for planning improvements.

Training and Exercises

- Response agencies will conduct regular training sessions for their personnel.
- The Boundary County Department of Emergency Management will sponsor periodic training exercises to improve multiagency response.

Organizational Roles and Responsibilities

Primary Agency

- Boundary County Road and Bridge
 - Verify jurisdictional responsibility for roads and bridges.
 - Provide a representative to coordinate with IC/EOC and other agencies.
 - Provide damage assessment and provide information to the DEM/EOC.
 - Coordinate and provide for removal of wreckage and debris.
 - Provide temporary repair of damaged County roads and bridges.
 - Coordinate with the Idaho Transportation Department for State assistance.
 - Coordinate road closures and establish detour routes.
 - Coordinate traffic control and barricade placements.
 - Assist in establishment and maintenance of evacuation routes in coordination with the Boundary County Sheriff.

- Provide sand, gravel, trucks, and drivers as needed.

Support Agencies

- Boundary County Sheriff's Office
 - Assist with road closures and establishing detour routes.
 - Assist with traffic control.
 - Establish and maintain evacuation routes.
 - Coordinate with the Idaho State Police for State and Federal resources.
 - Provide communications and dispatch support.
 - Assist and coordinate clearance of waterways.
 - Provide boats to transport emergency personnel in and around the disaster site.
 - Provide traffic control of watercraft servicing the disaster site.
- Boundary County Solid Waste
- Provide support and coordination for emergency solid waste disposal.
- Boundary County Airport
 - Perform airport damage assessment and provide to the DEM/EOC.
 - Coordinate with IC and assist with airport debris removal.
- Boundary County Department of Emergency Management
 - Coordinate with IC and County Commissioners to assess the situation.
 - In coordination with the IC, advise County Commissioners on the need to activate the EOC and issue a County Emergency Declaration.
 - Coordinate use of the Emergency Alert System with the Sheriff's Office.
 - Gather and submit damage assessment information to Idaho BHS.
 - In coordination with IC, assist with planning, mission requests, communications, and other appropriate tasks.
 - Prepare and provide situation reports for elected officials.
- Bonners Ferry Police Department
 - Perform routine law enforcement duties.
 - Coordinate with and assist Boundary County Sheriff when requested.

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ESF 2 Communications and Warning

Primary Agencies: Boundary County Sheriff's Office
Boundary County Department of Emergency Management

Support Agencies:

County Fire Districts
Municipalities Municipal Fire Departments
Bonners Ferry Police Department

Introduction

Purpose

This plan provides guidance for the effective management of emergency radio and electronic communications and dissemination of warning information during an emergency or disaster.

Scope

- This ESF applies to the communications and warning assets of county organizations including Boundary County Sheriff, telephone and cellular systems, fax services, National Warning System (NAWAS), Emergency Alert System (EAS), Amateur Radio, Law Enforcement and Fire Districts and Departments.
- There are two functions within the scope of this ESF. They are:
 - Communication System: The communication system is comprised of the equipment and agencies that establish, maintain, restore and use these assets during an emergency
 - Warning System: The warning system provides issues information regarding impending or actual emergency/disaster conditions

Policies

- Boundary County will maintain a hazard warning system that supplements the warning services provided by other local, state, and federal agencies. Citizens should be aware of a hazardous situation for which there is significant media attention, such as severe weather, fire or flooding.
- Boundary County will attempt to warn the public of hazardous situations that could result in a disaster. The success of the effort will depend on the nature of the hazard, when the emergency management officials are made aware of the situation, the quality and quantity of information available, communications and warning resources available, media attention, and other factors. The Boundary County warning system will utilize public and private resources and activate at the neighborhood, community, or county level.

Situation and Assumptions

Situation

A sudden or anticipated disaster emergency will cause major disruption in the day-to-day activities of Boundary County. An emergency could cause distress across a wide range of

services in the County. Agency responders to an incident may find some of the following situations:

- Damage to the commercial and/or county telecommunications system
- Initial reports that provide an incomplete picture of the extent of damage
- Rumors based on incomplete or erroneous information
- An overwhelmed emergency communication system
- An immediate need for alternate telecommunications

Planning Assumptions and Considerations

- The Boundary County Department of Emergency Management and the Boundary County Sheriff will serve as primary agencies to ensure a properly maintained and functioning emergency communication system.
- The Boundary County Department of Emergency Management and the Boundary County Sheriff's Office will coordinate responsibilities for the warning and emergency alert system.
- Boundary County will experience failures due to overwhelmed phone systems.
- Initially, the County and cities will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.
- Cell phone service may be overwhelmed and unreliable due to system overloads.
- Downed lines or other damage may disrupt telephone, fax and internet service.
- Two-way radio channels may be jammed and unreliable.
- Notification of a threatening or actual emergency incident may come from the Emergency Alert Service (EAS), National Warning System (NAWAS), NOAA Weather Radio (National Weather Service), the State Automated Warning System (SAWS), the media, the amateur radio community, and the public.
- Either the Boundary County Department of Emergency Management or the Boundary County Sheriff's Office can activate the Emergency Alert System (EAS) .

Concept of Operations

General

- An initial emergency call will be received at the Boundary County Sheriff's Office.
- The Boundary County Sheriff's Office will contact response agencies for appropriate response to the emergency incident.
- When appropriate, the Boundary County Department of Emergency Management will activate amateur radio resources to facilitate communications.
- When notified of a threat or occurrence of a hazardous event, the Boundary County Department of Emergency Management may activate the Emergency Operations Center at a level appropriate to monitor the situation.

- As soon as it is apparent that the public must take action to prepare or protect itself, the Boundary County Department of Emergency Management and the Boundary County Sheriff's Office will activate the local warning system.
- Warning may take one of the following forms:
 - Activation of the Emergency Alert System (EAS) to disseminate immediate life saving information
 - Media releases to television, radio stations, print or other media, as appropriate
 - State Automated Warning System (SAWS)
 - Fire district and/or law enforcement public address systems and/or sirens
 - Activation of safety advisories
- Warnings will continue as needed or until the hazard has subsided.

Preparedness

- Training and exercises will prepare Boundary County Sheriff's Office personnel for an appropriate and timely response.
- Response agencies that utilize the County's communication infrastructure will maintain and upgrade their communication equipment as resources allow.
- The Boundary County Department of Emergency Management will coordinate with Boundary County Sheriff concerning current status and frequencies of response agencies' radios, repeaters and microwave systems within the County.

Response

- Depending on the scope of the emergency, communication systems personnel will be deployed to assess the communications damage and/or needs.
- When necessary, the Boundary County Department of Emergency Management will activate amateur radio resources.
- Boundary County Sheriff's Office will continue to receive normal day-to-day emergency.
- Cooperation and coordination between responding agencies and the use of their frequencies/systems may be necessary for timely mission requests and mission assignments.

Recovery

The Boundary County Sheriff, the Boundary County Department of Emergency Management, Incident Commander, and emergency response agency representatives will reevaluate the County's communication response to the incident and make appropriate recommendations.

Training and Exercises

- Regular training will be conducted for personnel at the Boundary County Sheriff's Office, emergency response agencies, and amateur radio.

- Large-scale simulations may be coordinated through the Boundary County Department of Emergency Management to assist with training and assessment of a multi-agency response.

Organizational Roles and Responsibilities

Primary Agencies

- Boundary County Sheriff's Office
 - Provide initial notifications
 - Assist and coordinate communications for County emergency responders
 - Conduct training exercises for personnel that promote accurate and timely dispatch response
 - Conduct exercises that train personnel to provide crisis counseling and limited emergency counsel over the phone until emergency services arrive
 - In coordination with Boundary County Department of Emergency Management, conduct training and scheduled tests of the EAS system
 - In coordination with the Boundary County Department of Emergency Management, develop and maintain procedures to provide communications and warning support
 - Coordinate with the Boundary County Department of Emergency Management to implement the Emergency Alert System (EAS)
- Boundary County Department of Emergency Management
 - In coordination with the Boundary County Sheriff's Office, develop and maintain procedures to provide communications and warning support
 - Coordinate with the Boundary County Sheriff's Office to implement the Emergency Alert System (EAS)
 - Activate amateur radio for emergency communications
 - Provide situation reports to elected officials
 - In coordination with the PIO and IC, recommend release of pertinent emergency information on a regular timetable
 - Request and coordinate external resources and assistance when communication systems become overwhelmed
 - Maintain communication with the State BHS as required
 - In coordination with Boundary County Sheriff, conduct tests and exercises of the communication and warning systems

Support Agencies

- Fire District and Municipal Fire Departments
 - Develop and maintain protocol to provide tactical frequencies for warning support and communication services

- Maintain and repair fire services repeaters and provide pertinent frequency and status information to the Boundary County Department of Emergency Management
- Bonners Ferry Police Department
 - Assist IC with emergency communications
 - Provide communications frequency and status information to the Boundary County Department of Emergency Management

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ESF 3 Public Works and Engineering

Primary Agency: Boundary County Road and Bridge Department

Support Agencies:

County Boundary County Sheriff
Boundary County Solid Waste
Boundary County Department of Emergency Management

Municipalities Municipal Water Services
Municipal Wastewater Services
Municipal Street Services

Introduction

Purpose

Boundary County Emergency Support Function (BC-ESF) #3 - Public Works and Engineering assesses the overall damage to public and private property. BC-ESF #3 will also conduct necessary inspections to ensure the integrity of buildings and bridges, assist with debris removal, route clearance, and ensure that any rebuilding complies with existing zoning and land-use regulations. This function is also responsible for the restoration of potable and waste water capabilities.

Scope

BC-ESF #3 addresses public works and engineering activities including demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, inspection of facilities for structural condition and safety, and assisting in traffic control by providing barricades and signs to cope with an emergency or disaster.

Situation and Assumptions

Situation

- There is no formally organized public works agency within Boundary County, but the County and its municipalities have personnel and equipment to provide public works services for emergencies.
- County, city, and other engineering resources necessary to accomplish emergency tasks, may be supplemented by Federal, State, adjacent county, city and private agencies when authorized by the appropriate authority.

Planning Assumptions

- When a county disaster is declared, Boundary County Road and Bridge will act as primary support agency and coordinate with IC and other support agencies to carry out the tasks associated with this ESF.
- Streets and roads within municipalities are maintained and repaired by street departments. Municipalities, water associations and private wells comprise the potable water source for the majority of the County's population.
- Wastewater treatment in the County is provided by municipal treatment facilities and private septic tank/drain fields.

- County-owned buildings that suffer from structural damage would require inspection by structural engineers before safe re-entry could be assured. Boundary County will obtain engineering services to determine the structural integrity.
- If County-owned roads, bridges, buildings, and/or municipal water and wastewater treatment facilities are damaged in a major disaster, all agencies will work together in a unified command while retaining their authority, responsibility, and accountability.
- Determining the extent of damages in the initial stages of an incident is difficult.
- Mutual aid agreements will be established that allow for resource sharing and cooperation between agencies providing public works services for a well organized response to an emergency. In some instances an agency may not be able to respond.
- Agencies should create plans for infrastructure damage that will be used to respond to a variety of emergency incidents. Potential incidents include:
 - Public utilities such as water and waste treatment are damaged and threaten health hazards
 - A damaged water main may necessitate the need to distribute drinking water in and around the incident site
 - If County buildings are damaged, communication among agencies will be difficult and response will be hindered
 - Bridges or dams may have suffered damage because of the emergency incident and may need inspection and repair/replacement before safe public use can continue
 - Damage to waste water treatment facilities could cause an environmental risk that may necessitate a HAZMAT response
 - Communication systems at the County level may be affected
 - Heavy equipment located in the incident area is damaged or inaccessible
 - Normal routes of travel may be impeded by the emergency

Concept of Operations

General

- Emergency public works operations include, but are not limited to: repair and maintenance of roads, bridges, public utilities, clearance of disaster related debris, inspection of county owned buildings and possible condemnation or repair of water and sanitation facilities.
- When activated, the Boundary County Department of Emergency Management/EOC will assist with the coordination of primary and support agencies to conduct the following activities:
 - Identify and evaluate the capacity of the infrastructure within Boundary County boundaries and maintain a list of their usability
 - Coordinate and perform mitigation and recovery procedures

- ❑ Provide review, analysis, and recommendations for all portions of the public works system

Preparedness

- Successful preparedness depends on agencies working in coordination to establish a disaster prepared community.
- Workshops, simulations and ongoing training programs will and improve response.
- A list of key individuals and phone numbers should be maintained within each agency vehicle to enable communications should a worker/crew encounter an emergency situation.
- Current inventories of response resources should be 'typed' as to function.
- Agencies should implement a regular maintenance program for all equipment.

Response

- A BC-ESF #3 primary agency representative will be available to coordinate with IC, Boundary County Department of Emergency Management/EOC, and other support agencies.
- The IC and Boundary County Department of Emergency Management/EOC will provide situation reports to Idaho Bureau of Homeland Security (BHS) as required.
- Damage assessment information will be reported to the IC and Boundary County Department of Emergency Management/EOC by emergency response agencies.
- Mutual aid agreements would be activated appropriately.
- Temporary or permanent repairs would be made to the damaged facilities to help return system to pre-disaster conditions.

Recovery

- Agencies will coordinate with other government/private agencies and the EOC to support returning the County/municipal infrastructure to pre-disaster levels.
- Review of actions taken during the emergency will be done to aid emergency response in the future.

Training and Exercises

Personnel will participate in training and exercises designed to improve response capability.

Organizational Roles and Responsibilities

Primary Agency

Boundary County Road and Bridge

- Provide representative to coordinate with IC, the Boundary County Department of Emergency Management/EOC.
- Report damage assessment information and cost estimates to the Boundary County Department of Emergency Management/EOC.

- Coordinate with municipal street departments to assess the situation.
- Coordinate with the Idaho Transportation Department for engineering or logistic support.
- Provide temporary repair of damaged County roads and bridges.
- Provide sand, gravel, personnel and trucks where needed.
- Remove debris and hazards from roadways.
- Determine usable roads and alternate routes if necessary.
- Provide flood control support.

Support Agencies

- Boundary County Sheriff
 - Provide initial notifications.
 - Assist with damage assessment.
- Boundary County Solid Waste
 - Assist with damage assessment.
- Boundary County Department of Emergency Management
 - Coordinate EOC activation.
 - In coordination with IC and PIO, issue warnings to the public.
 - Collect damage assessment information and provide to the IC, Board of County Commissioners, Idaho BHS, and other agencies.
- Municipal Water Services
 - Assist with damage assessment.
 - Provide for temporary or permanent repairs.
 - Monitor water treatment facilities for overloads and hazardous material spills.
- Municipal Waste Water Services
 - Assist with damage assessment.
 - Provide for temporary or permanent repairs.
 - Monitor wastewater treatment facilities for overloads and hazardous material spills.
- Municipal Street Services
 - Assist with damage assessment.

ESF 4 Firefighting

Primary Agencies	Fire District of Jurisdiction Boundary County Sheriff
Support Agencies	
County	Mutual Aid Fire Districts Boundary County Department of Emergency Management
Municipalities	Municipal Fire Departments Bonners Ferry Police Department
Volunteers	Amateur Radio

Introduction

Purpose

Boundary County Emergency Support Function (BC-ESF) #4 – Fire Fighting coordinates support to fire fighting operations, including fire prevention, fire detection, and fire suppression.

Scope

- This ESF addresses firefighting activities for fires occurring separately or coincidentally with an emergency or disaster. Fire agencies also represent a resource available to support search and rescue, hazardous materials incidents, alert and warning, communications, evacuation, and other operations in a disaster emergency.
- Boundary County's fire services are comprised of several fire protection districts and other volunteer fire departments. There are isolated sections of land within the County that are outside of fire service protection. These lands rely on state or federal assistance to mitigate a fire incident.

Policies

- All incidents in Boundary County will be managed using the National Incident Management System (NIMS) Incident Command System/Unified Command System.
- In a fire emergency, the fire services will mobilize all available apparatus and personnel required to manage the situation. Mutual aid agreements and memoranda of understanding (MAA/MOUs) are activated if initial resources are inadequate. When mutual aid and local resources are exhausted, the provisions for regional and/or state/federal fire mobilization apply.
- If a multi-agency response is necessary, direction, control and coordination may be established from a command post near the incident site with support from the Boundary County Emergency Operations Center (EOC), if activated.
- Each local, state, or federal agency will assume the full cost of protection made within their jurisdiction. Agencies will respond outside their jurisdictional area in accordance with the provisions of their MAA/MOUs.
- Fire agencies will ensure fire protection to their home districts prior to committing resources to mutual aid.

- Priority shall be given to saving lives and protecting property, in that order.

Situation and Assumptions

Situation

Boundary County could have a fire emergency that requires assistance from adjoining districts, state, and federal agencies.

Planning Assumptions and Considerations

- Urban, rural, and wildland fires will occur within Boundary County. In the event of a drought or other significant event, large fires could be common.
- Vehicular access may be hampered by floods, bridge failures, landslides, etc., making travel to fire locations difficult or impossible.
- Air attack by tankers, helicopters, and/or smoke jumpers may be essential in many situations. Helicopters will be scarce resources. Usable airports may be congested.
- Communications systems may become overwhelmed.
- Emergency response may be hindered due to a shortage of personnel.
- Idaho Department of Lands will respond to fires in urban and urban interface areas when wild lands are threatened.

Concept of Operations

General

- Under most circumstances, the fire district of jurisdiction will act as primary agency for BC-ESF #4. Tracts of land within Boundary County that lie outside a municipal fire department or fire protection district fall under the jurisdiction of the Boundary County Sheriff's Office. If an emergency/disaster occurs on such tracts of land, the Boundary County Sheriff's Office acts as primary agency and establishes Incident Command or Unified Command as appropriate.
- The Idaho Department of Lands, local fire protection districts, and municipal fire departments have primary responsibility for the protection of life and the suppression of fires within their jurisdictions.
- Structure fire suppression is the responsibility of local fire districts and departments.
- Fire suppression may be provided Federal agencies under existing MAA/MOUs.
- If wildland is threatened, the Idaho Department of Lands will respond to a fire regardless of property ownership.
- The Idaho Department of Lands (IDL) and local fire protection districts, where applicable, take action on wildfires that jeopardize IDL protected lands outside incorporated areas and on adjacent U.S. Forest Service and Department of the Interior protected areas.

- The Coeur d'Alene Interagency Dispatch will provide fire and emergency dispatching for the U. S. Forest Service, the Bureau of Land Management, and the Idaho Department of Lands.

Preparedness

- Boundary County will support programs that reduce fire hazards for property owners, businesses and municipalities by removing brush and thinning stands of trees to create defensible space.
- Boundary County, local fire protection districts, fire departments, the Idaho Department of Land, U.S. Forest Service and the Bureau of Land Management will seek private and government grants to upgrade response resources and finance training sessions.
- Fire agencies will maintain their emergency response resources and seek funding to replace and update equipment when necessary.
- The Boundary County Department of Emergency Management and local fire agencies and departments will coordinate tabletop exercises and region-wide simulations.

Response

- Incident Command will be established by the first responding district/department.
- In coordination with IC and County Commissioners, the Boundary County Department of Emergency Management may activate the EOC to coordinate communications and support response with mission assignments and project agreements.
- The Boundary County Department of Emergency Management/EOC will maintain updated resource inventories submitted by agencies that participate in this plan.

Response

Provide suppression and control of fire within their respective jurisdictions (including those IDL or government lands that are contracted with local district); support other fire protection agencies responding under mutual aid agreements.

- Provide initial damage assessment information to the IC or Boundary County Department of Emergency Management /EOC.
- Provide temporary power and emergency lighting at emergency scenes when needed.
- Coordinate with BC-ESF #13 - Law Enforcement and BC-ESF #15 – Public Information and External Affairs for traffic control, evacuation and warning.
- Provide emergency medical services.
- Request resources when the capabilities of local response agencies are exceeded.

Recovery

- Demobilize fire resources and related incident support.
- Support recovery efforts as requested by the EOC or other support agencies.
- Complete incident documentation and cooperate in cost recovery procedure.

- Evaluate operations and provide analysis to the Boundary County Department of Emergency Management.
- Continue EOC operations until no longer necessary.
- Update plans and procedures based on critiques and lessons learned.

Organizational Roles and Responsibilities

Primary Agencies

- Fire District of Jurisdiction
 - Implement Incident Command.
 - Provide a representative to coordinate with IC or DEM/EOC when requested.
 - Provide fire suppression, light rescue, emergency medical, and other tasks to protect lives and property.
 - Provide initial and continuing situation assessments and analysis to the IC or Boundary County Department of Emergency Management/EOC.
 - Report damage assessment information to the IC or Boundary County Department of Emergency Management/EOC.
- Boundary County Sheriff's Office
 - When incident is outside a fire service's jurisdiction, respond to emergency and establish Incident Command.
 - Coordinate with fire districts/departments and the Idaho Department of Lands.
 - When appropriate, implement Unified Command in coordination with responding fire service.
 - Report damage assessment to the IC or Boundary County Department of Emergency Management/EOC.
 - Conduct law enforcement and investigations as required.
 - Conduct light duty rescue operations.
 - Support warning and evacuation efforts.
 - Dispatch emergency response agencies.
 - Provide security to incident site.

Support Agencies

- Mutual Aid Fire Districts
 - Primary responsibility is to their own jurisdiction.
 - Report as requested to Incident Commander.
 - Respond according to IC plan and assist with fire suppression, light rescue, emergency medical, and other tasks as appropriate.
- Boundary County Department of Emergency Management

- In coordination with IC and the County Commissioners, activate the EOC to appropriate level.
- Advise County Commissioners on the need to issue a County emergency declaration.
- Coordinate with Sheriff's Department to implement the Emergency Alert System.
- Assist with the coordination of primary and support agencies.
- Collect damage assessment data.
- Submit damage assessments to Idaho BHS.
- Assist with planning, mission requests, communications, and other appropriate tasks in support of IC.
- Prepare and provide situation reports.
- Operate the EOC at an appropriate level as long as necessary.
- Municipal Fire Departments
- Provide fire suppression services and resources in accordance with current MAA/MOUs.
- Bonners Ferry Police Department
- Coordinate with Incident Commander and provide law enforcement assistance.
- Amateur Radio
- Provide emergency communications to EOC, Sheriff's Office, mass shelters, field personnel, damage assessment teams, business and industry, and other agencies.

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ESF 5 Emergency Management

Primary Agency:	Boundary County Department of Emergency Management
Support Agencies:	All Other Boundary County Departments and Agencies
Non-Governmental:	See ESF #7 – Resource Support
Private Sector:	See SA #4 – Private Sector Coordination

Introduction

Purpose

Boundary County ESF #5 (BC-ESF #5), Emergency Management, is responsible for supporting overall activities of Boundary County for all-hazard emergencies and disasters. BC-ESF #5 provides the core management and administrative functions to support the Boundary County Emergency Operations Center (BCEOC) and liaisons with State, other local jurisdictions, private industry, non-governmental agencies, and the Federal government.

Scope

BC-ESF #5 provides the overall coordination function for all incidents requiring County assistance. This BC-ESF is activated at some level for all potential and actual major incidents or emergencies.

BC-ESF #5 includes those functions critical to support and facilitate planning and coordination for operations involving potential and actual emergencies/disasters in the County. This includes:

- Activation of the BCEOC in anticipation of or in response to an emergency or disaster in the Boundary County that requires County assistance
- Initiate alert(s) and notification(s)
- Provide coordination for County response
- Collect, analyze, process, and disseminate information about emergencies or actual disasters
- Facilitate the release of public information in coordination with BC-ESF #15
- Provide disaster emergency information for a County Disaster Emergency Declaration and a request for a Governor's Disaster Emergency Declaration
- Coordinate with the Idaho Bureau of Homeland Security for a Governor's Disaster Emergency Declaration
- BCEOC serves as the central point for receiving information and producing Situation Reports (SITREP), summary reports, and briefings for the Board of County Commissioners, other County agencies, and the Idaho Bureau of Homeland Security, and local, state, and/or federal offices
- Task County agencies to provide technical expertise and information to develop analysis of the situation

- Coordinate the Mission Assignment (MA) and/or Project Agreement (PA) process to provide resources for disaster emergency response and recovery operations
- Coordinate the deployment of special teams (i.e. regional response teams, damage assessment teams, etc)
- Identify and resolve resource allocation issues. Issues which cannot be resolved at the BCEOC level are referred to the Board of County Commissioners for resolution and potential further coordination with the Idaho Bureau of Homeland Security
- Support the implementation of Mutual Aid Agreements to provide assistance to other Counties or to receive assistance from other Counties
- Financial management and cost recovery in coordination with BC-SA #2 – Financial Management
- Support for damage assessment in coordination with BC-SA #1 – Damage Assessment

Policies

The Boundary County Emergency Operations Center (BCEOC) serves as the central point for County emergency management operations. In a disaster emergency, the BCEOC will compile, analyze, and prepare situation information for the Board of County Commissioners and other decision makers.

All incidents in Boundary County will be managed utilizing the National Incident Management System (NIMS).

Situation and Assumptions

Situation

Many hazards have the potential for causing disasters that require centralized coordination. A disaster emergency occurs that requires County assistance. BC-ESF #5 will support initial assessment of developing situations and provide timely information to evaluate whether assistance beyond County capabilities is required.

Planning Assumptions

- Local government and State agencies are a vital source for immediate information regarding damage and initial response needs.
- Field assessment information (damage reports provided by the impacted jurisdiction) will originate from all levels of government and be reported by numerous modes of communications. The quality of the field assessments will vary and may contain conflicting information.
- Officials involved in response and recovery efforts need immediate, continuously updated information about the developing or ongoing disaster emergency.
- There may be a need to rapidly deploy personnel to the disaster emergency area to collect critical information about resource requirements or conduct an immediate situation assessment to determine initial response requirements.

- Responsibility for the performance of emergency functions is charged to agencies that do similar activities during routine operations. Where such an alignment of emergency and routine does not exist, an emergency organization must be developed.
- Appropriate personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS) and integrate those principles into all planning and response operations.

Concept of Operations

General

BC-ESF #5 activities begin upon the Boundary County Department of Emergency Management receiving notification of a possible, developing, or actual disaster or emergency situation. As the incident develops, and it is determined that additional assistance is required to support a response, the BCEOC may be activated. The BCEOC is prepared to coordinate disaster prevention, preparedness, response, and recovery activities on behalf of all Boundary County departments, agencies and political subdivisions. The BCEOC manages documentation, resource tracking, and response for the incident or incidents.

- **Command Structures:** Command structures direct on-scene emergency management activities and include the Incident Command Post and the Area Command, if established.
 - ❑ **Incident Command Post:** At the tactical level, on-scene incident command and management are located at an Incident Command Post, typically comprised of local and mutual aid responders. The Incident Command Post performs primary tactical-level incident command functions. The Incident Commander is located at an Incident Command Post at the incident scene. When multiple command authorities are involved, the incident may be led by a Unified Command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement.
 - ❑ **Area Command:** An Area Command may be established by local responders to provide oversight for multiple incidents handled by separate Incident Command Posts or for a complex incident dispersed over a larger area.
- **Coordination Structures:** Include Multiagency Coordination (MAC) Centers and
- **Emergency Operations Centers (EOCs).**
 - ❑ Multiagency Coordination (MAC) centers and Emergency Operations Centers
 - ❑ (EOCs), as defined in the National Incident Management System (NIMS), provide central locations for information sharing and resource coordination.
 - ❑ **Boundary County Emergency Operations Center:** If the Incident Commander determines that additional resources or capabilities are needed, he will contact the Boundary County Emergency Operations Center. The BCEOC helps to form a common operating picture of the incident, relieve on-scene command of the burden of external communication, and secure additional resources. The core functions of the EOC include coordination, communications, resource allocation and tracking, and information collection, analysis, and dissemination.

- Depending upon the size, complexity and location(s) of the disaster emergency situation, the Boundary County Emergency Operations Center may function as a coordination structure, as a multiagency coordination center, or as a County-wide area command. The decision as to which type of center will be established will be made in coordination between the Incident Commander, the Director of the Boundary County Department of Emergency Management and the Boundary County Board of Commissioners.

Disaster Declaration Process

- All disaster emergency declarations shall:
 - Indicate the nature of the emergency
 - Identify the area or areas threatened
 - Identify the area subject to the proclamation
 - Explain the condition(s) that are causing the disaster emergency
 - Define the incident period as it applies to each area affected
- State and local disaster emergency activities and requests for disaster emergency assistance will be made in accordance with the following procedures:
- City Government:
 - Disaster emergency response agencies from city government will respond to a disaster emergency within their corporate limits and coordinate activities in accordance with their standard operating procedures and mutual aid agreements.
 - When a disaster emergency situation is likely to overwhelm their resources or be beyond the scope of control of the city, a local disaster emergency may be declared.
 - The proclamation of disaster emergency and any requests for assistance should be forwarded to the Boundary County Department of Emergency Management in an expedient manner (i.e., by voice followed by a hard copy).
 - When a local disaster emergency has been proclaimed, the mayor has the authority to impose necessary regulations to preserve peace and order.
- Boundary County Government:
 - Upon receipt of the proclamation of a local disaster emergency from an incorporated city of the county, the chairman of the board of county commissioners will provide available assistance requested to contain the incident and notify the Idaho Bureau of Homeland Security (BHS) that a situation exists which may require the proclamation of a county disaster emergency.
 - In the event a situation exists in the unincorporated portions of the county that may affect lives and property, the county will take necessary steps to bring the situation under control with county resources.
 - If the situation overwhelms the capability of the county to control, the chairman of the board of county commissioners may proclaim a local disaster emergency.

- The Boundary County Emergency Management Director will notify the Idaho BHS that the county has declared a disaster emergency, and that the County has implemented its Emergency Operations Plan. The notification should also state that the county has committed county resources to the response. If state supplemental assistance is needed to assist the county's response effort, the type of assistance should be clearly stated. The declaration and request for state assistance may be provided orally, and then submitted in writing to BHS.
- State Government:
 - BHS will process the county's request for assistance.
 - The Governor may proclaim a State of Disaster Emergency and implement all or part of the Idaho Emergency Operations Plan.
 - The Governor may declare a Disaster Emergency in the absence of a county/local request.
 - If the Governor is considering requesting a federal declaration of disaster from the President of the United States, the BHS Director will coordinate with the appropriate state officials and Boundary County to prepare the state's request for federal assistance.
 - Only the Governor can originate the request for a Presidential Declaration.

The Boundary County Emergency Operations Center (BCEOC)

Purpose

The Boundary County Emergency Operations Center (BCEOC) serves as the central point for County emergency management operations. The Boundary County Department of Emergency Management is charged to establish and maintain the BCEOC for directing the coordination of emergency and disaster operations.

Organization

The BCEOC is organized in a manner consistent with the National Incident Management System (NIMS).

- BCEOC Command and General Staff Overview: BCEOC organization has four major functions: Command, Logistics, Planning, and Finance/Administration.
- Command: Command comprises the BCEOC Manager and the Public Information Officer.
 - The BCEOC Manager has overall authority of the BCEOC and will coordinate requests for assistance with other jurisdictions. The BCEOC Manager will approve the incident objectives on which subsequent incident action planning will be based and will also approve the Incident Action Plan (IAP) and all requests pertaining to ordering and releasing of incident resources.
 - The Public Information Officer provides guidance and direction for public emergency communications in accordance with BC-ESF #15 - Public Information and External Affairs Annex. The PIO will coordinate with PIO partners to ensure message

accuracy; coordinated information is provided to the media, general public, or other agencies, and coordinate briefings and press conferences.

- General Staff: The General Staff comprises incident management personnel who represent the major functional elements of the BCEOC IC structure including the Logistics Section, Plans Section, and the Finance/Administration Section.
 - ❑ The Logistics Section meets all support needs as directed by the BCEOC Manager and orders and processes requests for all incident related resources in accordance with BC-ESF #7 Resource and Logistics Support. This includes personnel, supplies, equipment, facilities, transportation, and also provides necessary personnel support facilities such as food service and lodging, and supports all computer/network needs, radio networks, and telephone equipment.
 - ❑ The Plans Section oversees data gathering and analysis regarding incident operations and assigned resources. This includes tracking personnel, facilities, supplies, equipment, situation information and reports, and projections of future events. The Plans Section maintains accurate and complete incident files, including a complete record of the support provided to resolve an incident. The Plans Section also consults with technical specialists (e.g., environmental specialist or legal counsel).
 - ❑ The Finance and Administration Section coordinates financial needs, reimbursement (individual and agency or department) and the administrative services to support BCEOC operations in accordance with the Financial Support Annex of this plan. This section is responsible for ensuring daily recording of personnel time, financial matters pertaining to vendor contracts, ordering resources through procurement authorities, including the mission assignment and/or project agreement process. This section also provides cost analysis and ensures that equipment/personnel for which payment is required are properly identified and provides cost estimates to the Plans Section and accurate information on the actual costs of all assigned resources to the BCEOC Manager.
- Command and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.
- Modular Extension: This BCEOC organizational structure is modular, adding or consolidating functions to incorporate the elements necessary for the type, size, scope, and complexity of a given incident.
- Expansion and Contraction: The BCEOC will expand or contract as needed to adapt to the situation. For example, when the BCEOC functions as a County-wide area command, an Operations Section, Liaison Officers and other functions may be added. Conversely, as incident sites are resolved, positions will be consolidated or demobilized.

Levels of Activation

Boundary County uses an Activity Phase scale to identify changes in emergency management activity in the Boundary County Emergency Operations Center (BCEOC). A change up or down in Activity Phase indicates that the number, size or complexity of an incident or incidents has changed.

- During normal activity, all Boundary County staff members are involved in their day-to-day activities. The threat level is low with little or no commitment of resources.
- Activity Phase I – BCEOC Activated: Activity Phase I indicates that an incident has occurred and the BCEOC Manager has activated the BCEOC in a limited capacity (not 24/7 operations at this time). Increased monitoring and communication between the state and local government(s) is occurring, the Incident Action Planning (IAP) process has been initiated, situational reports are being generated, and an operational period has been designated. The potential exists for a disaster emergency declaration.
 - ❑ Indicators or triggers may include awareness of an incident(s) i.e., environmental factors, incident threatens large population, national threat level, special event, multiple ongoing events, locally declared disaster emergency or damage assessment, potential state declared disaster emergency, disruption of critical infrastructure, and/or other agencies at elevated preparedness levels.
 - ❑ Actions: Boundary County Department of Emergency Management updates the Board of County Commissioners and other County officials on the situation, as well as municipalities, adjacent counties and the Idaho Bureau of Homeland Security. Minimal Emergency Support Function (ESF) participation is anticipated. There may be requests for assistance from non-governmental and private organization partners. Selected staff may be alerted for assignment to BCEOC. Increased AFO Coordination.
- Activity Phase II – BCEOC Continuous Operations. Activity Phase II indicates that an incident has occurred requiring extended operations, 24/7 staffing of the BCEOC and significant ESF activation. At this time a County disaster emergency declaration is imminent.
 - ❑ Indicators or triggers may include all indicators in Activity Phase I, plus multiple ongoing incidents or a large scale incident, anticipated/potential event of significant consequence, and requests for assistance, including activation of mutual aid agreements.
 - ❑ Actions: Boundary County Department of Emergency Management continues Activity Phase I actions, makes decision regarding continuing normal functions, activates the 24/7 personnel roster to staff BCEOC, commits County resources and makes County emergency disaster declaration. Establishes a Joint Information Center.
- Activity Phase III – BCEOC Continuous Operations beyond County capability:

Activity Phase III indicates that an incident has occurred that has overwhelmed the County’s ability to effectively respond without external assistance. The County is requesting assistance from the state government and other counties via mutual aid agreements. The County is preparing a request for a Governor’s Disaster Emergency Declaration.

 - ❑ Indicators or triggers may include all indicators in Activity Phase I and II. The County needs outside assistance to support all requests for assistance. A Governor’s Disaster Declaration is in process or declared. There is significant failure of critical infrastructure.

- ❑ Actions: Encompass all activities in Activity Phase I and II. Prepare to participate in a Multiagency Coordination (MAC) Group and a Joint Field Office (JFO).
- Mission Assignment (MA) / Project Agreement (PA) Process: The MA and/or PA process is used by the State of Idaho Bureau of Homeland Security to manage requests for state assistance in support of all levels of government during disaster emergencies.

The process is summarized as follows:

- ❑ After determining that Boundary County needs assistance from the State of Idaho, Boundary County submits a request for State assistance to the Idaho Emergency Operations Center (IDEOC).
- ❑ The IDEOC analyzes the request and, if approved, determines whether the request will be fulfilled by a Mission Assignment to a State agency or by a Project Agreement between the IDEOC and Boundary County.
- ❑ If the Mission Assignment is accepted by a State agency, that agency will provide the resource support in coordination between the agencies involved and Boundary County.
- ❑ Mission Requests that cannot be filled by a state agency are redirected to the Idaho Military Division's Purchasing Office for procurement from private vendors or will generate the creation of a Project Agreement.
- ❑ If the Project Agreement process is determined to be the best approach, Boundary County's involvement is more detailed.
 - A Project Agreement (PA) is a negotiated agreement between the requesting jurisdiction or taxing entity (Boundary County) and the State of Idaho. The PA allows the requesting jurisdiction or taxing entity to acquire and be reimbursed for the requested resource/service in accordance with the terms of the PA, to include any cost share provisions.
 - If and when a PA is determined to be the best solution to fulfill a Request for Assistance, the required support is negotiated with the IDEOC and the jurisdiction or taxing entity (Boundary County) and a Project Request is generated.
 - The jurisdiction or taxing entity (Boundary County) receiving the Project Request will evaluate their own ability to provide the requested resources and respond back to the IDEOC with their determination.
 - Based on information provided by the jurisdiction or taxing entity, the IDEOC will issue a PA Number unique to the incident or disaster emergency.
 - A PA will include a detailed scope of work to be accomplished.
 - The IDEOC notifies the jurisdiction or taxing entity (Boundary County) that their Request for Assistance is being filled and provides the estimated time of delivery along with a designated point of contact.
 - Any part of a Request for Assistance that is not filled by the jurisdiction or taxing entity may be redirected, in coordination with the IDEOC, to another state agency, jurisdiction, or taxing entity for evaluation and assignment. In addition,

the IDEOC may also redirect to the Idaho Military Division's Purchasing Office for procurement from private vendors or contractors.

- PAs are uniquely identified and tracked by the IDEOC. They allow reimbursement for eligible costs incurred by the supporting jurisdictions or taxing entities to provide the required materials or services.
- Once the PA scope of work has been accomplished and all financial transactions are complete, the PA will be closed.

Situation Reporting

Situation Reports (SITREP) are compiled for use in emergency management planning and operational activities to create a common operating picture.

The SITREP can help to provide a clear picture regarding the magnitude, complexity, and potential impact of an incident. The SITREP also provides the ability to help determine the resources required to develop and implement the Incident Action Plan. Data contained in the SITREP includes information and graphics gathered from a wide variety of sources (i.e., local/tribal/state/federal agencies, emergency management officials, police, fire, EMS, BHS Area Field Officers, news media, private sector – citizens and industry, weather information, etc.)

Response Actions

- Initial Actions:
 - The primary source of disaster emergency information is local government, the Boundary County Department of Emergency Management, and the BHS North Area Field Officer (NAFO). Initial information is normally reported through the NAFO to BHS. A determination will be made to activate the BCEOC based on the severity of the situation.
 - Coordinate the use of county and state emergency communications and warning systems.
 - Coordinate efforts with other county agencies and state government.
 - Coordinate all requests for disaster emergency assistance.
 - Coordinate emergency response, recovery, and mitigation operations during emergencies and disasters. Provide technical support.
- Continuing Actions:
 - The Boundary County Department of Emergency Management is responsible for coordinating information and planning activities within the BCEOC. Prepare to staff the BCEOC for 24-hour operations if necessary.
 - Requests for state assistance are coordinated through the BCEOC.

Responsibilities

Primary Agency

Boundary County Department of Emergency Management

- Coordinates overall County effort to collect, analyze, process, report, and display essential information, and facilitate support for planning efforts in disaster emergency operations.
- Coordinates overall county effort to provide response and recovery assistance.
- Conduct After Action Review. Following a disaster emergency, Boundary County will facilitate an after action review and coordinate the preparation of an after action report documenting the county response effort. The purpose of this review is to facilitate a professional discussion of the event to enable responders, managers, and officials to understand why and how events unfolded, and to learn from that experience. Each agency will identify problems and how they were or were not resolved and make recommendations for improving response and recovery operations in the future. The review will identify processes that went well. An after action report will document the review, capture lessons learned, and recommendations for improvement.

Support Agencies

All Other Boundary County Agencies

- Prepare for and respond to emergencies or disasters within the County in a manner consistent with the National Incident Management System (NIMS). Agency employees expected to respond to emergencies or disasters will have NIMS and ICS training commensurate with their expected roles in response to such emergencies or disasters.
- Develop and maintain agency Standard Operating Procedures to carry out the agency's response and recovery support functions. Agency plans will assign disaster emergency duties to all subdivisions and personnel and will provide capability to support the Boundary County Emergency Operation Center (BCEOC), Boundary County Emergency Operations Plan (BCEOP), and the National Incident Management System (NIMS). Such support includes:
 - Assigning an BC-ESF coordinator to work with the BCEOC
 - Providing situation reports, incident action plans, resource status, financial status, geospatial data, and organization/staffing/contact information to the BCEOC
 - Providing personnel and resources to staff the BC-ESF and for potential field deployment
- Coordinate any mutual aid agreements with the Boundary County Department of Emergency Management.

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

Primary Agency: Boundary County Department of Emergency Management

Support Agencies:

Districts Panhandle Health District (PHD)
Boundary County School District

Volunteers: American Red Cross (ARC)
Salvation Army
Local Food Banks
St. Vincent De Paul
Inland Northwest COAD

Introduction

Purpose

BC-ESF #6 coordinates mass care and sheltering needs for persons unable to provide for themselves following a major emergency or disaster.

Scope

BC-ESF #6 addresses sheltering needs in Boundary County during and immediately following a major emergency or disaster and the coordination of shelter openings at the request of the Boundary County Department of Emergency Management.

Policies

- The Boundary County Department of Emergency Management will coordinate with the American Red Cross (ARC) whenever there is an immediate need to provide food, water, and shelter for victims of a disaster.
- The American Red Cross (ARC) is responsible for mass care and shelter of victims and evacuees (not pets) during an emergency or disaster. If the Red Cross cannot provide all of the services needed, victims will be referred to The Salvation Army, Saint Vincent de Paul, various churches, or other social service shelters that may be opened.

Situation and Assumptions

Situation

An emergency/disaster could occur at any time that may require shelter, food, water, medical care and other basic essentials for County citizens.

Planning Assumptions

- A representative from the Red Cross will be available to the Incident Commander and the Boundary County Department of Emergency Management to assist with mass care.
- Mass care requirements during an emergency or disaster will overwhelm social service agencies.

- Boundary County will have limited numbers of shelters or resources to manage shelters.

Concept of Operations

General

- The Boundary County Department of Emergency Management will contact the American Red Cross (ARC) to prepare for or to respond to an emergency incident through the Inland Northwest Chapter of the American Red Cross.
- Mass care provides for the essential needs of victims following major disaster/emergency for at least 72 hours.
- Mass care will normally be implemented during and immediately after an emergency/disaster until individual services can be provided.
- Mass care services are usually provided for less than a week, coordinated and managed by the American Red Cross, in cooperation with local government.
- The American Red Cross will provide mass care services in accordance with arrangements between the Inland Northwest Chapter of the American Red Cross and the Boundary County Department of Emergency Management.
- Mass care includes such basic human needs as:
 - Emergency shelter
 - Essential food and water
 - Clothing and toiletries
 - Referrals for clients to other agencies to assist with replacement of prescriptions.
- Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disaster. All mass care and shelter services will attempt to meet requirements of the Americans with Disabilities Act (ADA). Services will be provided to all citizens without regard to race, color, national origin, religion, gender, age, or disability.
- Individuals/families arriving at shelter/mass care facilities in recreational vehicles (RV) may use their vehicle as temporary residence, supplemented by shelter resources, or utilize the shelters provided.
- The Boundary County Department of Emergency Management and the American Red Cross will record victims and disaster assistance inquiries and coordinate media releases.
- In cooperation with the American Red Cross (ARC), the Boundary County Department of Emergency Management will coordinate with local cities, agencies, churches, institutions, commercial facilities, and volunteer organizations for mass care resources, facility support and mutual aid.
- The American Red Cross (ARC) will, when necessary, coordinate with other volunteer agencies such as; St. Vincent de Paul's, Salvation Army, VOAD, local food banks, school districts, etc.

Preparedness

- The American Red Cross (ARC) will use mutual aid as appropriate with local agencies that can provide volunteer personnel, facilities, and support resources.
- The American Red Cross (ARC) will continually seek funding of operations through donations and normal fund raising events

Response

- The Boundary County Department of Emergency Management will contact the Inland Northwest Chapter of the American Red Cross (ARC) and request assistance.
- If there is a need to open a shelter, the American Red Cross will contact the facility representative and, in conjunction with the Boundary County Department of Emergency Management, will determine a time to open the shelter.
- The Boundary County Department of Emergency Management in coordination with the Public Information Officer will announce the shelter opening.
- The Red Cross will staff the shelter in accordance with agency policies.
- The Red Cross will contact other support agencies as needed.

Responsibilities

Primary Agency

Boundary County Department of Emergency Management

- Coordinate with support agencies regarding mass shelter, food and water distribution means for victims and emergency responders of the disaster.
- Advise ARC of safe locations and coordinate with the ARC for mass shelter and staging areas.

Support Agencies

- Panhandle Health District (PHD)
 - Establish and monitor emergency environmental health standards for public shelters and/or congregate care facilities.
 - Monitor and advise as appropriate care and shelter needed for contaminated victims.
- Boundary County School District
 - Provide gymnasium facilities to assist mass shelter operations.
 - Utilize school district bus system to provide mass transportation operations.
- Boundary County Fair Grounds
 - Provide facilities for emergency mass shelter and staging.
- American Red Cross (ARC)
 - Serve as primary provider and coordinator of feeding, sheltering, distribution of bulk supplies, disaster welfare inquiry, and emergency assistance to families.

- Provide food, water and other resource distribution to victims and emergency services workers.
- If possible, provide personnel to the EOC when requested.
- Provide crisis counseling.
- Salvation Army
 - Coordinate with the Boundary County Department of Emergency Management and ARC to assist with mass care operations.
 - If requested, provide mobile canteen service to victims and emergency services workers.
- Local Food Banks
 - Collect and gather food resources to assist ARC as needed.
- St. Vincent De Paul
 - Assist with mass care operations.
- Inland Northwest COAD
 - Seek assistance for those victims affected by the emergency incident who have essential needs that cannot be met by other agencies.

ESF 7 Resource Support

Primary Agency:	Boundary County Department of Emergency Management
Support Agencies:	
County:	Fire Districts Boundary County Road and Bridge Boundary County Sheriff's Office
Districts:	Panhandle Health District (PHD)
Municipalities:	Bonnars Ferry Police Department Municipal Fire Departments Municipal Government Agencies
Business:	See Appendix 1 – External Resources and Capabilities to this Annex
Volunteers:	See Appendix 1 – External Resources and Capabilities to this Annex
State:	See Appendix 1 – External Resources and Capabilities to this Annex
Federal:	See Appendix 1 – External Resources and Capabilities to this Annex

Introduction

Purpose

BC-ESF #7 – Resource Support will identify agencies that can provide logistical and additional personnel support to emergency response efforts for a disaster. All agencies should gather inventory data that identifies available emergency response resources in the community. The inventory data will be maintained by each agency and provided to the Boundary County Department of Emergency Management in the event of a major disaster.

Scope

Resource support provides for the provision of resources made available to first responders and other support agencies during response and recovery operations.

Policies

Primary and support agencies will locate, lend, operate or rent the use of equipment and personnel whenever possible in support of the Incident Commander (IC).

Situation and Assumptions

Situation

Resources may become overwhelmed in an emergency incident. There could develop a need for additional personnel and equipment beyond those that are readily available to first responders.

Planning Assumptions

- Responders may require resources beyond their capacity; requests will be coordinated through the Boundary County Department of Emergency Management/EOC in support of the IC.
- Requests will be handled on a case-by-case basis and allocation will depend on availability of both the resource and a means of delivery.
- Boundary County will not have all of the resources in type or quantity that may be required to combat the effects of all potential hazards.
- This plan encourages local industry to participate in this ESF by coordinating with the Boundary County Department of Emergency Management to provide resource inventories that could be made available in the event of a disaster.
- Responding agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, as applicable, in addition to receiving tasking under the authority of this Emergency Operations Plan.
- Records of cost and liabilities of resources requested will be maintained by both the requesting agency and the EOC. The requesting agency is responsible for the payment or return of purchased or borrowed goods.
- The Boundary County Department of Emergency Management will maintain database records that list vendors and agencies with the most commonly used or anticipated resources.
- Outside resources may be delivered to Boundary County by way of aircraft. Resources brought into the Boundary County Airport will be mobilized to a staging area as near to the airport as possible and outside of the hazardous area.
- Weather conditions, damage to transportation routes, and other factors may restrict access to a disaster site or to a storage area and affect the availability and distribution of resources.

Concept of Operations

- General
 - Government and private agencies/companies that make available equipment and personnel to aid emergency responder's should "type" (utilize standard vernacular) and inventory the available equipment/personnel. This equipment/personnel would be picked up or delivered to the hazard site, depending on the current situation.
 - Current inventory data should be provided to the Boundary County Department of Emergency Management for use by the IC and resource procurement officer(s). To ensure a timely return of equipment and/or timely payment for its use, the Boundary County Department of Emergency Management will implement the Mission Assignment Process.
- Preparedness

- Because public awareness is a crucial component of this ESF, the Boundary County Department of Emergency Management encourages the development of a database of available response resources within the community. Processes that encourage database development include:
 - Local media attention
 - Promotional pamphlets encouraging local business interaction
 - Coordination with the Boundary County LEPC
 - Coordination with local Chambers of Commerce
- Resources should be properly maintained and stored to ensure their usefulness when needed.
- Response
 - The Incident Command System requires priorities be determined prior to the procurement of additional resources.
 - Cost of procurement will be estimated prior to the ordering of additional resources, unless it is determined that a life-threatening situation exists.
 - Field and or EOC logistics personnel will act in response to the Incident Commander's request for additional resources.
 - On-going communication and coordination are required between vendors, government agencies, the Boundary County Department of Emergency Management, Incident Commander, and other appropriate agencies when requesting, tracking, procuring and accounting for needed emergency resources.
- Recovery
 - Emergency resources will be returned to original owner at the end of the incident. Payment for resources and liability will be in accordance with MAA/MOUs between agencies.
 - EOC logistics will monitor and facilitate the coordination to assist agencies returning, or taking delivery of resources used in the incident.

Organizational Roles and Responsibilities

Primary Agency

Boundary County Department of Emergency Management

- Coordinate with county, municipal, and private agencies for the procurement and maintenance of resource inventory lists.
- Coordinate, procure, and manage material, personnel, equipment, medical, shelter, and fiscal support of tactical operations and food service for field and EOC personnel during EOC activation.
- Establish coordination between IC, EOC, staging areas, and incident sites to facilitate communications with the Logistics Section of the IC or EOC.

- In coordination with IC request elected officials invoke temporary controls on local resources. Establish priorities to protect lives and property when a local State of Emergency is proclaimed.

Support Agencies

- Fire Districts
 - Develop lists of appropriate resources by type that may assist other agencies during an emergency operation.
 - When possible provide trained personnel in reply to IC or EOC mission request.
 - Supply sandbags when needed.
- Boundary County Road and Bridge
 - Develop resource lists of equipment that could be made available to other responding agencies and provide to the Boundary County Department of Emergency Management.
 - Develop procedures to utilize all agency staff for emergency assignments and identify staff that could be released to assist other departments.
- Boundary County Sheriff's Office
 - Develop lists of resources and equipment that can be made available to other responding agencies; provide data to the Boundary County Department of Emergency Management.
- All Other County Agencies
 - Provide to the Boundary County Department of Emergency Management a resource list of equipment that could be made available to other responding agencies.
 - Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments.
- Panhandle Health District (PHD)
 - Develop resource lists of vendors of medical care equipment and supplies, volunteer physicians, nurses, and aides, available inventories of potable water, food, and essentials that could preserve and protect lives.
 - Update lists of trained and available volunteers for use during an emergency incident.
- Bonners Ferry Police Department
 - Develop resource lists of equipment that could be made available to other responding agencies and provide to the Boundary County Department of Emergency Management.
- Municipal Fire Departments
 - Develop resource lists of equipment that could be made available to other responding agencies and provide to Boundary County Department of Emergency Management.

- Develop procedures to utilize all agency staff for emergency assignments and identify staff that could be released to assist other departments.

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ESF 7 Resource Support

Appendix 1: External Resources and Capabilities

Business:	
Copper Bay Construction	<input type="checkbox"/> Assist in emergency operations on waterways
C. E Kramer Crane and Contracting	<input type="checkbox"/> Assist in emergency operations on waterways
Federal Express	<input type="checkbox"/> Provide delivery service of medical or emergency resources needed to assist emergency responders
Harrison Dock Builders	<input type="checkbox"/> When possible make available barge and tugboats that assist emergency operations on county waterways
North Idaho Community Express	<input type="checkbox"/> Provide delivery service of additional personnel or resources needed to assist emergency responders
United Parcel Service	<input type="checkbox"/> Provide delivery service of medical or emergency resources needed to assist emergency responders
Telecommunications Utilities	<input type="checkbox"/> Utilize all appropriate means of repairing and restoring the public telecommunication services
Print, Television, and Radio Media	<input type="checkbox"/> Communicate warnings to the public when EAS is implemented <input type="checkbox"/> Provide services that would assist emergency services efforts to notify the public of an impending or actual emergency/disaster situation
Boundary County School District	<input type="checkbox"/> Provide representative to the EOC if requested <input type="checkbox"/> Provide emergency mass transportation by using the school bus system to transport victims and volunteers to and from the incident site <input type="checkbox"/> Provide other means of transportation if requested and available

Volunteer:	
Amateur Radio	<ul style="list-style-type: none"> <input type="checkbox"/> Provide emergency communications to BCEOC, Boundary 9-1-1 Communications Center, mass shelters, field personnel, damage assessment teams, business and industry, or other requesting agencies <input type="checkbox"/> Manage the Mobile Command Center(MCC) as requested by the IC or DEM/EOC
American Red Cross (ARC)	<ul style="list-style-type: none"> <input type="checkbox"/> Provide volunteer workers when and where needed as requested
Civil Air Patrol	<ul style="list-style-type: none"> <input type="checkbox"/> Assist with damage assessment from the air and provide information to DEM/EOC
Inland Northwest COAD	<ul style="list-style-type: none"> <input type="checkbox"/> Develop resource lists of equipment that could be made available to other responding agencies and provide to Boundary County Department of Emergency Management <input type="checkbox"/> Provide volunteer workers when and where needed as requested

State:	
Idaho Department of Fish and Game (IDFG)	<ul style="list-style-type: none"> <input type="checkbox"/> Provide damage assessment information regarding fish, wildlife, and natural habitats to DEM/EOC <input type="checkbox"/> Provide coordination and resource information on potential or actual fish or fish habitat damage and clean up <input type="checkbox"/> Provide coordination and resource information on potential or actual wildlife or wildlife habitat clean up
Idaho Department of Health and Welfare	<ul style="list-style-type: none"> <input type="checkbox"/> Provide radio communication equipment <input type="checkbox"/> Provide trained volunteers to assist with communication equipment
Idaho Transportation Department	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate transportation resources in

	<p>support of local and voluntary agencies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide assistance in accordance with signed MAA/MOUs with local agencies <input type="checkbox"/> Provide engineering assistance <input type="checkbox"/> Provide damage assessment information to IC and the DEM/EOC <input type="checkbox"/> Assistance provided includes, but is not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Provide and coordinate equipment and resources to include maintenance resources pertaining to debris removal, specialized heavy construction and transport equipment (including operators), and a backup statewide emergency communication system <input type="checkbox"/> Provide engineering services for traffic control, signing, detours, and the repair and maintenance of highways, bridges, and airfields <input type="checkbox"/> Provide and coordinate the use of state-owned aviation assets for transportation of personnel and cargo for evacuation, search and rescue operations, aerial radiological monitoring, and other aviation activities; assist to coordinate air space restrictions over disaster emergency areas <input type="checkbox"/> Ensure transportation related resources meet Idaho codes and statutes, such as state highway road closures and motor vehicle laws <input type="checkbox"/> Following a natural disaster emergency, an immediate survey of the road network shall be made to determine extent of physical damage. Necessary signs and barricades will be erected to protect and reroute traffic <input type="checkbox"/> Provide additional communication resources to assist local emergency responders; in a State declared disaster emergency, Microwave Services will
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	<p>deploy personnel to assess the communications needs. Initial communications will be achieved through the Idaho State Police communications network, with additional resources from the Idaho Transportation Department</p> <ul style="list-style-type: none"> <input type="checkbox"/> ITD is the only agency that can close a state or federal highway <input type="checkbox"/> Provide expertise and assistance with transportation related spills or releases and assist in traffic control, detouring and incident site access, including debris removal from highways and roads and emergency road repairs. <input type="checkbox"/> Assist in providing transportation of essential personnel and equipment. <input type="checkbox"/> Assist in providing equipment and materials for the containment of hazardous materials. <input type="checkbox"/> Provide road closure authority for State Highway System <input type="checkbox"/> Initiate Emergency Highway Traffic Regulations during a major emergency when declared by the Governor or as needed <input type="checkbox"/> Provide a District Hazardous Materials Coordinator to assist the Incident Commander and to coordinate ITD activities. <input type="checkbox"/> Enforce statutes within the Motor Carrier Act as necessary. <input type="checkbox"/> Provide personnel for traffic control, to include: signing, barricading, flagging and road closures <input type="checkbox"/> Aid local organizations with evacuations if necessary to protect human life <input type="checkbox"/> Dam, trench, divert, cover and contain materials not dangerous to life and health until appropriate measures can
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	be taken
Idaho Department of Lands	<input type="checkbox"/> Provide emergency dispatch services for wildland fires <input type="checkbox"/> Assist emergency radio communications when requested or as county radio systems become overwhelmed <input type="checkbox"/> Provide Radio Kits, satellite phones and portable repeaters to emergency services when requested
Idaho Bureau of Homeland Security	<input type="checkbox"/> Monitor emergency incident <input type="checkbox"/> Consult, coordinate, and act as State liaison for IC and the EOC/DEM <input type="checkbox"/> Activate State EOC to support the County as needed <input type="checkbox"/> Assist with the coordination of state and federal agencies to provide support to the County <input type="checkbox"/> Assist with training programs and exercises as needed
Idaho State Communications	<input type="checkbox"/> Provide emergency communication services and coordinating resources <input type="checkbox"/> Relay information between responding units that might not have radio contact with each other
Idaho State Police	<input type="checkbox"/> In the event of a disaster on a State Highway, ISP would initiate Incident Command or Unified Command and coordinate with local law enforcement and local support agencies <input type="checkbox"/> Perform law enforcement duties in coordination with local law enforcement and according to protocol <input type="checkbox"/> Assist with damage assessment and provide information to the OM/EOC when appropriate <input type="checkbox"/> Coordinate with local law

	<p>enforcement and assist with emergency radio communications as necessary</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide HazMat expertise and assistance when requested <input type="checkbox"/> Provide specialized HazMat Team if requested and appropriate
<p>Idaho Department of Health and Welfare (IDHW)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provide crisis counseling for victims <input type="checkbox"/> In a life threatening situation provide names and locations of homebound patients <input type="checkbox"/> Provide trained medical staff to assist PHD or other agencies with field operations <input type="checkbox"/> Provide other trained volunteers as needed

<p>Federal:</p>	
<p>Environmental Protection Agency (EPA)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develops and promulgates the National Contingency Plan (NCP), chairs the National Response Team (NRT) and co-chairs the Regional Response Team (RRTs), implements Superfund and other environmental legislation, and provides emergency team support for hazardous materials contingencies, and trains state emergency officials <input type="checkbox"/> Responds with advice and technical resources to protect the environment from all types of hazardous substances <input type="checkbox"/> Coordinates clean up of major spills <input type="checkbox"/> Acts as federal on scene coordinator for incidents involving inland waters
<p>United States Coast Guard</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Operates the National Response Center (NRC), which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs

	<ul style="list-style-type: none"> <input type="checkbox"/> Provides advice and assistance to users of the system by accessing computer data files which list hazardous substance characteristics <input type="checkbox"/> Acts as the federal on scene coordinator for incidents involving navigable waters
United States Department of Energy (DOE)	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinates the off-site radiological monitoring, assessment evaluation, and reporting of all federal agencies per the provisions of the Federal Radiological Monitoring and Assessment Plan (FRMAP) <input type="checkbox"/> Maintains a common set of off-site radiological monitoring data and provides this data with their interpretation to other appropriate federal, state, and local agencies requiring direct knowledge of radiological conditions <input type="checkbox"/> Provides all monitoring data, assessments, and related evaluations to the federal and state response agencies and assists the federal authorities to develop protective measures to safeguard the public as required
United States Department of Transportation (USDOT)	<ul style="list-style-type: none"> <input type="checkbox"/> Regulates the transport of many types of hazardous materials for all transport modes <input type="checkbox"/> Provides (DOT/USCG) the vice-chairman for the National Response Teams and co-chairs the Regional Response Teams (RRT) <input type="checkbox"/> Coordinates responses to the hazardous materials contingencies through its National Response Center (NRC) <input type="checkbox"/> Provides emergency response team support to the RRTs and State <input type="checkbox"/> Trains State emergency officials
Federal Emergency Management Agency (FEMA)	<ul style="list-style-type: none"> <input type="checkbox"/> Has the lead coordination role for federal off-site planning and response coordination for all types of

	<p>radiological emergencies. FEMA develops and tests the Federal Emergency Response Plan (FRERP) for radiological emergencies, provides an important role to the EPA for relocation functions under Superfund, provides funding to states to support state and local governments emergency planners and trains many state and local government officials in planning for and responding to hazardous materials contingencies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Promotes coordination among federal agencies and their interaction with the state, including the provision of federally developed or evaluated protective action recommendations for re-entry/recovery to the state or other appropriate off-site authorities responsible for implementing those recommendations
<p>National Weather Service</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provide weather and hydrologic reports to IC and DEM/EOC as necessary or when requested

ESF 8 Public Health and Medical Services

Primary Agency:	Panhandle Health District (PHD)
Support Agencies:	
County:	Fire Districts Boundary County School District Boundary County Solid Waste Boundary County Sheriff's Office Boundary County Department of Emergency Management
Municipalities:	Fire Departments Bonners Ferry Police Department
Health Services:	Boundary Community Hospital Boundary County Ambulance Association Pharmacies
Volunteers:	Amateur Radio American Red Cross (ARC) Inland Northwest COAD North Idaho Critical Incident Stress Management (CISM) Volunteer Physicians/Nurses

References

See the Panhandle Health District Preparedness and Response Plan, Annex A, Emergency Support Function #8, Health and Medical Services Annex.

Purpose and Scope

Purpose

The purpose of BC-ESF #8 – Public Health and Medical Services is to facilitate communication, cooperation, and coordination among local, state, and federal agencies concerning the County's health, mental hygiene and medical services issues and activities before, during or after an emergency/disaster.

Scope

- This plan applies to Boundary County. The potential effects on Boundary County of a bioterrorism attack or a pandemic disease outbreak will require far more medical resources than are available within the County.
- BC-ESF #8 involves assistance to Boundary County in identifying and meeting the health, medical, and mortuary needs of victims of a major emergency or disaster. This assistance includes the following:
 - Assessment of medical/health needs
 - Disaster surveillance and assessments
 - Health surveillance
 - Medical care personnel

- Medical/health equipment and supplies
- Patient evacuation
- In-hospital care
- Food/drug/medical device safety
- Worker health/safety
- Radiological/chemical/biological hazards consultation
- Public health information
- Mental health
- Vector control (rats, pests, etc.)
- Potable water/wastewater and solid waste disposal
- Mortuary services and victim identification
- Veterinary Services

Policies

- Idaho Code, Title 39, Chapter 4, “Public Health Districts”, charges district boards of health to “do all things required for the preservation and protection of the public health and preventive health”.
- It is the policy of Boundary County to comply with the health district’s State directive by supporting and facilitating the coordination of agencies that can provide the response necessary to mitigate the health/medical emergency.

Situation and Assumptions

Situation

- A natural disaster or technological event can occur in Boundary County that requires state and federal public health and medical care assistance.
- A sudden onset of a large number of victims would stress the medical system and may require time-critical assistance from both the state and federal government.
- A natural disaster could also pose public health threats, including problems related to food, disease vectors, potable water, wastewater, solid waste, and mental health.

Planning Assumptions

- Hospitals, nursing homes, pharmacies and other medical/health care facilities may be structurally damaged or destroyed. Those facilities that survive with little or no structural damage may be rendered unusable or partially usable. Normal staff may be unavailable or unable to report to the facility. The walking wounded and seriously injured victims who are transported there will probably overwhelm the medical and health care facilities that remain in operation and have the necessary utilities and staff. In the face of massive increases in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment will likely be in short supply. Most health care facilities maintain only enough stock to meet their short-term (24 to 36 hour) normal patient load

needs. Disruptions in local communications and transportation systems could prevent timely re-supply.

- Uninjured persons who require daily medications such as insulin, anti-hypersensitive drugs, and digitalis may have difficulty obtaining these medications because of damage or destruction of normal supply locations and general shortages within the disaster area.
- An emergency resulting from an explosion, toxic gas or radiation release could occur that may not damage the local medical infrastructure. Such an event could produce a large concentration of specialized injuries that may overwhelm the local jurisdiction's medical system.
- An incident that involves chemical, biological, radiological, and nuclear or explosives (CBRNE) could cause significant harm to the population. It will take time to analyze bio-agents even as a continued release escalates the victim count. The demand for a remedy could create a shortfall in certain supplies, drugs and personnel that would be needed to respond to the afflicted.
- Local governments will fully commit their resources before requesting state assistance.
- Specific disaster conditions may result in a state response prior to any involvement of local jurisdictions.
- Federal assistance will be requested when a response to an emergency exceeds state and local government resources.
- Bioterrorist incidents or other attacks involving weapons of mass destruction have a criminal element and require cooperation and coordination with local law enforcement. When possible, evidence should be preserved and available for both criminal and epidemiological investigations.
- Transportation and communication may be negatively affected by an emergency incident and could severely hamper the availability of medical supplies and personnel.
- During an incident a number of health care providers may themselves be affected and therefore unable to provide care for others.
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for injury and the spread of disease.
- A biological event may not at first be recognized and only become apparent over time, possibly affecting a greater number of people.

Concept of Operations

- When BC-ESF #8 is activated, the Department of Emergency Management/EOC Director will request that Panhandle Health District assume primary support responsibilities through the PHD Director (if during business hours) or by contacting Idaho State Communications at 1-800-632-8000 (during non-business hours).
- If needed, PHD will provide 24/7 representation to the EOC for the duration of the emergency response operation.

- Upon request of a county emergency manager, Panhandle Health will dispatch an Agency Representative to the County or Regional EOC. The PHD Agency Representative will coordinate BC-ESF #8 support on behalf of the County. PHD may directly deliver that support for those sub-functions in which it has the expertise, jurisdiction and resources, or the Agency Representative may coordinate with other designated support agencies for the needed support.
- Panhandle Health District (PHD) may respond by either opening their own Command Post or co-locating with the County EOC, depending on the circumstances.
- If the incident is multi-agency or multi-jurisdictional, response may require a Unified Command.

Response

- Initiate Incident Command.
- Representatives of primary and support agencies of BC- ESF #8 will report to the EOC if activated to facilitate the coordination and planning of response actions.
- The State will be notified through a conference call using State Communications. Phone 1-800-632-8000. PHD also has a 24-port telephone bridge available through Dale Peck or Darrel Kirking.
- Disaster declarations if appropriate will be issued unilaterally with the counties, state and Tribes.
- A Joint Information Center (JIC) will be established and opened when deemed necessary.
- Coordination through the Joint Information System (JIS) under BC-ESF #15 between IC, PHD, elected officials, EOC and the Public Information Officer will release timely and continuous informational updates informing the public of the incident and any response that may be necessary.
- In the order listed, primary and support agency priorities will aim toward efforts that have the greatest potential for saving and protecting:
 - Life
 - Property
 - Environment
 - Evidence
- H. Meeting the health, medical, and mortuary needs of victims of a major emergency/disaster will include but not be limited to the following:
 - An ongoing assessment and coordination of medical/health needs by representatives of responding agencies, which include, but may not be limited to the Panhandle Health District (PHD), Emergency Operations Center (EOC), Incident Command, Boundary Community Hospital, Law Enforcement, and Emergency Medical Services.
 - Current inventory of medical/health equipment and supplies that is available for immediate use will be kept at PHD.

- Public health information made available by the Joint Information Center (JIC) will broadcast on a regular schedule to help stop rumors and help the public.

Essential Needs

Essential needs will be made available as applicable through the activation of other ESFs. For example:

- Potable water will be procured and transported to the disaster site and to those in need utilizing BC-ESF #1 and BC-ESF #7
- Wastewater and sanitation needs will be coordinated through BC-ESF #3 and BC-ESF #7
- Solid waste disposal is managed through BC-ESF #3
- Planned evacuation routes will be coordinated through BC-ESF #1 and BC-ESF #13
- Situation Reports will be managed by BC-ESF #5

Quarantine

When necessary, quarantine of an area or isolation of individuals may be necessary for the protection of the victims and the population at large. Authority to affirm this would first be issued by the State's Administrator of the Department of Health. In some instances the Director of the Panhandle Health District may also make this order.

Crisis Counseling

- Mental health personnel, who can assist victims or families of sufferers to cope with the stress of loss of home or family member, will be made available. Crisis management personnel will also be offered to consult with emergency responders when requested. Mental health personnel will be made available by any number of ways, depending on the circumstances. For instance trained North Idaho Critical Incident Stress Management (CISM) volunteers and crisis counselors from Idaho Health and Welfare are prepared to assist victims when needed. When private parties, i.e. airline industry or railroads, bear some responsibility in the incident, they will make available counselors and counseling centers per internal protocol.
- Area churches will make ministerial services available.

Assessment of Medical/Health Needs

- See Appendix 1 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- Except in the area of public health assessment, Panhandle Health District has little endogenous expertise to assess health systems and infrastructures. It will rely on expertise and input from other agencies and individuals.
- Following an event in which this response action is indicated, Panhandle Health District will assemble a team to coordinate assessment of the health and medical system in the affected and adjacent areas. Since each event is unique, specialties required for assessment will vary depending upon the situation occurring. Personnel may include epidemiologists, environmental health specialists, civil engineers, public works personnel, and others.

Disaster Health Surveillance

- See Appendix 2 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- In advance of most health-related events, Panhandle Health District will already have increased surveillance for health risks. If a sudden event or unanticipated incident or disaster occurs, initiation of surveillance activities may begin with activation of Boundary County Emergency Support Functions.
- Panhandle Health District will establish surveillance to monitor both the general population and high-risk population segments; carry out field studies and investigations; monitor injury and disease patterns and potential disease outbreaks; and provide technical assistance on disease injury prevention and precautions.

Medical Care and Support Personnel

- See Appendix 3 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- In an emergency or disaster situation, medical personnel, particularly those associated with hospitals in the area affected, will be fully engaged in the care of the ill and injured. Surrounding areas may have personnel to provide assistance in both medical and non-medical areas, and even in the affected area there may be those who can be further engaged to assist. Panhandle Health District, in its role as coordinator of the Medical Reserve Corps (MRC), can serve as a rapid source of personnel, many of which have been pre-screened by virtue of their ongoing membership in the MRC.

Medical/Health Equipment and Supplies

- See Appendix 4 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- Locally procured supplies will necessarily be relatively small in amount since most businesses do not generally maintain a large inventory at all times and their first obligations would be associated with existing contracts with health facilities. PHD would need to consider non-standard sources as well as outside resource requests.
- Activation of the ESF and a request from the Incident Commander for assistance should be accompanied by an estimate of the number of casualties for which medical care and supportive services will be needed. These numbers are constantly subject to change, but provide a general assessment of the magnitude of the need.
- For large-scale events, available resources at all local levels may be inadequate to meet requirements. In this situation, a request for resources from the Strategic National Stockpile (SNS) may be appropriate. Request can and should be made as soon as it becomes apparent that available resources **may** be inadequate to meet requirements. This will enable the process for federal resources to result in delivery of materiel before all local resources have been entirely exhausted.

Patient Evacuation

- See Appendix 5 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- Panhandle Health has no medically equipped vehicles and only limited attached vehicles of any type. It can, therefore, not directly move seriously injured patients and has very limited capability to move any patients or personnel using its own resources. The existing Emergency Medical System in coordination with the regional network of hospitals is far more capable of providing safe transport and effective care en route. The role of Panhandle Health will be as a facilitator and coordinator in the potential movement of large numbers of personnel in the event of a large incident or disaster.
- Upon activation of this ESF, the Panhandle Health Liaison to the Emergency Operations Center will establish contact with the hospital with primary jurisdiction in the county or counties in which the event has occurred. Unless they have been rendered incapable, these hospitals will serve as the coordinating facilities for those needing care for serious illness or injury and for identifying and directing alternate treatment sites.
- Panhandle Health will arrange for vehicles and medical support personnel to provide transport for those not seriously ill or injured to designated care facilities. Vehicles may be arranged through other agencies with representation at the EOC such as school districts, volunteer agencies and through contracting.

Hospital Care

- See Appendix 6 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- Panhandle Health District has no direct capability to provide definitive medical care to victims who become seriously ill or injured as the result of a major disaster or other incident. A robust regional medical coordination network exists under the guidance of Deaconess Medical Center in Spokane, Washington. In addition the hospitals in North Idaho, with Kootenai Medical Center as the hub, have a process for coordinating the availability and use of hospital beds and medical facilities. At the state level, Emergency Medical Services is a Department of Health function, whereas at the local level Panhandle Health has no direct connection to EMS resources. Though tasked in emergency operations plans to provide coordination for definitive medical care, Panhandle Health's roles will be more of a supportive role than a primary one.
- Panhandle Health District will assist to ensure care by a variety of means identified elsewhere in this annex and in other parts of the plan including assistance with capabilities assessment, distribution of resources, and obtaining personnel, medical supplies, and equipment. Provision of direct medical care is outside the scope of PHD capabilities and coordination of acute care may be a duplication of effort. Panhandle Health can provide administrative support and can assist in organizing care for those with lesser degrees of illness and injury.

Food, Drug, and Device Safety

- See Appendix 7 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.

- While food preparation safety is a core mission of Panhandle Health District, a disaster or other large-scale emergency may place significant strain on normal supplies and preparation processes. In addition, Panhandle Health has been tasked to ensure safe and efficient regulated foods, drugs, biologic products and medical devices during an emergency. It may become necessary to seize, remove or destroy contaminated or unsafe products.
- Panhandle Health District routinely inspects food service facilities, including mobile units and temporary food booths. For existing facilities such as restaurants, this is a planned periodic process that allows for programming of frequencies of evaluations and expectations of compliance. Following a disaster, multiple sources of compromise can occur to food service facilities such as related to damage to the facilities, contamination of air and water, as well as contamination of supplies. To meet demands, additional food service mobile units or temporary facilities may be needed requiring additional urgent evaluation for safety.
- In addition to this expanded existing requirement, following a disaster Panhandle Health District is required to evaluate and ensure the safety of drugs and other materials beyond duties that is normally asked to perform.

Worker Health and Safety

- See Appendix 8 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- Panhandle Health District is not generally an agency that directly provides for occupational health and safety. At the state level, the lead agency for this function is the Industrial Commission, Division of Building Safety, and Industrial Safety Section. Within its jurisdiction, Panhandle Health District is responsible for identifying safety and health issues, as well as coordinating monitoring of emergency workers.
- The nature of safety and health risks will vary from incident to incident, but risks that may be evident might include contamination with biological, chemical, or nuclear materials that are released in association with an event, risks of working in contaminated water associated with flooding, and respiratory risks associated with chemical exposure or smoke inhalation.
- Panhandle Health Environmental Health and/or Epidemiology will coordinate with other agencies such as the Region 1 Regional Response Team, the Environmental Protection Agency, and other appropriate sources to identify risks to disaster workers based upon the event that has occurred. As an agency with some familiarity about the geographic area, Panhandle Health District may be able to identify some geographically unique risks such as areas of heavy metal concentrations that could pose risks to workers.
- Many risks will require outside governmental or private expertise. Panhandle Health District may engage in sample collection to refer to other agencies for identification of hazards. While Panhandle Health District has very limited direct testing capability, it has knowledge of available testing agencies, such as of private firms that engage in air quality testing, that can be contracted to perform testing as needed.

- Some risks may be biological in nature either due to natural contamination following an event or related to an intentional release of a disease or injury causing biological agent. Panhandle Health Epidemiology will collect samples for identification and will consult on measures and precautions that should be taken to avoid contamination and risk of injury.

Chemical, Biological, Radiological and Nuclear Consultation

- See Appendix 9 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- In the event of a chemical, biological, radiological or nuclear incident, Panhandle Health District will assist in assessing health and medical effects of chemical and biological exposures on the general population and on high-risk population groups. The Idaho Department of Health and Welfare will deploy Panhandle Health District to conduct field investigations, including collection and analysis of relevant samples; advise on protective actions related to direct human and animal exposure, and on indirect exposure through chemically or biologically contaminated food, drugs, water supply, etc.; and provide technical assistance and consultation on medical treatment and decontamination of chemically or biologically injured or contaminated victims.
- While Panhandle Health District has limited internal expertise in either identification or management of exposure to these agents, it is concerned with the health of the public as a whole and has access to resources that can provide the needed expertise to address these issues. In these circumstances, PHD will serve primarily as a coordinating and consultative organization.

Disaster Mental Health

- See Appendix 10 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- When events occur resulting in the loss of life, major injury, or loss of significant property, such as a home, all those involved are placed in a situation of high stress. This includes not only those who are victims and family members directly involved in an event, but also those who are emergency responders to that event. Failure to address the emotional well-being of these individuals can result in post-traumatic stress disorder and long-term disability. While those affected and the degree to which they are affected will vary depending upon the incident, counseling resources must be available should the need arise. This appendix addresses the provision of counseling resources for victims, families, emergency responders and others who may be affected by an event.

Public Health Information

PHD will collect intelligence and prepare pertinent medical/health alerts. In coordination with the JIS, information will be distributed as appropriate. Additionally, PHD may act autonomously for distribution of data through a number of methods such as; telephone, print and radio media, informational pamphlets regarding disease, injuries, and their prevention, fax alerts to medical care centers/first alerts to pertinent entities (trained volunteers, government offices, shelters, staging areas, etc.).

Vector control

- See Appendix 11 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- Following a major disaster such as a flood, outbreaks of vector-borne disease can compound the health risks associated with the event and slow the recovery process. Panhandle Health District will coordinate and conduct field investigations to determine the threat of vector-borne diseases. These activities include collecting relevant samples for laboratory analysis; providing technical assistance and consultation on protective actions regarding vector-borne diseases; and providing technical assistance and consultation on medical treatment of victims of vector-borne diseases.

Potable Water/Wastewater and Solid Waste Disposal

Municipal water and sewage treatment departments will collect relevant samples for laboratory analysis; coordinate water purification and wastewater disposal equipment and supplies, and provide technical assistance and consultation on potable water and wastewater disposal issues. County Solid Waste Department will conduct inspections of disposal facilities and ensure their functionality.

Mass Fatality Support

- See Appendix 12 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- A mass fatality event is one in which the number of deaths occurring overwhelms the usual routine capability of the jurisdiction. The actual number of deceased is not as significant as the community's resources to handle the situation. The District has a large rural area and relatively small urban population. There are major transit routes and a significant volume of transient traffic. As such, situations generating fatalities beyond the number that the infrastructure can handle is a significant possibility. This plan discusses the Panhandle Health District role in support of efforts surrounding events generating mass fatalities.
- In the event of mass fatalities, multiple agencies will be involved. The Boundary County Coroner will coordinate for the provision of temporary morgue facilities, victim identification and the preparation and disposition of remains. Law enforcement will assist with identification through fingerprint, forensic dental or forensic pathology and anthropology methods. Panhandle Health District will assume a supporting role.

Veterinary Services

- See Appendix 13 to Annex A, Emergency Support Function #8, Health and Medical Services Annex, to the Panhandle Health District Preparedness and Response Plan.
- At the state level, the Department of Agriculture is the lead agency for issues related to animals, but in the event of suspected or identified zoonotic disease, the Department of Health and Welfare, Department of Health Epidemiology Program will provide technical assistance and consultative services. This will also be the case at the local level.
- This appendix provides guidance for Panhandle Health to fulfill its role of assistance and consultation when zoonotic disease is suspected or proven.

Continuing Actions

- The Panhandle Health District will continue to acquire and assess data regarding the emergency incident. The PHD will coordinate with other appropriate agencies, attempt to identify the nature and extent of health and medical problems, and institute surveillance of the situation to obtain valid current information.
- Because of the potential complexity of the health and medical response issues, conditions may require advisory groups with special knowledge of the subject matter known only to experts. These advisory groups would review health/medical intelligence information and provide advice for specific strategies most appropriate to manage and respond in a specific situation.

Preparedness

- The Boundary County Department of Emergency Management and Panhandle Health District will organize preparedness training.
- Agencies and volunteer groups listed in BC-ESF #8 will be available for guidance sessions that enhance and empower their abilities. This includes all-hazard multi-agency simulations. Training and exercises also include:
 - Tabletop exercises
 - Functional and full-scale training exercises
 - Seminars
 - Continuing education

Organizational Roles and Responsibilities

Primary Agency

Panhandle Health District (PHD)

- Provide Medical Service Officer to the EOC if requested.
- Maintain a corps of trained volunteers to assist in mass vaccination or other emergency needs.
- Establish special interest working groups to develop solutions to specific emergency response needs.
- Complete MOU/MAAs with public and private agencies that specify cooperative action and mutual support to be provided during an emergency.
- Provide mobile clinic services that would facilitate field emergency care.
- Coordinate emergency health support and control of communicable diseases.
- In coordination with the Boundary County Department of Emergency Management, and the Joint Information System, prepare and provide information to be made public regarding the emergency.
- Prepare situation reports as the event progresses and provide to the Boundary County Department of Emergency Management/EOC.

- Contact medical care personnel and qualified volunteers to assist where needed.
- Coordinate, manage and monitor vector control.

Support Agencies

- Fire Districts (EMS)
 - Provide first aid in response to the emergency incident.
- Boundary County Sheriff's Office/Bonnars Ferry Police Department
 - Provide enforcement of quarantined area.
 - Perform crowd and traffic control and assist as needed.
 - Provide victim identification through fingerprint, forensic dental or forensic pathology and anthropology methods.
- Boundary County School District
 - Provide use of facilities for mass vaccination or dispensing clinics, or as temporary hospitals for mass casualties.
- Boundary County Solid Waste
 - Conduct inspections of disposal facilities and ensure their functionality, mitigating the threat of contamination to the environment
- Boundary County Department of Emergency Management
 - In coordination with IC and County Commissioners activate the EOC to appropriate level.
 - Assist with emergency communications.
 - Coordinate with emergency medical facilities for the procurement of emergency supplies.
 - Support vaccination clinic operations and related functions as required.
 - Support Unified Command.
 - Assist with collection, analysis and dissemination of information to the public.
 - Provide logistical support as needed.
- Boundary Community Hospital
 - Send representative to EOC if requested.
 - Coordinate with North Idaho Hospital Consortium to be apprised of situations, available personnel, medical equipment, pharmaceuticals, available beds, and other resources.
 - Coordinate with PHD for limited use of facilities, services and supplies.
 - Transfer stable patients as necessary to accredited regional medical centers to facilitate acute care to victims.
 - Provide accredited nurses to North Idaho Hospital Consortium as requested.

- Coordinate with Panhandle Health District, Boundary County Department of Emergency Management, and appropriate law enforcement if bioterrorism is suspected.
- Store and rotate medical supplies for mass vaccination clinics.
- Resupply field units with consumable medical supplies.
- Assist in blood procurement.
- Participate in training exercises with Boundary County Department of Emergency Management, Panhandle Health District, North Idaho Hospital Consortium and other emergency response agencies.
- Boundary County Ambulance Association
 - Provide emergency medical transportation and EMS support.
- Pharmacies
 - Provide list of available medical supplies, drugs, and equipment as requested by PHD.
 - Provide personnel to assist with preparation and distribution of pharmaceuticals.
- Chemtrec

Provide medical support to the treating physician. This assistance is provided through medical specialists from the product manufacturer or through the PROSAR International Poison Center.
- Amateur Radio

Provide emergency communications support as needed.
- American Red Cross (ARC)

Provide crisis counseling within Red Cross guidelines.
- Inland Northwest COAD

Seek assistance for those victims affected by the emergency incident, who suffer from unmet essential needs that cannot be met by other responding agencies.
- North Idaho Critical Incident Stress Management (CISM)
 - Provide educational seminars and peer support to emergency responders.
 - Provide debriefing sessions for emergency responders following a critical incident.
 - Provide other mental health assistance.
- Volunteer Physicians/Nurses

Coordinate with Boundary General Hospital or PHD prior to offering services unless faced with a life or death situation.

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ESF 9 Search and Rescue

Primary Agency:	Boundary County Sheriff
Support Agencies:	Boundary County Department of Emergency Management
State:	Idaho Bureau of Homeland Security
Federal:	Federal Emergency Management Agency (FEMA) - Urban Search and Rescue (US&R)
Non-Governmental:	Civil Air Patrol (CAP)

Introduction

Purpose

This annex describes procedures for the coordination and utilization of local, state and federal personnel, equipment, services, and facilities to aid in search and/or rescue operations. Search and rescue (SAR) operations include the location, recovery, extrication, and medical treatment of victims who become lost or trapped as the result of a major disaster or life threatening emergency.

Scope

- Search and rescue responsibilities generally fall to local government agencies. In coordination with the Boundary County Sheriff, the Boundary County Department of Emergency Management supports SAR at the local level. The State can assist the County with State resources and can coordinate for other resources. SAR activities may include:
 - Searches and rescues in the mountains or plains for lost, missing, or endangered persons.
 - Waterborne searches and rescues in lakes, ponds, or rivers.
 - Searching for downed or missing aircraft.
 - Searches as a result of a structural collapse.
- SAR services include distress monitoring, communications, locations of distressed personnel, coordination, and rescue operations, including extrication or evacuation along with providing medical assistance and other services.

Policies

- In the event that an incident results in the need for specialized skills of SAR, Boundary County will call upon local, State, and Federal private and public agencies to accomplish search and rescue missions.
- In accordance with Idaho Code §31-2229 Search and Rescue, the Boundary County Sheriff shall:
 - Be the official responsible for command of all search and rescue operations within their jurisdiction; and
 - Prepare and keep current a plan to command the search and rescue capability and resources available within the County.

Situation and Assumptions

Situation

Disaster emergencies may cause conditions that vary widely in scope, urgency, and degree of devastation. Substantial numbers of people could be in life-threatening situations requiring prompt rescue and medical care. Because the mortality rate will dramatically increase beyond 72-hours, search and rescue must begin immediately.

Planning Assumptions

- Local search and rescue organizations will respond within their capability.
- Local residents, workers, and volunteers will initiate activities to help SAR operations.
- Access to damaged and/or search areas may be restricted.
- The effects of earthquakes, aftershocks, secondary devices, and other disaster emergencies may threaten survivors and search and rescue personnel.
- Responders must consider their safety and victims' safety under severe weather conditions such as temperature extremes, snow, rain, and high winds.

Concept of Operations

General

Boundary County officials assess the situation, begin search and rescue operations, and report the emergency to the Idaho Bureau of Homeland Security.

Response Actions

- BC-ESF #9 Primary Agency, Boundary County Sheriff:
 - Conduct initial needs assessment
 - Assess and assign local SAR resources
 - Identify SAR shortfalls
 - Request assistance from the Boundary County Department of Emergency Management
 - Establish operational priorities
 - Provide a point of contact, situation briefings, and assignments for all incoming
 - State or federally sponsored SAR resources
 - Ensure adequate communications between SAR assets and the local Incident
 - Command Post
- Boundary County Department of Emergency Management contacts the IDEOC to request assistance.
- The Idaho BHS will coordinate with the requesting agency in preparation for the arrival of SAR resources.

- Idaho Collapse Search and Rescue Teams (ICSAR): The State of Idaho has developed Idaho Collapse Search and Rescue Teams. The ICSARs are technical rescue teams that can respond to locate, rescue, and recover individuals trapped in a structure or buried in structural collapse. The closest ICSAR Team is in Coeur d'Alene.

Responsibilities

Primary Agency

Boundary County Sheriff's Office

- Coordinate SAR activities.
- Identify requirements and shortfalls.
- Coordinate with the Boundary County Department of Emergency Management for additional resources.

Support Agency

Boundary County Department of Emergency Management

Coordinate with the Idaho Bureau of Homeland Security to obtain additional resources.

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ESF 10 Hazardous Materials/Weapons of Mass Destruction

Primary Agency: Boundary County Department of Emergency Management

Support Agencies: All Other Boundary County Agencies

Introduction

Reference

Idaho Hazardous Materials/WMD Incident Command and Response Support Plan

Purpose

The Boundary County Emergency Support Function #10 (BC-ESF #10) Annex will provide coordinated disaster emergency response and recovery support when there is a major actual or potential discharge and/or release of hazardous materials. BC-ESF #10 also coordinates response and recovery support in case of the use or potential use of a weapon of mass destruction (WMD).

Scope

This ESF is applicable to all types and sizes of HAZMAT incidents within Boundary County potentially involving transportation corridors (railway, highway, and marine), abandoned waste sites, pipelines, tank farms, and fixed facilities.

Policies

- The Idaho Hazardous Materials/WMD Incident Command Response and Support Plan provides detailed guidance during the disaster emergency phase of the incident. In the event of a hazardous materials/WMD incident, incident commanders shall use the Idaho Hazardous Materials/WMD Incident Command Response and Support Plan as the primary guidance for response and recovery.
- Assistance shall be requested through Idaho State Communications (1-800-632-8000).

Situation

- A disaster emergency could result in numerous situations in which there is a release or threat of a release of hazardous materials, or the use of a weapon of mass destruction (WMD).
- Boundary County has a Local Emergency Planning Committee (LEPC).
- Hazardous materials are commonly transported through, used, produced and stored in Boundary County.
- There are agricultural and industrial facilities in the county whose manufacturing processes require the transportation, storage and use of hazardous materials.
- Agricultural activities use herbicides, pesticides and other toxic substances.
- Local hazardous materials incident response is extremely limited.

- Emergency response personnel are available to assist in response and clean-up activities. However, delays can be expected due to time and location of the accident.
- Idaho State Police will respond to all hazardous materials transportation incidents on State and Federal highways. If requested by the county, they will respond to incidents on county roads to offer technical and/or enforcement assistance.

Planning Assumptions

- Boundary County responders will be overwhelmed by the complexity and resource demands of the response effort to assess, mitigate, monitor, clean up, and dispose of hazardous materials/WMD released into the environment.
- There may be numerous incidents occurring in separate locations.
- Standard communications (phone lines, radios, etc.) may be compromised.
- The area of the incident may be difficult for response personnel and equipment to reach.
- Additional response personnel and equipment may be needed to relieve those on duty.
- A major natural disaster such as an earthquake or flood could cause an uncontrolled release of toxic materials.
- A hazardous materials incident may require the evacuation of residents. Residents in the risk area will choose to evacuate spontaneously.
- There may be various quantities of dangerous materials, such as those used in agricultural activities, not covered by regulations or not placarded.
- Hazardous materials entering the sewage system may necessitate the shutdown of sewage plants. This may result in the release of untreated sewage.
- Communication between Boundary County and the State EOC may be limited or non-existent.
- Private agencies involved in the manufacture, use, storage and transport of hazardous materials will cooperate with local governments in preparing for and responding to hazardous materials incidents.

Concept of Operations

- Once a potential or actual hazardous materials incident is suspected or identified; the Boundary County Incident Commander will call Idaho State Communications at 1-800-632-8000.
- All follow-on actions will be in accordance with the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.

Organizational Roles and Responsibilities

Tasks in support of Hazardous Materials Incident Response include:

- **Mitigation Phase**
 - Conduct and maintain a hazard vulnerability analysis to include:

- Identification of fixed-site facilities
- Identification of transportation routes
- Identification of critical facilities that would be at risk as a result of a hazardous materials incident
- Identification of populations at risk
- Coordinate with industry and business representatives concerning plant safety/mitigation efforts.
- Recommend local actions, projects, ordinances and resolutions to reduce the potential or the effects of hazardous materials incidents.
- **Preparedness Phase**
 - Coordinate with each fixed facility on how to handle spills on company property.
 - Establish and maintain mutual aid agreements with agencies, municipalities, business, and other counties.
 - Identify chemical or toxicological expertise resources available.
 - Determine methods of summoning volunteers and off-duty personnel.
 - Maintain a list of emergency response personnel.
 - Establish a system and decision making criteria for determining when sheltering should be used rather than evacuation.
 - Identify resources and organizations available to provide training.
 - Provide for the initial and continuing training of emergency responders on hazardous materials incident response.
 - Identify trained incident commanders.
 - Review the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.
 - Participate in full-scale, functional and table-top exercises as part of the Boundary County Homeland Security Exercise Program.
 - Coordinate with the Bureau of Homeland Security to insure:
 - Title III chemical reporting requirements are relayed to the involved facilities
 - Chemical material safety data sheets (MSDS) or a listing of MSDS chemicals are disseminated to local fire departments and law enforcement agencies
 - Provide the following coordination:
 - Coordinate with BC-ESF #7 Resource Support on identification of equipment and materials necessary to respond to a hazardous materials incident
 - Coordinate with BC-ESF #13 Public Safety and Security for evacuation routes
 - Coordinate with BC-ESF #13 Public Safety and Security and BC-ESF #15 Public Information for an effective public warning system

- Coordinate reentry criteria with BC-ESF #13 Public Safety and Security
- Coordinate with BC-ESF #2 Communications and Warning to develop an effective communications system for all potential first response organizations
- Coordinate with BC-ESF #15 Public Information for public awareness and education programs to advise the public of appropriate precautions and actions
- Coordinate with BC-ESF #15 Public Information to develop messages designed for release over EAS at the time of a hazardous materials incident
- **Response Phase**
 - ❑ Notify the Idaho Bureau of Homeland Security and the State Division of Environmental Quality (DEQ) through State Communications (1-800-632-8000).
 - ❑ Participate in BHS/DEQ conference calls to coordinate response and recovery activities.
 - ❑ Comply with the provisions of the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.
 - ❑ Coordinate with BC-ESF #13 Public Safety and Security to notify facilities, such as school districts, private schools, hospital, nursing homes, day care centers, industries and detention centers.
 - ❑ Coordinate with BC-ESF #3 Public Works and Engineering on providing protection to the water supply and sewage treatment systems.
 - ❑ Coordinate with BC-ESF #15 Public Information to inform the public.
 - ❑ Coordinate medical support with BC-ESF #8 Public Health and Medical Services.
 - ❑ Coordinate evacuation with BC-ESF #13 Public Safety and Security.
 - ❑ Request that BC-ESF # 5 Emergency Management activate the damage assessment team to determine the physical damage to property and the extent of the threatened area.
 - ❑ Contact BC-ESF #8 Public Health and Medical Services to assessment of environmental and health effects of hazardous materials and to provide for the testing of water, air, soil or food.
- **Recovery Phase**
 - ❑ Continue Response Phase and monitoring activities as required.
 - ❑ Prepare a final report that includes the log of activities. Include comments and recommendations for future operations. The log will summarize the incident including the cause of the incident, damage assessment and all expenditures.
 - ❑ Participate in a critique of emergency operations.

Administration and Finance

See the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.

Annex Maintenance

- The Boundary County Department of Emergency Management will annually review, update, and modify this annex.
- Supporting documents, such as SOGs, notification and resource lists, maps and demographic information, will be developed, maintained, reviewed annually and updated as necessary.

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ESF 11 Agriculture and Natural Resources

Primary Agency: University of Idaho Extension Office – Boundary County

Support Agencies: Boundary County Department of Emergency Management
Boundary County Sheriff's Office
Panhandle Health District

Introduction

Purpose

Boundary County Emergency Support Function #11 – Agriculture and Natural Resources (BC-ESF #11) provides for the protection of croplands, livestock, and natural resources during a declared disaster in Boundary County.

Scope

- BC-ESF #11 supports efforts to provide nutrition assistance; control and eradicate, as appropriate, any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e. transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; and provide for the safety and well-being of household pets during an emergency response or evacuation situation.
- Boundary County has very limited capability to handle emergencies that deal with agriculture and natural resources. Boundary County will coordinate with North Central District Health Department and with the Idaho Bureau of Homeland Security to obtain the necessary resources from agencies outside the county.

Policies

- Providing nutrition assistance:
 - BC-ESF #11 coordinates with and supports agencies responsible for ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services that are involved in mass feeding.
 - BC-ESF #11 officials coordinate with the BCEOC to arrange for the transportation and distribution of food supplies.
- Responding to animal and plant diseases and pests:
- BC-ESF #11 will coordinate with the Idaho Bureau of Homeland Security and the Idaho State Department of Agriculture (ISDA) for response actions in an animal or plant health emergency.
- Ensuring the safety and security of the commercial food supply:
- BC-ESF #11 will coordinate with the Idaho Department of Health and Welfare and the Panhandle Health District concerning food safety and inspection.
- Providing for the safety and well-being of household pets:

BC-ESF #11 officials will coordinate with and support agencies responsible for BC-ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services, in providing for the safety of household pets.

Situation and Assumptions

Situation

Based upon the Boundary County's hazard identification, risk and vulnerability analysis, there are several emergencies that could require protection of agricultural land, livestock, and domestic pets to include agroterrorism, floods, earthquakes, hazardous materials spills, and severe storms.

Planning Assumptions

- Many disasters provide little or no warning time.
- There may be advanced notice of floods and winter storms.
- Disasters such as earthquakes may occur at a time that produces maximum casualties.
- Disasters that result in large number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure will require State and Federal assistance.
- Severe weather, flooding, earthquakes, and distance between towns could delay response.
- Communications systems may be overloaded in a disaster.
- The present government structure will remain functional during a disaster emergency.

Concept of Operations

General:

Boundary County Department of Emergency Management will coordinate relocation areas for livestock and pets under BC-ESF #11.

Organization:

- BC-ESF #11 will coordinate the relocation of livestock.
- BC-ESF #11, working with ESF #15 Public Information, will provide livestock and cropland protection information to the general public.

Response Actions:

- BC-ESF #11 will:
 - Establish a livestock relocation center(s) and communicate the location to the public through BC-ESF #15
 - Establish contact with the State of Idaho Department of Agriculture and request cropland assistance
 - Communicate information regarding the relocation of domestic pets, livestock, and the protection of croplands to the public through BC-ESF #15
 - Provide status briefings to the Boundary County Department of Emergency Management Director

- The Boundary County Sheriff will:
 - Communicate with BC-ESF #6 on the status of relocated domestic pets
 - Request resources to feed and shelter domestic pets from BC-ESF #7 and BC- ESF #6

Maintenance

- BC-ESF #11 Agriculture and Natural Resources will be annually reviewed, updated, be reviewed annually and updated as necessary.

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ESF 12 Energy

Primary Agency: Boundary County Department of Emergency Management

Supporting Agencies: Public and Private Energy and Utility Providers

Introduction

Purpose

To provide for the effective use of available electric power, natural gas, petroleum products and other essential utilities required to meet essential needs, and to facilitate restoration of energy and utility systems affected by an emergency or disaster.

Scope

This ESF outlines the procedures Boundary County local government and the emergency management organization will take to assist energy and utility providers in providing essential services to local government and the public during and recovering from emergencies and disasters.

Policies

- Local energy and utility providers' policies
- Applicable state and federal laws and regulations

Situation and Assumptions

Emergency/Disaster Conditions and Hazards

Emergencies and disasters could damage the facilities and infrastructure, and disrupt the ability to distribute essential energy and utility supplies and services. These include electric power, natural gas, and petroleum products. Impacts from local as well as regional and out of area incidents may have adverse effects on the local capabilities.

Planning Assumptions

- Energy and utility providers have existing plans and procedures for dealing with energy and utility emergencies.
- Occurrences and activities out of the local area may have an adverse effect on local operations, capabilities and activities.
- Priorities will be established and coordinated between the energy providers, Boundary County Department of Emergency Management, local governments and other appropriate authorities outside the local area to provide the most efficient utilization of available services and supplies.

Concept of Operations

Responding to energy or petroleum shortages or disruptions and their effects are necessary for preservation of the public health, safety, and general welfare of our citizens.

Organization

- The electric power industry within Idaho is organized into a network of public and private generation and distribution facilities. Through such networks, the electric power industry has developed a capability to provide power under even the most extreme circumstances.
- Natural gas within Idaho is distributed by major natural gas companies through common pipelines originating in other states.
- Each local energy and utility provider will maintain and operate their respective systems.
- Each energy, utility and petroleum provider will provide services through their normal means based on established procedures to the maximum extent possible.

Procedures

Mitigation Activities

Energy and utility providers should attempt to design, locate and install systems and facilities so that they are the least vulnerable to known hazards. Typical components of utilities' mitigation activities include establishing redundancies, backup systems, and emergency interconnects. When repairing damage, every attempt should be made to reduce the likelihood and severity of future damage. Providers are encouraged to take preventive actions to reduce or eliminate the effects of natural hazards.

Preparedness Activities

- Energy and Utility Companies
 - Manage and operate their respective systems through their normal means.
 - Obtain current information regarding damage to energy supply and distribution systems.
 - Assess energy supply and demand.
 - Coordinate with electric utilities and the petroleum and natural gas industries to identify requirements to repair energy systems.
 - Establish procedures to identify and prioritize essential and necessary actions and operations.
 - Coordinate temporary, alternate or interim sources of emergency fuel and power.
 - Coordinate closely with Boundary County, city, federal, and state officials to establish priorities to repair damaged energy systems.
- Boundary County Department of Emergency Management
 - Maintain inventories of public and private utilities, petroleum product suppliers and emergency resources including names, addresses and telephone numbers of key contact personnel.
 - Develop and maintain operating procedures for actions to take during an emergency or disaster.

- Ensure personnel are aware of emergency responsibilities and trained in emergency operations.

Response Activities

- Energy and Utility Providers
 - Energy, utility and petroleum companies will compile damage assessment and situation reports and transmit them to Boundary County Department of Emergency Management.
 - If local control measures are necessary local providers will work with Boundary County Department of Emergency Management and the local authorities in the establishment and activation of those measures.
 - Each provider will compile damage assessment reports and transmit them to Boundary County Department of Emergency Management.
 - If a provider needs additional resources, outside of established mutual aid or other agreements, requests for assistance will be coordinated with Boundary County Department of Emergency Management.
 - Provide Boundary County Department of Emergency Management with information on the public's use of services.
 - Determine the status of energy sources available to Boundary County.
 - Assess energy and utility service system capabilities.
 - Coordinate, as appropriate, with federal, state and local officials to identify and establish priorities to repair and restore damaged systems.
 - Coordinate sources of emergency fuel supplies for essential operations.
 - Coordinate public information dissemination relative to emergency energy and utility capabilities and usage.
 - Maintain liaison with Boundary County Department of Emergency Management to keep them informed on the situation.
- Boundary County Department of Emergency Management
 - Coordinate emergency activities.
 - Coordinate assistance for providers needing additional resources outside of established mutual aid or other agreements.
 - Provide energy, utility and petroleum information to county, city, state and federal officials, including information to the Idaho Bureau of Homeland Security Emergency Operations Center (EOC) as needed or requested.
 - Inform the public on the proper use of services and current situation status.
 - Assist with determination of the requirements for restoration. These assessments will be relayed to the BHS EOC for evaluation, as appropriate.
 - Coordinate with public and private energy and utility providers to facilitate the repair of damaged energy systems.

- Work with the Public Information Officer (PIO) to prepare media releases and participate in media interviews.

Recovery Activities

- Energy and Utility Providers
 - Coordinate with Boundary County Department of Emergency Management to determine priorities among users if adequate utility supply is not available to meet all essential needs.
 - If needed, request additional assistance from IDEOC through Boundary County Department of Emergency Management.
 - Assist in the administration of energy allocation programs.
 - Compile damage and operational capability reports and provide them to Boundary County Department of Emergency Management.
 - Provide liaison between the utilities and Boundary County Department of Emergency Management.
 - Provide coordinated emergency public information to Boundary County Department of Emergency Management.
- Boundary County Department of Emergency Management
 - Provide coordinated emergency public information from utility and energy providers.
 - Provide damage and operational capability reports to county, city and state government officials.

Responsibilities

- Energy and Utility Providers
 - Establish and maintain emergency procedures.
 - Coordinate emergency activities with Boundary County Department of Emergency Management and be prepared to provide a liaison to Boundary County EOC when requested.
 - Assist with development, coordination and support of energy and utility conservation policies and programs; and establishing priority systems for the curtailment or reduction of services, restoration of services, and provisions for emergency services.
 - Cooperate with voluntary requests for conservation and control measures.
 - Work and coordinate with Boundary County Department of Emergency Management and Idaho BHS EOC to establish necessary priorities and control measures.
- Boundary County Department of Emergency Management
 - Maintain inventories of energy and utility providers and emergency resources.
 - Coordinate information between private and public agencies and utilities.
 - Coordinate activities and requests for outside resources with Idaho BHS EOC.

- In conjunction with EOC operations, advise Boundary County and city authorities on potential emergency actions.
- Keep Idaho BHS EOC advised of energy status and any need for outside assistance until energy sources are back to normal operations.
- Keep the public informed.

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ESF 13 Public Safety and Security

Primary Agency:	Boundary County Sheriff
Support Agencies:	Boundary County Road and Bridge Boundary County Department of Emergency Management Fire Districts
Municipalities:	Municipal Fire Departments Municipal Police Departments Municipal Public Works

Introduction

Purpose

Boundary County Emergency Support Function #13 – Public Safety and Security (BC-ESF #13) coordinates maintenance of law and order, security of critical facilities and supplies, evacuation of threatened areas, and traffic and access control to evacuated areas or critical facilities.

Scope

BC-ESF #13 outlines law enforcement responsibilities required to respond to an emergency or disaster.

Policies

Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within each jurisdiction. In unincorporated Boundary County, the Sheriff exercises law enforcement authority. Law enforcement units supplied by other agencies remain under the command of their parent agency but operate under the Unified Command System.

Situation and Assumptions

Situation

- A significant natural disaster or emergency that overwhelms the County will require coordination between local law enforcement agencies and other emergency responders.
- The protection of life and property will be the primary concern.

Planning Assumptions and Considerations

- If terrorism is suspected, the Federal Bureau of Investigation (FBI) will assume the role of primary agency and set up a Unified Command System, coordinating with the Sheriff's Office and other county and municipal agencies as necessary.
- Resources within the affected area may be inadequate to control traffic, assist with notifications and evacuations, and provide security.
- Additional law enforcement resources may be needed.
- Restrictions to public access may be required in and around the disaster area.

- Disasters or emergencies within populated areas may require evacuation assistance and/or enforcement of isolation or quarantine.
- Fire Services will assist with warning the public and evacuation efforts.
- Law enforcement, in coordination with emergency management, will be responsible for warning the public and evacuating citizens.
- Boundary County Sheriff's Office will be responsible for the coordination of traffic control. Agency support for traffic control may include the Idaho Transportation Department (ITD), Boundary County Road and Bridge, and municipal police and public works.
- Law enforcement will provide security and protection for response personnel.
- Damage assessment will be conducted in accordance with BC-SA #1 – Damage Assessment.
- The Idaho State Police has responsibility for traffic control on all State highways.

Concept of Operations

General

- Law Enforcement agencies within the Boundary County boundaries interact within guidelines set forth by signed memorandums of understanding.
- The Emergency Alert System (EAS) can be activated by both the Department of Emergency Management and the Boundary County Sheriff. (See BC-ESF #2 – Communications)
- The Boundary County Sheriff coordinates and is responsible for the activation of Search and Rescue (SAR). (See BC-ESF #9)
- The County Sheriff is the designated EOC representative for law enforcement and is responsible for coordinating law enforcement's role in the emergency. In the Sheriff's absence, a representative for the Sheriff's Office will be designated.

Preparedness

Each law enforcement agency within Boundary County should accomplish the following:

- Establish policies and provide implementation instructions for law enforcement activities during an emergency.
- Develop and conduct training programs to support emergency activities.
- Establish and maintain the communications capability to support emergency operations.
- Keep an updated inventory of available equipment and personnel.

Response

- Initiate the Incident Command System (ICS).
- Provide a law enforcement representative in the Emergency Operations Center (EOC).
- Provide security for the EOC if necessary.

- Assign additional staff to the EOC to support communications, security, and other operations.
- Coordinate with IC, Emergency Operations Center (EOC) and Public Information Officer (PIO) regarding emergency news releases advising the public of the emergency.
- Establish staging areas for personnel and equipment.
- Coordinate with the Idaho Transportation Department (ITD), County Road and Bridge, and municipal public works for signs and barricades.
- Coordinate with County Road and Bridge and ITD to establish and maintain access control points to the emergency area.
- Establish liaison with State Law Enforcement Coordinator, municipal police departments, and key EOC staff.
- Establish Unified Command when appropriate.
- Coordinate with Idaho State Police (ISP) and ITD to verify proposed routing of traffic on State highways and to establish traffic control points.
- Prepare a traffic control plan for movement of evacuees, essential workers, and necessary resources.
- Survey essential facilities (e.g. food, water, fuel, utilities) requiring security.
- Assist in damage assessment.
- Maintain order and safeguard property in and around emergency/disaster scene.
- Coordinate evacuation of endangered persons.
- In coordination with the PIO, inform the public of evacuation orders including, but not limited to: door-to-door notification of persons and warning the public using mobile public address systems.
- Provide security of evacuated property.
- Provide security at public shelters if needed.
- Assist in investigation, identification, recovery, and disposition of deceased persons.

Recovery

- Assist with traffic control for the movement of dislocated citizens back to their homes.
- Reopen closed traffic routes.
- Assess capabilities and limitations for law enforcement operations.
- Restore normal law enforcement services suspended during the emergency.
- In cooperation with other agency personnel, submit final damage assessment input to the Boundary County Department of Emergency Management.

Responsibilities

Primary Agency

- Boundary County Sheriff's Office
 - Initiate Incident Command.
 - Provide representation in the EOC to coordinate law enforcement or organized volunteer operations.
 - Provide law enforcement services and emergency traffic control.
 - Provide watercraft and operators for reconnaissance of disaster-impacted areas and other emergency missions.
 - Provide for the identification and preservation of essential law enforcement records.
 - Provide assistance for the identification of the deceased.
 - Provide security to the EOC during disaster operations.
 - Provide communications support, including initial notifications and dispatch.

Support Agencies

- Boundary County Road and Bridge
 - Assist with traffic control
 - Provide sign, barricades and cones
 - Provide flaggers
- Fire Districts and Departments
 - Assist local law enforcement with evacuation
 - Assist law enforcement in accordance with mutual aid agreements
- Boundary County Department of Emergency Management
 - In coordination with IC and the County Commissioners, activate EOC to appropriate level
- Issue emergency warnings as necessary
- Assist law enforcement agencies to coordinate with other County and municipal agencies/departments
- Gather and assess damage reports
- Municipal Police Departments
 - Exercise overall law enforcement authority for police within city limits
 - Secure crime scene and conduct investigation of criminal activities within the police department's jurisdiction
 - Report damage assessment information to IC or the Boundary County Department of Emergency Management

- Provide traffic control on roadways within their jurisdiction
- Municipal Public Works
 - Assist law enforcement with traffic control
 - Provide barricades and signs

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ESF 14 Long-Term Community Recovery and Mitigation

Primary Agency: Boundary County Department of Emergency Management

Support Agencies: Boundary County Board of Commissioners
City Mayors
Boundary County Assessor's Office
Boundary County Planning and Zoning
City Councils
County/City Clerks
Idaho Bureau of Homeland Security
Federal Emergency Management Agency

Introduction

Purpose

Boundary County Emergency Support Function #14 – Long Term Recovery and Mitigation develops a comprehensive and coordinated recovery process that will achieve the prompt and orderly restoration of community facilities and services, infrastructure, and economic base, while providing for the health, welfare and safety of the population. Long-term community recovery and mitigation efforts are forward looking, focus on permanent restoration of infrastructure, housing, and the economy, with attention to mitigation of future impacts of a similar nature.

Scope

BC-ESF #14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. BC-ESF #14 will provide coordination during large-scale incidents that require assistance to address significant long-term impacts in the affected area. Activities within the scope of this function include:

- Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- Work with County Departments; other local governments; non-governmental organizations; and private-sector organizations to conduct comprehensive market disruption and loss analysis and develop a comprehensive long-term recovery plan for the community.
- Identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
- Determine/identify responsibilities for recovery activities, and provide a vehicle to maintain continuity in program delivery among departments and agencies, and other involved parties, to ensure follow-through of recovery and hazard mitigation efforts.
- Develop coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.

- Establish procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.

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

Recovery has two components:

- The short-term recovery phase deals primarily with life saving and emergency relief efforts (i.e., clearing roads, restoring power, and securing structures for search and rescue). In short-term recovery, the primary departments involved include Emergency Management, Fire, EMS, Law Enforcement, Health, Social Services, and Public Works departments.
- The long-term recovery and reconstruction phase deals with more permanent and long-term recovery and redevelopment issues. Although all departments are involved in both components, the emphasis and focus changes among departments as they shift from one component to the other. In the long-term recovery and reconstruction component, the emphasis shifts to departments and agencies dealing with housing and redevelopment, public works, economic development, land use, zoning, and government financing.
- The two components will occur simultaneously with the emergency recovery component taking precedence in the initial stages of recovery, and the recovery and reconstruction component receiving greater attention as the recovery process matures.
- Emergency response agencies, under the lead of the Incident Commander and supported by the Boundary County Department of Emergency Management, are key to the success of the short-term recovery operation.
- In the long-term recovery phase, the Boundary County Board of Commissioners takes a proactive role in leading all the county agencies in reconstruction and rebuilding.

Short-term recovery strategies

Short-term recovery strategies focus on providing or restoring:

- Emergency Services
- Communications networks
- Transportation networks and services
- Potable water systems
- Sewer systems
- Oil and natural gas networks
- Electrical power systems

- Initial damage assessment
- Emergency debris removal
- Security of evacuated or destroyed area

Long-term recovery strategies

Long-term strategies strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and State agencies will provide technical assistance to Boundary County in the long-term planning and redevelopment process. Economic aid will be provided to assist in rebuilding the economic base, replacing and restoring the housing inventory, and ensuring that all construction and development complies with building codes and plans. Regional cooperation and coordination shall be stressed and promoted at all levels in order to achieve the priorities established and facilitate recovery efforts. Items or actions to be focused on in this phase include:

- Completion of the damage assessment
- Completion of the debris removal
- Repairing/rebuilding the transportation infrastructure
- Repairing/rebuilding of private homes and businesses
- Hazard mitigation projects

Organization

The Boundary County Board of Commissioners, City Mayors and the Boundary County Emergency Management Director will work together to identify and prioritize projects.

Responsibilities

Primary Agency

- Boundary County Department of Emergency Management
 - Implement plans that address key issues such as temporary and permanent housing, debris removal, decontamination and environmental restoration, restoration of public facilities and infrastructure, restoration of the agricultural sector and short and long-term economic recovery;
 - Notify all BC-ESF #14 supporting agencies upon EOC activation, as needed;
 - Review mitigation plans for the early identification of mitigation projects to reduce socio-economic consequences;
 - Support development of damage assessment teams and develop plans to obtain and analyze damage assessment data;
 - Coordinate the identification of federal and state programs to support the implementation of long-term recovery plans;
 - Develop action plans identifying appropriate agency participation and resources available taking into account the differing technical needs for risk assessment and statutory responsibilities by hazards;

- Ensure participation from primary and support agencies;
- Lead post-incident assistance efforts; and
- Identify areas of collaboration with support agencies and facilitate interagency integration.

Support Agencies

- All County agencies
 - Develop long-term strategies that strive to restore and reconstruct the post disaster environment to pre-existing conditions.
 - Coordinate the identification of federal and state programs to support the implementation of long-term recovery plans.
- BC-ESF #3 (Public Works)
 - In conjunction with BC-ESF #1 (Transportation):
 - Determine the transportation requirements necessary to conduct debris removal operations
 - Determine the priority for clearing the road system
 - Determine the capability of the landfill to accept disaster debris or establish burn sites for disaster debris.
 - In conjunction with BC-ESF #7 (Resource Support), contract with local vendors to conduct debris removal operations.
 - Confirm that the appropriate tests are performed to ensure that water quality is maintained following the disaster.
 - Identify and document the economic impact and losses avoided due to previous mitigation projects and determine new priorities for mitigation in the affected areas;
- BC-ESF #4 (Firefighting)
 - Conduct an immediate assessment on the capability and availability of firefighting resources;
 - Determine the immediate need for firefighting services with ongoing fires as a result of the disaster;
 - In conjunction with BC-ESF #8 and BC-ESF #13, coordinate BC-ESF #10 – Hazardous Material operations; and
 - Coordinate mutual aid requests and any resource requests for through the EOC.
- BC-ESF #13 (Public Safety and Security)
 - Enforce curfews as imposed;
 - Establish traffic control around areas where homes, businesses, and critical infrastructure has been damaged;
 - Establish traffic control points as necessary to establish security around disaster areas;

- Verify that personnel attempting to enter restricted or disaster areas are residents or response personnel who can display approved access passes prior to entry;
- Submit all requests for law enforcement assistance through the EOC; and
- Establish assembly areas for law enforcement assistance arriving from other counties across the state.
- BC-ESF #1 (Transportation)
 - Plan for and provide technical assistance in transportation planning and engineering;
 - Coordinate damage assessment of the road system, including structural evaluations of all bridges; and
 - Assist in obtaining transportation assistance as needed in the removal and disposal of disaster debris.
- BC-ESF #8 (Public Health & Medical)
 - Conduct an immediate assessment of the availability and capability of area hospitals and medical facilities to provide patient care;
 - Provide technical assistance in the removal and management of contaminated debris and environmental remediation;
 - Coordinate requests and activation of the state and federal mass fatality plans, NDMS, and DMORT activities; and
 - Coordinate vector control programs.
- BC-ESF #10 (Hazardous Materials/Weapons of Mass Destruction)
 - Determine if hazardous materials operations are required following the disaster;
 - Determine if hazardous materials operations can be conducted using only local assets;
 - If assistance is needed for the Regional Response Team, submit the request through the EOC;
 - Coordinate all hazardous materials operations through BC-ESF #4 (Firefighting), BC-ESF #8 (Public Health & Medical) and BC-ESF #13 (Public Safety & Security) to insure that adequate local assistance is received.
- H. American Red Cross
 - Support damage assessment and share information gathered;
 - Provide trained personnel to participate in long-term recovery programs as needed.
- BC-ESF #15 (Public Information and External Affairs)
 - Approve all press releases from all departments prior to release to the media;
 - Ensure that procedures are in place so that timely and accurate information is provided to the public regarding:
 - Status of emergency conditions within the affected areas
 - The availability of emergency services

- Additional measures necessary to protect public health and safety
- Availability of relief of relief supplies and donated goods
- Status of power and telecommunications services being restored
- Availability and safety of water
- ☐ Establish the Joint Information Center and ensure it is staffed appropriately; and
- ☐ Coordinate and conduct tours for the media and VIPs in the affected areas.

ESF 15 Public Information and External Affairs

Primary Agency: Boundary County Department of Emergency Management

Support Agencies: Boundary County Board of Commissioners
Boundary County Sheriff

Introduction

Purpose

Boundary County ESF #15 – Public Information and External Affairs (BC-ESF #15) describes the means, organization, and process by which Boundary County will coordinate the provision of timely, accurate, and useful instructions to area residents during emergencies.

Scope

BC-ESF #15 will receive direction from the Boundary County Board of Commissioners and will exercise direction and control over the actions contained in this Support Function. BC-ESF #15 will appoint support staff as needed. During a disaster, media releases will be cleared by the Public Information Officer (PIO) through the Boundary County Board of Commissioners and coordinated with the Emergency Management Director. There will be full coordination with all other Emergency Support Functions. BC-ESF #15 provides for public information activities during an actual or pending emergency and actively solicits information from all ESFs and municipal liaisons to ensure current and complete information is being disseminated.

Policies

- The Public Information Officer will serve as primary spokesman to the media.
- The Chief Elected Official will approve all information prior to its release.
- The Public Information Officer will be appointed by the Emergency Management Director with the concurrence of the County Board of Commissioners.
- The Public Information Officer will disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and general public.
- The Public Information Officer will release public information concerning needed volunteers and donations, re-entry, and other recovery issues.
- The Public Information Officer will ensure media are monitored for correct and consistent informational releases.
- The Public Information Officer will coordinate with the Idaho Bureau of Homeland Security Public Information Officer regarding the Declaration of a County Disaster and resources supplied by the State of Idaho and Federal Agencies.

Situation and Assumptions

Situation

Several emergencies could require emergency public information support, including floods, earthquakes, pandemics, agroterrorism incidents, hazardous materials spills, and severe storms.

Planning Assumptions:

- Severe winter storms, earthquakes, or floods could disrupt dissemination of printed information to some areas of the County.
- The media will immediately pursue information regarding the emergency.
- Local media will cooperate in an emergency situation.
- A Boundary County Joint Information Center or System will be activated.
- Telephone and/or power service may be interrupted, requiring alternate methods of communications, such as communications provided by amateur radio volunteers.
- An aggressive program combining both emergency information and educational material could significantly reduce loss of life and property damage.
- There is a need for a single source of reliable information during an emergency for both the public and the media.
- The County is serviced by cable television, radio, and internet service.
- Radio reception is variable throughout the County and may not be reliable in emergency situations.
- Special needs populations (non-English speaking, hearing/vision impaired, elderly, or ill) will require extraordinary measures for alert/notification.
- Rumors will circulate.

Concept of Operations**General:**

- The BC-ESF #15 Public Information Officer (PIO) is appointed by the Emergency Management Director with the concurrence of the County Board of Commissioners.
- The PIO will be located in the Emergency Operations Center (EOC) or in a location with access to the responsible elected officials, current emergency information and the media.
- The PIO will serve as official spokesman and the media's single point of contact for the county and will coordinate all public information releases with the County Commissioners, and assume responsibility for the organization and operation of the public information system.
- A continuing flow of emergency information and instructions will be provided to the public and the media.
- The PIO will coordinate with all other annex coordinators, liaison agencies, other local PIOs and PIOs from the State, and Federal government as necessary.
- Ongoing public education programs will be provided to increase the awareness of those hazards that Boundary County is particularly vulnerable to, and the mitigation, preparedness, response, and recovery activities associated with those hazards.

- BC-ESF #15 will activate the Boundary County Joint Information Center or System. The Center will be a specific location for all media activities. If the physical Center is not activated, a Joint Information Systems approach will be established to facilitate the cooperative release of information, share media monitoring information, manage rumors, and provide unified messages to the public.

Organization:

- The Boundary County Emergency Management Director will coordinate with Idaho BHS if a Public Information Emergency Response Team is needed.
- All Boundary County organizations will support the Joint Information Center/System by providing staff to support emergency information activities when requested by the PIO.

Continuity of Government

Normal practices and procedures will be continued under emergency conditions to the extent possible. However, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life and/ or significant property damage.

Administration and Logistics

- Normal public information practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and supplies for public information activities during EOC operations will be provided by the Boundary County Clerk's Office.
- A Public Information log will be maintained during EOC operations. Additionally, every effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified.

Maintenance

- The PIO will annually review BC-ESF #15 and update or modify as necessary in conjunction with the Boundary County Department of Emergency Management Director.
- The PIO will prepare supporting documents such as notification and media lists, maps and demographic information. These documents will be reviewed annually, and updated as necessary.

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ESF 16 Military Support

Primary Agency: Boundary County Department of Emergency Management

Support Agencies: State of Idaho Military Division
Idaho Bureau of Homeland Security
Idaho National Guard

Introduction

Purpose

BC-ESF #16, Military Support, describes the process for obtaining military support during disaster response operations. Military support is governed by the Idaho Emergency Operations Plan ESF #16.

Scope

This annex applies to military support for emergencies within Boundary County that are beyond the capabilities of local authorities to control. It does not include planning and support for fires, except when the Idaho National Guard is ordered to State Active Duty (SAD) for fire operations.

Policies

- The Commanding General – Idaho (CG-ID) commands all IDNG forces.
- Committed IDNG forces are commanded by military personnel. IDNG forces will not be placed under the command of federal, state, or local civil authorities.
- Unit integrity will be maintained when feasible. Control of all IDNG resources will remain in the military chain of command.
- Military Support to Civil Authorities (MSCA) will be used to supplement, not substitute for, local authorities.
- IDNG soldiers who are members of fire, police, or other emergency services in any county or city affected by the disaster emergency may be excused from military duty to perform civilian duties if requested by city or county officials and coordinated through the Commanding General.
- The IDNG will normally be called upon for support after local, city, and county governments have exhausted all civilian resources. IDNG will withdraw troops and equipment as soon as possible.
- The 101st Weapons of Mass Destruction Civil Support Team (101st WMD CST) is best deployed at or nearly the same time as the HAZMAT Regional Response Teams. The primary purpose is to speed deployment, analysis, and response in a WMD situation.

Situation and Assumptions

Situation

Disaster emergencies can occur within Boundary County that are beyond the capabilities of local authorities to control.

Planning Assumptions

- Disaster emergencies can and will occur at anytime with little or no warning.
- The Boundary County Emergency Operations Plan has been implemented and the Board of Commissioners has declared a disaster emergency in the affected area.
- The Idaho Emergency Operations Plan has been implemented and the Governor has declared a disaster emergency in the affected area.
- A properly constituted local, county, state, or federal government will remain in existence for the direction and control of government agencies.
- IDNG resources for military support will be provided when requested by civil authorities through the Idaho Bureau of Homeland Security (BHS).

Concept of Operations

General

Idaho National Guard (IDNG) forces will provide military support to civil authorities under any state disaster emergency which is of such nature and scope to require assistance.

Coordinating Instructions:

- The Boundary County Department of Emergency Management will submit requests for military support with the approval of the Boundary County Board of Commissioners.
- The request will be coordinated with the Idaho Bureau of Homeland Security North Area Field Officer, or if not available, with the Idaho Bureau of Homeland Security Emergency Operations Center.
- Upon approval of request for military support, IDNG Task Force (TF) Commanders will establish liaison with Boundary County, conduct initial planning, and provide assistance.
- In extreme disaster emergencies when a delay may cause loss of life and/or major property damage, or when communications with higher headquarters is not possible, unit commanders in the affected area may employ IDNG resources.
- If the incident may involve hazardous materials/weapons of mass destruction, the request process is managed in accordance with the Idaho Hazardous Materials Response Plan.

Organization and Responsibilities

Primary Agency

- Boundary County Department of Emergency Management
 - Coordinates with the Idaho Bureau of Homeland Security through the North Area Field Officer for requests for military support.
 - Coordinates response and support requirements with the IDNG TF Commander.
 - Facilitates withdrawal of IDNG forces when no longer required.
 - Participates in after action reviews.

Support Agencies

- Idaho Bureau of Homeland Security
 - Receives, reviews, and approves requests for military support.
 - Forwards approved requests to the Idaho National Guard
- Idaho National Guard Headquarters
 - Command and control all National Guard units.
 - Perform Idaho National Guard Reaction Force (NGRF) training to respond to State and Federal emergencies.
 - On order, provide personnel and equipment to support an Idaho BHS initial damage assessment team.
 - On order, identify and establish a Task Force and/or Joint Task Force to be deployed in support of an incident.
- Idaho National Guard Task Force Commander/Joint Task Force Commander
 - Provides command and control of all state military assets deployed in support of civil authorities.
 - Works closely with the incident commander to maintain situational awareness of response actions.
- 101st Weapons of Mass Destruction Civil Support Team (101st WMD CST)
 - On order, the 101st WMD CST deploys to support civil authorities at a CBRNE incident site by identifying CBR agents/substances, assessing consequences, advising on response measures, and assisting with requests for additional support.
 - The CST provides specialized resources and subject matter experts in the following areas:
 - Chemical, Biological, Radiological, Nuclear and high Explosive (CBRNE) response, detection, monitoring and analysis
 - Medical liaison with emergency medical technicians and public health officials
 - Hazard assessment to include consequence management hazard plume modeling
 - Onsite technical decontamination for first responders
 - Mobile communications interoperability platforms in support of secure and nonsecure voice and data communications
 - In-depth scientific presumptive and confirmatory scientific analysis in the field
 - The CST will be prepared to provide a liaison officer to the Boundary County EOC, as the situation requires.
- National Guard Reaction Force (NGRF):

The NGRF provides quick reaction and rapid response capabilities for the following missions:

- Providing site security
- Establishing roadblocks and checkpoints
- Assisting civil authorities in controlling civil disturbances
- Protecting Department of Defense critical infrastructure

Support Annexes

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SA 1 Damage Assessment

Primary Agency: Boundary County Department of Emergency Management

Support Agencies: Boundary County Assessor
Boundary County Planning and Zoning
Boundary County Sheriff
Boundary County Road and Bridge

Introduction

Purpose

This Annex describes the organization and procedures that Boundary County will follow to assess, compile, and report damage caused by natural or man-made disasters.

Scope

This Annex is applicable to Boundary County departments and political subdivisions that may apply for disaster emergency relief funding and assistance.

Situation and Assumptions

Situation

- Many disaster events have the potential to cause major damage within the County. A coordinated damage assessment program will facilitate an efficient and effective response and recovery effort.
- The initial damage assessment will document the severity and magnitude of the disaster for the following purposes:
 - To identify the type, extent, and location of damages
 - To establish priorities for recovery
 - To determine resource and personnel requirements
 - To determine eligibility and need for State and/or Federal assistance
- Immediately following a major disaster, organizations such as American Red Cross, insurance companies, and public utilities will conduct damage assessments. Information from these assessments will help to determine the full extent of damage and to develop response and recovery plans.

Assumptions

- An initial damage assessment will be conducted by local personnel.
- Local damage assessment teams will be composed of personnel appointed by the Boundary County Department of Emergency Management, augmented by technical specialists from other County departments, municipalities, and the private sector.
- In the event of a major disaster, trained State and Federal personnel will assist in performing detailed damage assessments.
- Accurate and timely damage assessment will expedite disaster assistance.

Concept of Operations

- Damage assessment operations will be coordinated from the EOC.
- Initial damage assessment will be conducted as soon as possible after a disaster to determine the number of casualties, and the damage to public and private property. Elected officials will use this information to determine if a disaster declaration is warranted and if State/Federal assistance is required.
- Initial assessment of damages immediately following a disaster rests with Boundary County. If Boundary County requires damage assessment assistance, the County will request support from the Idaho Bureau of Homeland Security.
- Damaged structures within the incorporated areas of Boundary County will be posted in a manner that displays the condition of the structure and its suitability for continued occupation.

Organization and Assignment of Responsibilities

Primary Agency

Boundary County Department of Emergency Management

- Activate the damage assessment function.
- Form damage assessment teams and brief them on the following:
 - Current disaster status
 - Damage assessment procedures, checklists, and forms
 - Assign priorities and areas of responsibility for assessments
- Compile, analyze, and track the data received from damage assessment teams.
- Debrief damage assessment teams and provide information to the BCEOC staff. Ensure the BCEOC staff is informed about unsafe buildings, roads, bridges, and other facilities.
- Provide detailed information on damage sustained to municipalities, highways, roads, and County departments.
- Coordinate with the American Red Cross for results of their assessment efforts.
- Collect damage information from all sources on the following:
 - Public roads and bridges
 - Dams
 - Public buildings and equipment
 - Hospitals
 - Schools
 - Jails and confinement facilities
 - Transportation facilities and equipment
 - Communication facilities and equipment

- Water and sewage treatment plants
- Irrigation canals and facilities
- Private residences
- Private businesses
- Farms and ranches
- Agriculture
- Churches
- Maintain a situation map with plots of damaged areas.
- Review damage assessment reports with the Damage Assessment Coordinator, other officials, and EOC staff, to determine if outside assistance is necessary.
- Coordinate damage assessment reports and needs with the Idaho BHS North Area Field Officer.
- Coordinate with BC-ESF #15 – Public Information and External Affairs to develop and release damage assessment and other appropriate information to the public.
- Coordinate with BC-ESF #3 - Public Works and Engineering to establish priorities for emergency repair to roads, bridges, buildings, and debris removal.
- Develop procedures for safety assessments of damaged facilities, including checklists and placards that indicate condition of inspected buildings.
- Coordinate procedures for controlled entry into damaged buildings with elected officials.
- Create a database to manage records of damaged buildings and provide timely reports of building status as repairs are made.
- Coordinate with adjacent counties to determine how damage in these areas may impact Boundary County.
- Coordinate with State and/or Federal agencies in conducting Preliminary Damage Assessments.
- Provide initial and follow-up situation and damage reports to Idaho BHS.

Support Agencies

- Boundary County Assessor
 - Assist with damage assessment.
- Boundary County Planning and Zoning
 - Assist with damage assessment.
- Boundary County Sheriff
 - Assist with damage assessment.
- Boundary County Road and Bridge

- Assist with damage assessment.
- Report damage to roads, bridges, and public facilities.

Direction and Control

The Boundary County Damage Assessment Coordinator is under the direction of the Board of County Commissioners during emergency operations. The Damage Assessment Coordinator will provide additional staff and other resources as required.

Continuity of Government

- The Damage Assessment Coordinator will relocate with the EOC staff to an alternate EOC if the situation warrants.
- All essential records will be protected from destruction and loss.

Administration and Finance

See BC-SA #1 - Financial Management

Annex Maintenance

The Emergency Management Director, will review, update, and modify this annex annually. Supporting documents to this annex such as SOGs, checklists, and notification and resource lists will be maintained by the Emergency Management Director. They will be reviewed annually and updated as necessary.

SA 2 Financial Management

Primary Agencies: Boundary County Department of Emergency Management
Boundary County Clerk/Auditor/Recorder

Support Agencies: All Boundary County Departments

Introduction

Purpose

The Financial Management Support Annex provides guidance for all departments and agencies responding to disaster emergencies under the provisions of this plan, in accordance with appropriate state and federal fiscal laws, policies, regulations, and standards.

Scope

This annex is applicable to Boundary County departments and political subdivisions that may apply for and/or receive disaster assistance or disaster emergency relief funding.

Policies

- **General:** Each department is responsible for providing its own financial services and support to its response operation in the field. Funds to cover eligible costs for response activities may be provided through reimbursement by the Bureau of Homeland Security (BHS).
- **Procurement:** The procurement of resources will be in accordance with statutory requirements and established procedures.
- **Procedures for Reimbursement:** General policy for reimbursement is provided by the Mission Assignment or Project Agreement processes. Each entity that receives mission assignments or project agreements by BHS may have activities that are reimbursable from the State Disaster Emergency Account (DEA). Those agencies will keep track of all eligible expenses to submit for reimbursement to BHS.
- **Financial Records and Supporting Documentation:** Departments, agencies, and political subdivisions must maintain records, receipts, and documents to support claims, purchases, reimbursements, and disbursements defined within the respective mission assignment or project agreement. Reimbursement requests must be submitted with supporting documentation such as personnel time cards and payroll reports with benefit rates, equipment rates and operators, dates and locations of response activities, service contracts, travel, per diem, and other expenses specific to the assigned work.
- **Cost Estimates for Additional Appropriations:** After beginning their initial response operations, County departments may need to estimate the total funding needs for the duration of the disaster emergency response. These estimates shall be incorporated into revisions of the mission assignment or project agreement as soon as it becomes apparent that the mission assignment or project agreement will vary by ten percent (10%) of the original estimate.

- Audit of Expenditures: The expenditures of state/federal funds related to disaster emergencies will be subject to an independent audit in accordance with state/federal statutes and audit procedures.

Situation and Assumptions

Situation

- Disasters may have an immediate impact on local resources, resulting in shortages that may require the unplanned expenditure of funds. Coordination may be required between local, state and federal organizations to administer the funding programs.
- A Gubernatorial Disaster Emergency Declaration may permit funding from the Disaster Emergency Account (DEA). Additional funds may be made available by special appropriation of the Idaho State Legislature or through Gubernatorial Executive Order.

Planning Assumptions

- Local governments are responsible for first response to emergencies affecting their jurisdictions including the application of fiscal procedures.
- State assistance may be available to jurisdictions which have declarations of emergency exceeding local budgets.
- The immediate expenditures of funds to support a response to a disaster emergency may be required in order to save lives, protect property, and the environment.
- Financial operations will be carried out under disaster emergency timelines, necessitating expedited procedures while requiring sound financial management and accountability.
- An incident where assistance is requested may result in a state or federal Declaration of Disaster Emergency.

Concept of Operations

General

Funding for emergency response activities conducted pursuant to the Idaho Code may be made available from the State Disaster Emergency Account.

Response Actions

- A disaster occurs or is imminent. Boundary County commits all its resources in response.
- Boundary County resources are exhausted. The County approves a disaster emergency declaration.
- If County resources aren't adequate to resolve the emergency, mutual aid is requested. If mutual aid is inadequate, the County coordinates with the Idaho Bureau of Homeland Security for additional resources and the potential need for a Gubernatorial Disaster Declaration.
- When the Governor declares a disaster emergency, the Idaho Emergency Operations Center (IDEOC) may utilize state agencies in their designated Emergency Support Function (ESF) roles identified in this plan. Upon receipt and verification of a local jurisdiction's request for assistance, the IDEOC will mission assign the appropriate state

agency to provide required resources, services, or information. On occasion, it may be more prudent to negotiate with a local jurisdiction for a project agreement to fulfill a request for assistance.

Responsibilities

Primary Agencies:

- Boundary County Department of Emergency Management
 - Serve as the focal point for Boundary County for coordination of all federal, state, local, and volunteer disaster emergency response and recovery activities.
 - Advise the Board of County Commissioners on the status of the disaster emergency, including recommending and preparing a County disaster emergency declaration, and requesting additional resources when County capabilities are exceeded.
 - Coordinate with the Idaho Bureau of Homeland Security on the status of the disaster emergency, County disaster declarations, and requests for State assistance.
 - Provide information to the County Commissioners and to County agencies and affected local jurisdictions on the declaration, the types of assistance authorized, and the areas eligible to receive such assistance.
 - Retain all pertinent records for audit.
- Boundary County Clerk/Auditor/Recorder
 - Implement a financial system to track disaster emergency related costs.
 - Submit to BHS all requests for reimbursement of expenses incurred during a declared state of disaster emergency.
 - Gather and retain records on total disaster costs.
 - Keep the Board of County Commissioners informed on the status of funding and current issues related to the declared disaster emergency.

Support Agencies:

- Respond to disaster emergencies.
- Advise the Boundary County Department of Emergency Management when current capabilities may be exhausted.
- Keep records of all costs of disaster response and recovery operations in accordance with established procedures.
- Submit requests for reimbursement to Boundary County Clerk/Auditor/Recorder.

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SA 3 Mutual Aid

Primary Agency: Boundary County Department of Emergency Management

Support Agencies: All other Boundary County Agencies, Districts and Departments

Introduction

Purpose

This annex describes the policies and responsibilities for Boundary County incident management activities involving the use of mutual aid agreements (MAA) and memoranda of understanding (MOU). For purposes of this Annex, mutual aid agreements (MAA) and memoranda of understanding (MOU) are interchangeable terms. In the remainder of this Annex, the term mutual aid agreement will be used to apply to both types of agreement.

Scope

- Mutual aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident. This normally includes all neighboring or nearby jurisdictions, as well as relevant private sector and nongovernmental organizations.
- This annex applies to all County agencies operating under the Boundary County Emergency Operations Plan (BCEOP) in incidents requiring a response that involves mutual aid agreements.

Policies

- Boundary County will participate in intrastate agreements that encompass all local jurisdictions. The County also has or will establish mutual aid agreements with private organizations, such as the American Red Cross, to facilitate the timely delivery of assistance during incidents.
- Boundary County encourages all agencies within the County to enter into and keep current mutual aid agreements with other agencies, private sector and nongovernmental organizations.
- This annex does not alter existing Boundary County or agency responsibilities for emergency management under the law. This annex does not supplant existing contractual or other legal obligations.

Situation and Assumptions

Situation

A disaster emergency situation can occur that overwhelms Boundary County's internal capacity to respond in an effective manner that saves lives, maintains public safety, minimizes damage, and reduces impacts.

Planning Assumptions

- Boundary County's capacity to respond is overwhelmed.
- Mutual aid from other agencies is available to assist the Boundary County response.
- Mutual aid response will be timely and effective.
- Mutual aid resources will be released when no longer needed.

Concept of Operations

General

Boundary County Department of Emergency Management/BCEOC coordinates support to response activities and is the conduit for requesting assistance when an incident exceeds local capabilities.

Preparedness

- Agencies that provide and receive mutual aid will negotiate formal mutual aid agreements.
- Mutual aid agreements will include the following elements or provisions:
 - Definitions of key terms used in the agreement
 - Roles and responsibilities of individual parties
 - Procedures for requesting and providing assistance
 - Procedures, authorities, and rules for payment, reimbursement, and allocation of costs
 - Notification procedures
 - Protocols for interoperable communications
 - Relationships with other agreements among jurisdictions
 - Workers compensation
 - Treatment of liability and immunity
 - Recognition of qualifications and certifications;
 - Sharing agreements, as required
 - Other agreements, as required
- Authorized officials from each of the participating jurisdictions will collectively approve all mutual-aid agreements.
- Mutual aid agreements will be reviewed and updated on a regular basis.

Response

- The LCEOC facilitates coordination with relevant private-sector entities.
- The LC-ESFs also implement established protocols with private sector counterparts at the State and regional levels.
- The LCEOC and LC-ESFs will establish procedures and processes to:

- Determine the impact of an incident
- Establish communications that will facilitate a shared situational awareness all sectors in the County
- Coordinate and set priorities for the County and incident management support and response, and the prioritizing of the delivery of goods and services after an incident
- Call for the implementation of mutual aid agreements under County authority; recommend, as appropriate, the implementation of mutual aid agreements outside County authority

Recovery

- Mutual aid resources will be demobilized and released when no longer needed.
- Agencies that provide and receive mutual aid will complete required reports.
- All agencies will participate in after action reviews and provide input to after action reports to improve response and recovery.

Responsibilities

Primary Agency:

Boundary County Department of Emergency Management

- Develops plans, processes, and relationships, and facilitates coordinated response planning at the strategic, operational, and tactical levels.
- Shares information, including threats and warnings, before, during, and after an incident.
- Facilitates the development and coordination of mutual aid agreements.
- Coordinates and conducts incident management functions.
- Develops, implements, and operates information-sharing and communication strategies, processes, and systems.

Support Agencies

All other agencies within Boundary County are responsible for developing and maintaining working relations with their counterparts, formalizing mutual aid agreements with appropriate agencies, and implementing those agreements when necessary.

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SA 4 Private Sector Coordination

Primary Agency: Boundary County Department of Emergency Management

Support Agencies: Boundary County Departments and Districts

Private Industry: Idaho Businesses and Industry

Introduction

Purpose

This annex describes the policies, responsibilities, and concept of operations for County incident management activities involving the private sector. The private sector includes for-profit and not-for-profit organizations, including the County's critical infrastructure, key resources, other business and industry components, and nongovernmental organizations (NGOs), including those serving special needs populations.

Scope

- This annex applies to all County agencies operating under the Boundary County Emergency Operations Plan (BCEOP) in incidents requiring a response that involves the private sector in any of the following ways:
 - Impacted organization or infrastructure
 - Emergency resource provider
 - Regulated industry and/or responsible party
 - Member of the County emergency management organization
- The BCEOP Base Plan describes the private sector role in supporting incident management. This annex addresses those unique aspects of incident management involving the private sector.
- The roles and relationships of voluntary, not-for-profit organizations and potential donors of goods and services to governments and NGOs are detailed in the Volunteer and Donations Management Support Annex and the Boundary County Emergency Support Function (BC-ESF) #6 – Mass Care, Emergency Assistance, Housing, and Human Services Annex.

Policies

- This annex supports the Boundary County commitment to ensure the orderly functioning of the economy and the reliability and availability of essential services.
- This annex does not alter existing private sector responsibilities for emergency management under the law. This annex does not supplant existing contractual or other legal obligations.
- Boundary County encourages cooperation between private sector organizations and local authorities regarding prevention, preparedness, mitigation, response, and recovery activities. The County also encourages processes that support informed cooperative decision making. Engaging the private sector requires active involvement at the strategic

(e.g., chief executive officer (CEO), corporate president, or other senior leadership, etc.) and operational levels to ensure:

- Effective and efficient use of private sector and County resources
- Timely exchange of information
- Public and market confidence in times of crisis or catastrophe
- The County encourages owners and operators of Critical Infrastructure/Key
- Resources (CIKR) elements to develop emergency response plans and information-sharing processes tailored to the unique requirements of their sectors or industries.
- The County treats information provided by the private sector in a manner consistent with applicable statutes and regulations. These handling procedures include Protected Critical Infrastructure Information (PCII), providing exemption from disclosure, to protect from unauthorized disclosure appropriately designated proprietary or otherwise sensitive company information.
- The County supports measures that ensure site accessibility for essential service providers responding to disasters or emergencies. These entities provide:
 - Telecommunications services
 - Electrical power
 - Natural gas
 - Water and sewer services
 - Emergency medical services
 - Other essential services

Situation and Assumptions

Situation

- The private sector plays a primary role in County response by ensuring the orderly functioning of the economy and the delivery of essential goods and services. Disruption of services could hamper the County's ability to respond and recover. Critical infrastructure and key resources are essential to local governments to save lives, maintain public safety, minimize damage, and reduce impacts. The private sector secures, defends, mitigates damage, and implements recovery efforts for its own facilities.
- Involving the private sector in all stages of planning and implementation is critical for the success of the Boundary County Emergency Operations Plan (BCEOP) and subsequent efforts to recover.

Planning Assumptions

- Private sector involvement with incident management is determined by the nature, scope, and magnitude of the incident.
- The private sector is encouraged to follow the concepts for incident management specified in the National Incident Management System (NIMS).

- Private businesses and industry associations develop, validate, exercise, and implement security and business continuity plans to ensure their capability to deliver goods and services.
- Private sector entities repair, restore, and secure their property, and first seek reimbursement for disaster losses from insurance or other sources. Federal disaster assistance may be available, primarily in the form of low-interest disaster loans from the U.S. Small Business Administration.

Concept of Operations

General

- Boundary County Department of Emergency Management manages the daily analysis of incident-related reports and information. This management includes communications with the private sector. Private-sector incident management organizations may be established to assist local multi-agency coordination centers to facilitate interaction, communication, and coordination.
- The BCEOC coordinates response activities and is the conduit for requesting assistance when an incident exceeds local and private-sector capabilities. Private-sector organizations, either for-profit or not-for-profit, may be included in the BCEOC.

Response Actions

The BCEOC initiates coordination with relevant private-sector entities. The BC-ESFs also implement established protocols with private sector counterparts. The BCEOC and BC-ESFs will establish procedures and processes to:

- Determine the impact of an incident.
- Establish communications that will facilitate a shared situational awareness across industry and infrastructure sectors and between the public and private sectors.
- Identify and prioritize businesses and industry needing immediate restoration and obtain goods and services necessary for the restoration and recovery of CIKR and other key elements of the economy on a priority basis.
- Coordinate and set priorities for the County and incident management support and response, and the prioritizing of the delivery of goods and services after an incident.
- As needed, recommend priorities for business and industry resource allocations.
- Inform County decision makers to help determine appropriate recovery measures.

Responsibilities

Primary Agency:

Boundary County Department of Emergency Management

- Develops plans, processes, and relationships, and facilitates coordinated response planning with the private sector at the strategic, operational, and tactical levels.
- Shares emergency information, including threats and warnings, before, during, and after an incident.

- Informs and orients the private sector on the contents of the BCEOP and encourages and facilitates private-sector planning.
- Coordinates and conducts incident management functions with the private sector.
- Develops, implements, and operates information-sharing and communication strategies, processes, and systems.

Support Agencies:

Boundary County Departments and Districts that are the primary agency(ies) for each BC-ESF is (are) responsible for developing and maintaining working relations with their associated private sector counterparts through partnership committees or other means (e.g., BC-ESF #2 – Communications: telecommunications industry; BC-ESF #10 – Hazardous Materials Response: oil and hazardous materials industry; etc.).

Private Sector:

Private-sector organizations support the Boundary County Emergency Operations Plan (BCEOP) either through voluntary actions to ensure business continuity or by complying with applicable laws and regulations. To assist in response and recovery, private-sector organizations should:

- Identify risks and perform vulnerability assessments
- Developing contingency and response plans
- Implement prevention and protection programs
- Coordinate with their suppliers and customers to identify and manage disruptive effects of disaster emergencies
- Share information
- Provide goods and services through contractual arrangements, government purchases, or mutual aid and assistance agreements
- Facilitate donation of goods and services

SA 5 Volunteer and Donations Management

Primary Agency: Boundary County Department of Emergency Management

Non-Governmental: Inland Northwest COAD
American Red Cross
Salvation Army
Southern Baptist Disaster Relief
Local Food Banks
St. Vincent DePaul

Support Agencies: North Idaho Citizen Corps Council

Introduction

Reference

Idaho Emergency Operations Plan Support Annex #5, Volunteer and Donations Management

Purpose

The purpose of this annex is to outline Boundary County level responsibilities for the coordination of acceptance, storage, distribution and disposal of monetary and *unsolicited* in-kind donations, and for the coordination of the use of *spontaneous* volunteers. See the Idaho Emergency Operations Plan for details on state level services and capabilities.

- Unsolicited goods are donated goods that have not been asked for by professional donations specialists.
- Spontaneous volunteers, also known as “emergent” volunteers, are volunteers that are not formally associated with a voluntary organization active in the disaster operations.

Scope

Following an emergency or disaster there may be a need to provide goods and services to the affected area. These commodities may be available commercially, provided by state or local jurisdictions, or donations.

Policies

- Local governments have primary responsibility of the management of unsolicited goods and spontaneous volunteers.
- Local governments look principally to those voluntary organizations with established volunteer and donations management structures already in place to receive appropriate volunteers and donated goods.
- Donors will be discouraged from sending unsolicited donations directly to the disaster site. Under no circumstances will pharmaceutical supplies, other medications or prepared foods be accepted from the public.
- Boundary County encourages cash donations to recognized nonprofit voluntary organizations with disaster experience.
- Boundary County encourages individuals interested in volunteering their personal services to participate through the North Idaho Citizen Corps Council, Inland Northwest

COAD and/or affiliate with a recognized nonprofit voluntary organization in disaster relief efforts. Spontaneous volunteers will be discouraged from going directly to any disaster site.

- Personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS) and integrate those principles into planning and response operations.
- All activities, functions, and services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- Full use of existing voluntary organizations volunteer and donations management resources are encouraged before assistance of the state government is sought.
- Distribution of large quantities of foodstuffs and commodities may have an adverse effect on the local economy. All efforts will be made to reduce that impact.
- All agencies should maintain logs and journals on all activities regarding financial matters, trip reports, matters of institutional knowledge and concern, recordings of vital data, and after action reports or critiques (lessons learned).

Situation and Assumptions

Situation

- A major, severe or catastrophic disaster will create the need to coordinate solicited and unsolicited donated goods and/or funds and spontaneous volunteer services.
- A united and cooperative effort between local government, volunteer organizations, the private sector and the donor community is necessary for the efficient and effective channeling of offers from the public.

Planning Assumptions

- Uncoordinated, uncontrolled masses of donated goods and volunteers can interfere with disaster operations and cause a secondary logistical disaster.
- Donations will be managed to ensure that materials are received, safeguarded, documented and distributed in an appropriate manner.
- Distribution will be based on priority of needs.
- Public health concerns will be addressed before food items are distributed.
- Volunteer services will be managed to ensure that volunteers do not become victims or casualties or impede response and recovery operations.
- A media campaign will be coordinated as soon as a disaster is identified to encourage appropriate donation practices such as cash rather than goods to a recognized charity.

Concept of Operations

General

This annex will be implemented in response to major emergencies or disasters that overwhelm local capabilities to manage unsolicited donations and spontaneous volunteers. This annex

should not interfere with any private volunteer organization's policies concerning donations. The intent is to provide a means to coordinate donations and respond to the needs of disaster victims and affected governments in the most efficient and timely manner.

Donations

- The Boundary County Department of Emergency Management will work with the State Donations Coordinator (SDC) to determine the initial needs assessment for donated goods and to identify operating facilities suitable as donation warehouses and distribution sites.
- The donation warehouse will receive and sort unsolicited items to be transferred to distribution sites for distribution to disaster victims.
- Distribution sites will be established as close to the disaster area as safely possible for disaster victims to obtain needed items that may be available.
- Designated donations are donations requested by a specific organization. Inquiries concerning donations for a specified organization will be referred to that organization. Once a donation has been accepted by a specific agency it becomes the property of that agency.
- Unsolicited/undesigned donations are those that arrive at a reception center but have not been requested by or designated for a specific agency. Unsolicited and undesigned donations will first be directed to an agency that has agreed to accept such goods and services. If a donation arrives unsolicited, but can be used, it will be accepted and directed to the appropriate location/agency. Donations that cannot be used or that are deemed a health hazard may be rejected.
- Corporate donations are donations made by businesses and industry. Corporate offers of bulk items will be accepted if they can be used in the disaster response and relief efforts. Corporate donors will be referred directly to an agency if there is a known need for the offer in order to coordinate shipping and receiving of the items.
- International donations are items donated by countries or agencies located in countries outside the United States. Boundary County will direct international donors to the Idaho State Donations Coordinator.
- Transportation and distribution of donations from the donor to the receiving organization will be the responsibility of the donor.
- Unsuitable and unneeded donations must be disposed of properly. Local laws will apply when disposing of hazardous materials. Unusable items will be recycled if possible. Usable goods will be redistributed to non-profit organizations if possible.
- An undesigned cash donation is money that has not been designated for a specific agency. Undesignated cash will be directed to the Boundary County Treasurer's Office to be placed in a special disaster trust fund until distribution needs can be determined.

Spontaneous Volunteers

- The Boundary County Emergency Operations Center (BCEOC) will determine the initial needs assessment for services and to identify operating facilities suitable as emergency

volunteer reception centers (EVRC). When a large number of volunteers show up or are expected to show up at a disaster area, an EVRC will be set up to register the volunteers and connect them with an agency that is in need of their skills and services. If state assistance is required, the BCEOC will work with the State Volunteer Coordinator (SVC).

- Volunteer organizations involved in disaster response may request public volunteers. The requesting agencies are responsible for the housing, feeding and needs of their requested volunteers.

Public Information:

BC-ESF #15, Public Information and External Affairs will develop a program to educate the public and media concerning donations management operations. This program will address the following:

- Contacting elected officials to educate them on the needs of donations management operations; the goal is to ensure that as elected officials speak to the media, they have a message that will assist the operation
- The message will encourage cash donations
- The target audience will be civic organizations, church groups, unions, media, private individuals and other interested groups
- Press releases regarding donations will be issued immediately following a major disaster requesting only the most needed goods, detailing exactly what is needed
- Once a need has been met, BC-ESF #15 will issue a press release canceling the need for donations of that type

Responsibilities

Primary Agency

Boundary County Department of Emergency Management

- Activate this annex based on available information and estimates.
- Appoint a Donations Coordinator and Volunteer Coordinator to liaison with relief agencies, State Donations Coordinator and State Volunteer Coordinator to meet needs and avoid duplication of efforts.

Donations Coordinator

- Coordinate the establishment of distribution centers as the magnitude and severity of the disaster emergency requires.
- Work with volunteer organizations and the state donations coordinator to develop a list of specific items needed in the disaster area for solicitation from the public.
- Coordinate with BC-ESF #15, Public Information and External Affairs, to issue press releases. Provide information and assistance regarding the local jurisdiction's disaster response and recovery activities.

- Assist in the development of the timeline and demobilization plan for donations management activities. The timeline and demobilization plan will address closeout activities, downsizing coordination and operations, transitioning to voluntary agencies, and transmission of remaining goods and services to traditional charitable organizations.

Volunteer Coordinator

- Coordinate with the North Idaho Citizens Corps and the Inland Northwest COAD in managing spontaneous volunteers.
- Coordinate the establishment of emergency volunteer reception centers as the magnitude and severity of the disaster emergency requires.
- Coordinate with BC-ESF #15, Public Information and External Affairs, to issue press releases. Provide information regarding disaster response and recovery activities.
- Assist in the development of the timeline and demobilization plan for volunteer management activities. The timeline and demobilization plan will address closeout activities and downsizing.

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SA 6 Worker Safety and Health

Primary Agency:	Boundary County Department of Emergency Management
Support Agencies:	Boundary County Sheriff All other County and Municipal response agencies
State Level Support Agencies:	Idaho Military Division (IMD) Idaho Bureau of Homeland Security (BHS) Idaho National Guard, 101st Civil Support Team (CST) Idaho Department of Health and Welfare (IDHW) Idaho District Health Departments (DHD) Idaho Department of Environmental Quality (DEQ) Idaho Division of Building Safety (DBS) Idaho Department of Water Resources (IDWR) Idaho State Department of Agriculture (ISDA)

Introduction

Purpose

- This annex provides guidelines for implementing worker safety and health support functions during potential or actual emergencies and disasters. This annex describes the actions needed to ensure that threats to responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during incident management operations.
- This annex coordinates the efforts of multiple response organizations. The main objective is to ensure that the Incident Command/Unified Command (IC/UC), responding organizations, and responders involved receive coordinated, consistent, accurate, and timely safety and health information and technical assistance.

Scope

- This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for all emergency responders and response organizations during potential and actual emergencies and disasters. While this annex addresses coordination and provision of technical assistance for incident safety management activities, it does not address public health and safety.
- Coordination mechanisms and processes used to provide technical assistance for incident safety management activities include identification and characterization of incident hazards, assessments and analyses of health risks and exposures to responders, medical monitoring, and incident risk management.

Policies

- Basic Provisions/Requirements of the Occupational Safety and Health Act (OSHA) of 1970 (Public Law 91-596). This Act assigns OSHA two regulatory functions – setting standards and conducting inspections - to ensure that employers are providing safe and healthful workplaces. OSHA standards may require that employers adopt certain practices, means, methods, or processes reasonably necessary and appropriate to protect

workers on the job. Employers must become familiar with the standards applicable to their establishments and eliminate hazards. Compliance with standards may include ensuring that employees have been provided with, have been effectively trained on, and use personal protective equipment when required for safety or health. Employees must comply with all rules and regulations that apply to their own actions and conduct. Even in areas where OSHA has not set forth a standard addressing a specific hazard, employers are responsible for complying with OSHA's "general duty" clause. The general duty clause [Section 5(a)(1)] states that each employer "shall furnish...a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees." For more information on OSHA, visit www.dol.gov.

- Private-sector, State and local government employers are responsible for the safety and health of their employees as outlined above. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions. Some State and National guidelines include:
 - Idaho Code §44-1401 Employer's Liability Act, §39-101 Idaho Environmental Protection and Health Act, §72-101 Worker's Compensation and Related Laws
 - National Fire Protection Association (NFPA) standards
 - The Hazardous Waste Operations and Emergency Response Standard, codified at 29 CFR 1910.120 and 29 CFR 1926.62
 - The Worker Protection Standard, codified at 40 CFR 311
- The Boundary County Department of Emergency Management coordinates with the Idaho Bureau of Homeland Security, other State agencies, and local governments to develop, obtain, and disseminate information on the likely hazards associated with potential incidents and the preventive actions that can be taken to reduce or eliminate illnesses and injuries that may result from hazardous exposure.
- Responders are notified of personal sampling results and suggested courses of action as promptly as possible. To protect responder confidentiality, medical information on responders is never released to the public.

Situation and Assumptions

Situation

- During a disaster or emergency, operations likely will encompass complex and varied hazards that must be characterized, evaluated, and controlled to protect responders. These hazards could include falls from heights, hazards associated with heavy equipment use, confined space entry, compressed gas use, electrical shock, and the toxic and hazardous substance exposures. The need for a rapid response to an incident increases the risk that responders will be deployed without complete information about the safety and health hazards present.
- To ensure that responders are properly protected, this BCEOP Worker Safety and Health Support Annex must be in place to facilitate consideration of all potential hazards and to

ensure the availability and coordination of personal protective equipment and other resources used in responding to the incident. A collaborative effort involving the expertise of all response organizations is necessary to plan for and implement responder safety and health procedures during the incident.

Planning Assumptions

- Organizations responding to the incident site have properly trained, equipped, and provided technical support and expertise to their responders in accordance with their agency's mission and expertise for the incident.
- On-scene incident management organizations will have a safety officer(s) assigned to access the health and safety risks and advise the on-scene incident commander of incident hazards and risks.
- This annex does not replace the primary responsibilities of government and employers; rather, it ensures that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health.

Concept of Operations

General

As the primary agency for this support annex, the Boundary County Department of Emergency Management will obtain from the Idaho Bureau of Homeland Security the latest support information available. The Boundary County Department of Emergency Management will provide as much information as it has concerning the scope, complexity, and specific hazards associated with the incident and the needs of the response and recovery organizations. This worker safety and health annex supports the following functions within the Incident Command System:

- Providing occupational safety and health technical advice and support to Incident Command/Unified Command (IC/UC) and Safety Officer(s) involved in incident management, and, if appropriate, at all incident sites.
- Providing assistance with site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate.
- Providing assistance with identifying and assessing health and safety hazards and characterizing the incident environment, to include continued monitoring of incident safety.
- Providing assistance with task-specific responder exposure monitoring for:
 - Chemical, biological, radiological, nuclear, and explosive (CBRNE) contaminants
 - Physical stressors (e.g., noise, heat/cold, ionizing radiation)
- In coordination with IDHW, evaluating the need for longer term epidemiological medical monitoring and surveillance, and appropriate immunization and prophylaxis for responders and recovery workers.

- Assessing responder safety and health resource needs and identifying sources for those assets.
- Provide assistance with determining the appropriate level of personnel protective equipment (PPE) including the use and decontamination of PPE.
- Collecting and managing data (exposure data, accident/injury documentation, etc.) to facilitate consistent data-formatting and data-sharing among response organizations.
 - ❑ Coordinating and providing incident-specific responder training.

Responsibilities

Primary Agencies

Boundary County Department of Emergency Management

- During activation, coordinate technical assistance for responder safety and health to the IC/UC.
- Resolve technical, procedural, and risk assessment conflicts before they adversely affect the consistency and accuracy of the advice and information provided to responders and to the local IC/UC.
- Obtain advice and technical assistance from agencies of the state and federal government and others concerned with emergency response and hazardous substance incidents.
- Coordinate response of specialized response teams. Idaho has specially trained and equipped teams that could be deployed, as requested, to the site of a HAZMAT/WMD incident to assist and advise the local Incident Command. Idaho's specialty teams are as follows:
 - ❑ Idaho Hazardous Materials Regional Response Teams (HAZMAT RRT)
 - ❑ Idaho National Guard 101st Weapons of Mass Destruction Civil Support Team (CST)
 - ❑ Idaho Regional Bomb Squads
 - ❑ Military Explosive Ordnance Disposal (EOD) Teams

All Support Agencies

- Identify qualified Safety Officers to train, monitor, and brief department personnel on hazards, specific reporting procedures, PPE, decontamination, etc.
- Provide Critical Incident Stress Management (CISM) or Critical Incident Stress Debriefing (CISD) opportunities to staff.
- Provide psychological and physical first aid.
- Participate in worker safety and health support coordination.

SA 7 Evacuation

I. Purpose

- A. This Annex describes the provisions that have been made to ensure the safe and orderly evacuation of people threatened by hazards in Boundary County.

II. Situation and Assumptions

A. Situation

1. There are a wide variety of emergency situations that might require an evacuation of portions or all of Boundary County.
 - a) Limited evacuation of specific geographic areas might be needed as a result of a hazardous materials transportation incident, wildfire, flood, landslide, or severe weather.
 - b) Large scale evacuation could be required in the event of a major hazardous materials spill, extensive flooding, or severe weather.
 - c) Based on the situation, sheltering in place may be a viable option instead of evacuation.

B. Assumptions

1. Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being told to do so.
2. Most people at risk will evacuate when local officials recommend that they do so. A general estimate is that 80 percent of those at risk will comply when local officials recommend evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public and more serious.
3. Some individuals will refuse to evacuate, regardless of the threat.
4. Some evacuation planning for known hazard areas can and should be done in advance.
5. While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.
6. The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.
7. In most emergency situations, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.

8. Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.
9. When a countywide mass evacuation is recommended, shelters will not be opened in Boundary County.

III. Concept of Operations

A. General

1. Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for an evacuation, the characteristics of the hazard and its magnitude, intensity, speed on of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

B. Evacuation Decisions

1. The Incident Commander or, for large-scale evacuations, the EOC shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
 - a) What areas or facilities are at risk and should be evacuated?
 - b) How will the public be advised of what to do?
 - c) What do evacuees need to take with them?
 - d) What travel routes should evacuees use?
 - e) What transportation support is needed?
 - f) What traffic control is needed?
 - g) Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
 - h) How will evacuated areas be secured?
 - i) Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.
2. The decision to recommend evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing that incident. In general, the County Commission shall issue recommendations for large-scale evacuations.

C. Hazard Specific Evacuation Planning

1. Hazard-specific evacuation planning information has been developed for certain known hazards and is included in as attachments to this Annex. These attachments describe the potential impact areas for known hazards, the number of people in the threatened areas, and any essential and special needs facilities affected. The attachments also identify potential evacuation routes, and where appropriate, transportation pickup points or assembly areas.

D. Transportation

1. **Individuals:** It is anticipated that the primary means of evacuation for most individuals will be personal transportation. However, some individuals do not own vehicles and others will need assistance in evacuating and provision must be made to provide public transportation for these individuals.
2. **Special Facilities :** Public Schools have transportation resources; some private schools and daycare facilities also have transportation assets. Many other special facilities rely on commercial or contract transportation for their needs. Unfortunately many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Local government assistance will be requested to assist in providing transportation to these facilities.
3. School buses, ambulances, and other vehicles may provide emergency transportation. Transportation will be under the direction of ESF 1 Transportation. In cases of large-scale evacuations with advanced warning, pickup points may be designated, or a telephone bank established to receive and process requests for transportation.
4. Public information messages that emphasize the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

E. Traffic Control

1. Actual evacuation movement will be controlled by ESF 13 Public Safety and Security.
2. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles
3. For large-scale evacuations where time permits, traffic control devices, such as signs and barricades, will be provided by ESF 1 Transportation.
4. ESF 1 Transportation will request wrecker services needed to clear disabled vehicles from evacuation routes.

F. Warning & Public Information

1. The Incident Commander will normally arrange for evacuation orders in and around the incident site. The EOC will normally disseminate warning

for large-scale evacuations beyond the incident site or where evacuation is being conducted because of an imminent threat.

2. Advance Notice of Possible Evacuation
 - a) For slowly developing emergency situations, advance warning should be given to affected residents as soon as it is clear that evacuation may be required. Such advance notice is normally disseminated through the media. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
 - b) Special facilities should also be provided advance warning. Such facilities should be requested to review and be prepared to implement their evacuation plans and to keep the EOC informed of their status and any requirements for assistance.
3. Evacuation Warning
 - a) Evacuation warning should be disseminated through all available warning systems.
 - b) In the case of immediate evacuation in and around an incident site, route alerting using sirens and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be employed. The first to get the attention of the population, and the second to deliver the evacuation message. Door-to-door notification should be considered for large buildings and in rural areas where residences may be some distance from the road.
 - c) Special facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.
 - d) ESF 4 Firefighting should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.
4. Emergency Public Information
 - a) Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during an evacuation. ESF 15 Public Information will insure that such information is provided to the media on a timely basis for further dissemination to the

public. Provisions must be made to disseminate information to individuals with special needs, including the blind and hearing impaired.

- b) Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.
- c) When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

G. Special Facilities

1. Special facilities, such as schools, hospitals, care centers, day care facilities, and correctional facilities are responsible for the welfare and safety of their clients, patients, and inmates. Each facility should have their own emergency evacuation plan, but in order to effectively implement their plans they must be warned of emergency situations.
2. Schools & Day Care Centers
 - a) If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where parents can pick them up. It is essential that the public be provided timely information on these arrangements. In the case of large-scale emergency situations with advanced warning, schools will generally be closed and students returned to their homes so they can evacuate with their families.
 - b) Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require assistance in evacuating.
3. Hospitals, Nursing Homes, & Correctional Facilities
 - a) If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
 - b) Medical patients and prisoners should not be housed in shelter and mass care facilities with the general public.

H. Handling Pets During Evacuations

1. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. And when people have left pets behind during evacuations, emergency responders have sometimes had to return to the evacuated area to round up and remove those pets. Hence, it is necessary to make reasonable arrangements for evacuees who come to public shelters with pets. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will coordinate these arrangements.
2. Depending on the situation and the availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
 - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - b) Directing pet owners to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporarily housed.
 - c) Setting up temporary pet shelters at fairgrounds, rodeo or stock show barns, livestock auctions, and similar facilities.

I. Access Control & Security

1. In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. ESF 13 Public Safety and Security should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. ESF 4 Firefighting will take measures to ensure continued fire protection.
2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility worker, and contractors restoring damaged structures and removing debris.

J. Return of Evacuees

1. Return of evacuees to their homes or businesses in evacuated areas requires the same considerations, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, that decision rests with the head executive officer and is disseminated through the media.
2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:

- a) The threat has been resolved.
 - b) Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - c) Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not have yet been fully restored.
 - d) Structures have been inspected and determined safe to reoccupy
 - e) There is adequate water available for firefighting.
3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles and traffic control on return routes.
 4. Public information intended for returnees should address such issues as:
 - a) Documenting damage for insurance purposes
 - b) Caution in reactivating utilities and damaged appliances.
 - c) Cleanup instructions.
 - d) Removal and disposal of debris.

IV. Organization and Responsibilities

A. Organization

1. The implementation of this evacuation plan is based on the ESF's identified in the Boundary County EOP Base Plan.
2. Incident Command System (ICS) – Emergency Operations Center (EOC) Interface
 - a) As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, the Chief Executive Officer should make the recommendation for such evacuation.
 - b) A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuation operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.

B. Assignment of Responsibilities

1. Chief Executive Officers will:
 - a) For emergencies or disasters, recommend that citizens evacuate, when appropriate.

- b) Approve release of warnings, instructions, and other emergency public information relating to evacuation.
 - c) Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.
 - d) Direct the relocation of essential resources (personnel, equipment, and supplies) that are at risk out of the incident location.
 - e) Direct the opening of local shelter and mass care facilities, if needed.
2. The Incident Commander will:
- a) Identify risk areas in the vicinity of the incident site and determine protective actions for people in those risk areas.
 - b) If evacuation of risk areas and special facilities is required, plan, organize, and conduct evacuation with the resources assigned.
 - c) Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.
3. ESF 5 Emergency Management will:
- a) Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.
 - b) Review the evacuation plans of special facilities with known risk areas and determine possible needs for evacuation support.
 - c) Coordinate evacuation planning to include:
 - (a) Selection of suitable evacuation routes, based on recommendations from law enforcement
 - (b) Movement control, based on recommendations from law enforcement
 - (c) Transportation arrangements
 - (d) Shelter and mass care arrangements
4. ESF 13 Public Safety and Security will
- a) Time permitting, secure and protect facilities in evacuation areas.
 - b) Recommend evacuation routes to the Incident Commander and EOC staff.
 - c) Assist in evacuation by providing traffic control.
 - d) Secure and protect or relocate prisoners.
 - e) Coordinate law enforcement activities with other emergency services.

- f) Assist in Public Warning
 - g) Provide information to the PIO for news releases.
5. ESF 4 Firefighting will:
- a) Be responsible for fire protection in the vacated areas.
 - b) Assist in public warning.
 - c) Assist in evacuating of special needs populations.
6. ESF 15 Public Information will:
- a) Disseminate emergency information on public evacuations.
 - b) Coordinate news releases and public announcements with news media.
7. ESF 3 Public Works and Engineering will:
- a) Provide traffic control devices upon request
 - b) Assist in keeping evacuation routes open.
 - c) Provide barricade and barrier to restrict entry into evacuated areas and other control areas.
8. The EOC will:
- a) Coordinate transportation for evacuees without vehicles or for those who need assistance in evacuating, determining and establishing pickup points if necessary.
 - b) Coordinate transportation assistance for the evacuation of special facilities.
 - c) Coordinate all transportation relating to relocation of essential resources.
 - d) Provide information to the PIO on pickup points, or special pickup routes for those requiring transportation.
9. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will:
- a) For short-term evacuations, coordinate with ESF 5 Emergency Management and the operators of government facilities, schools, churches, and other designated facilities for use of their facilities as temporary relocation centers.
 - b) For other than short-term evacuations, coordinate with ESF 11 Agriculture and Natural Resources and ESF 5 Emergency Management, to open shelters and activate mass care operations.
10. ESF 11 Agriculture and Natural Resources will:
- a) Coordinate arrangements to provide temporary facilities for pets arriving with evacuees.

- b) Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.
11. Special Facilities (schools, hospitals, nursing homes, correctional facilities) will:
- a) Close and supervise evacuation of their facilities.
 - b) Coordinate appropriate transportation for evacuees and en route medical or security support.
 - c) Arrange for use of suitable host facilities.
 - d) Request emergency assistance from local government if assistance cannot be obtained from other sources.
 - e) Ensure assigned personnel are trained and knowledge of evacuation procedures.
 - f) Disseminate public information to advise relatives and the general public of the status of their facilities and the patients, students, or inmates served by those facilities.

V. Direction and Control

A. General

1. The County Commissioners have the general responsibility for recommending evacuation, when that is the most suitable means of protecting the public from a hazard.
2. In situations, where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.
3. Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by the EOC.

B. Evacuation Area Definition

1. Areas to be evacuated will be determined by those officials with the authority to recommend evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated in with reference to known geographic features, such as roads and rivers.
2. The hazard situation that gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

C. Evacuation Movement

1. Rest and Refueling Facilities
 - a) Evacuees should use service stations within Boundary County for rest, refueling, and minor vehicle maintenance. Service stations should be encouraged to extend their operating hours during the initial stages of the evacuation. Other jurisdictions are expected to identify rest and refueling facilities within their area.
2. Disabled Vehicles
 - a) Disabled vehicles should not be permitted to block evacuation routes; they should be removed from roadways as soon as possible. ESF 3 Public Works and Engineering will assist stranded motorists as towing and repair services may be degraded as the evacuation proceeds.

D. Traffic Direction and Control

1. Traffic control points may need to be established. ESF 13 Public Safety and Security will establish and operate them in the event of an evacuation.
2. ESF 13 Public Safety and Security personnel staffing control points should provide regular reports to the EOC on the size of the evacuation traffic flow through each traffic control point.

E. Coordination of Reception Facilities

1. Although special facilities are responsible for arranging reception facilities for their clients, ESF 5 Emergency Management should be prepared to assist in this effort, if required, by coordinating with emergency management officials in host areas to identify suitable reception facilities. As noted above, prisoners and medical patients cannot be housed in shelters for the general population.
2. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, or designee, assisted by the local American Red Cross should maintain contact with shelter management officials in host areas to coordinate shelter openings and closings, and identify shelters where public transportation vehicles should discharge evacuees. To reduce congestion some of the closest public shelters should be earmarked for those using public transportation. Information on the reception area shelters to be used by those arriving via public transportation must be provided to ESF 1 Transportation.

F. Public Information

1. ESF 15 Public Information will disseminate information on evacuation procedures through all available media.
2. Provisions should be made to disseminate evacuation information to special needs populations, including the blind, hearing-impaired, and non-English speaking individuals.

G. Coordination with Reception Areas

1. Regular coordination should be maintained with emergency management officials in those counties which are hosting evacuees from the local area in order to provide information to evacuees. The purpose of this coordination is to provide evacuees information on current conditions in the evacuated areas, notify people when they can return to evacuated areas, and coordinate return routes, and if necessary, public transportation for those evacuees who require it.

H. Security of Evacuated Areas

1. Access control points will be established to limit access to evacuated areas and patrols will be established to maintain security in evacuated areas. Access control points cannot be selected in advance, but ESF 13 Public Safety and Security personnel should be prepared to establish and operate them as soon as it is clear which areas need to be secured.
2. In general, access to storm-damaged areas should be limited in order to reduce public exposure to dangerous conditions and curtail theft of property from vacant homes and businesses. Access should initially be limited to:
 - a) Emergency service and public works personnel
 - b) Utility company employees engaged in restoring utility services
 - c) Contractors restoring damaged building, clearing roads, and removing debris
 - d) Commercial vehicles delivering food, essential supplies, life support equipment, construction supplies, and related materials
 - e) Residents of the affected area, when it is determined that it is safe to reenter the area to salvage belongings and make repairs
 - f) Media representatives
3. Before announcing the decision to authorize a general return of residents to an evacuated area, local officials should notify emergency management officials in those counties which may be affected by the return traffic flow in order to ensure that traffic control resources can be deployed.

I. Public Service Limitation Policy

1. Depending on the nature of the disaster causing an evacuation, public safety personnel and equipment may not be able to respond to requests for emergency assistance. Personnel and equipment may have to be pulled off the streets and put in safe locations until after the incident has subsided.

VI. Increased Readiness Actions**A. Level 4: Normal Conditions****B. Level 3: Increased Readiness**

1. Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level 3 readiness actions may include:
2. Reviewing information on potential evacuation areas, facilities at risk, and evacuation routes
3. Monitoring the situation
4. Informing first responders and local officials of the situation
5. Checking the status of potential evacuation routes and shelter/mass care facilities

C. Level 2: High Readiness

1. High Readiness may be appropriate if there is an increased risk of a hazard that necessitates evacuation. Level 2 readiness actions may include:
2. Monitoring the situation
3. Alerting response personnel for possible evacuation operations duty
4. Coordinating with special facilities to determine their readiness to evacuate
5. Checking the status of resources and enhancing short-term readiness if possible. Monitoring the availability of transportation assets and drivers
6. Advising the public and special facilities to monitor the situation

D. Level 1: Maximum Readiness

1. Maximum readiness is appropriate when there is a significant possibility that evacuation operation may have to be conducted. Level 1 readiness actions may include:
2. Activating the EOC to monitor the situation and track resource status.
3. Placing first responders and transportation providers in an alert status; placing off-duty personnel on standby.
4. Updating the status of resources
5. Checking the status of evacuation routes and pre-positioning traffic control devices.
6. Updating plans to move government equipment to safe havens
7. Selecting shelter/mass care facilities for use
8. Providing information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Preparing to issue public warning if it becomes necessary

VII. Attachments

- A. Attachment 1: Decision Support Tools

- B. Attachment 2: Countywide Evacuation Routes
- C. Attachment 3: Countywide Evacuation Zones
- D. Attachment 4: Population Distribution
- E. Attachment 5: Notification
- F. Attachment 6: Reception Centers
- G. Attachment 7: Special Needs Populations
- H. Attachment 8: Animal Populations
- I. Attachment 9: Hazard Specific Checklists

Attachment 1 Decision Support Tools

This attachment contains forms, decision trees, and other decision support tools. These tools are meant to be used to organize information into an Evacuation Action Plan

The following decision support tools are contained in this attachment:

- Shelter In Place Pro/Con
- Evacuation Pro/Con
- Evacuation/Shelter in Place Decision Tree
- Evacuation Action Plan Development
- Define Evacuation Zone
- Choosing Evacuation Routes
- Assessing Transportation Needs
- Assessing Special Needs Populations
- Estimating the Evacuation Population
- Estimating the Pet Population

Evacuation Pro and Con

Pro

1. Feel Safer. Evacuees “feel” safer by traveling away from danger.
2. Vehicles Are Available. Most evacuees (65-76%) use family vehicles and many others (11-19%) use a relatives’ or friends vehicle.
3. Destinations. Most evacuees (67%) go to homes of relatives and friends, or to cabins or second homes.
4. Family Units. Nighttime evacuations are as family units, daytime evacuations are usually without family unity, as many are at work, school, recreation or shopping.
5. Effective Precautionary Evacuations. Precautionary evacuations are very effective when sufficient time is available or when the incident is under control, e.g., an overturned tank car accident where righting of the tank car or transfer of the chemical contents can be held off until evacuation is complete, or when the population potentially affected is some distance away and the leak rate is slow.
6. Long Term. An evacuation is necessary when an incident could be long term or when there is real potential for bodily harm.

Con

1. Time Required. May take from hours to days to accomplish successfully.
2. Lengthy Warning Message. The public warning messages may be lengthy and confusing, since it has to identify the danger, the area to be evacuated, list evacuation routes, identify public shelters, and list what can and cannot be taken to the shelter.
3. Extensive Support Services. Requires setting up public shelters, traffic control, and area security as well as special transportation for those without vehicles, handicapped, and special needs populations.
4. Transient Populations. Transient populations at parks, marinas, campgrounds, summer camps and resorts do not have normal home type communications available (TV, radio, telephone, etc.) to receive evacuation instructions and may be unfamiliar with the area.
5. Potential Danger. In some situations it is better for the population to stay in place, rather than expose themselves more fully to the threat by leaving their location.
6. Panic Flight. If not controlled and organized well with frequent credible Information, provided, some “panic” and confusion will occur.
7. Multi-Jurisdictional Problems. Problems of coordination of effort exist when evacuees of one jurisdiction are sent to another.
8. Liability. Liability issues may arise if injuries, damages or loss of business and production occur, particularly if it is believed the evacuation was unnecessary, inappropriate, or in error. **This is a superior reason to declare a disaster emergency before the evacuation.**

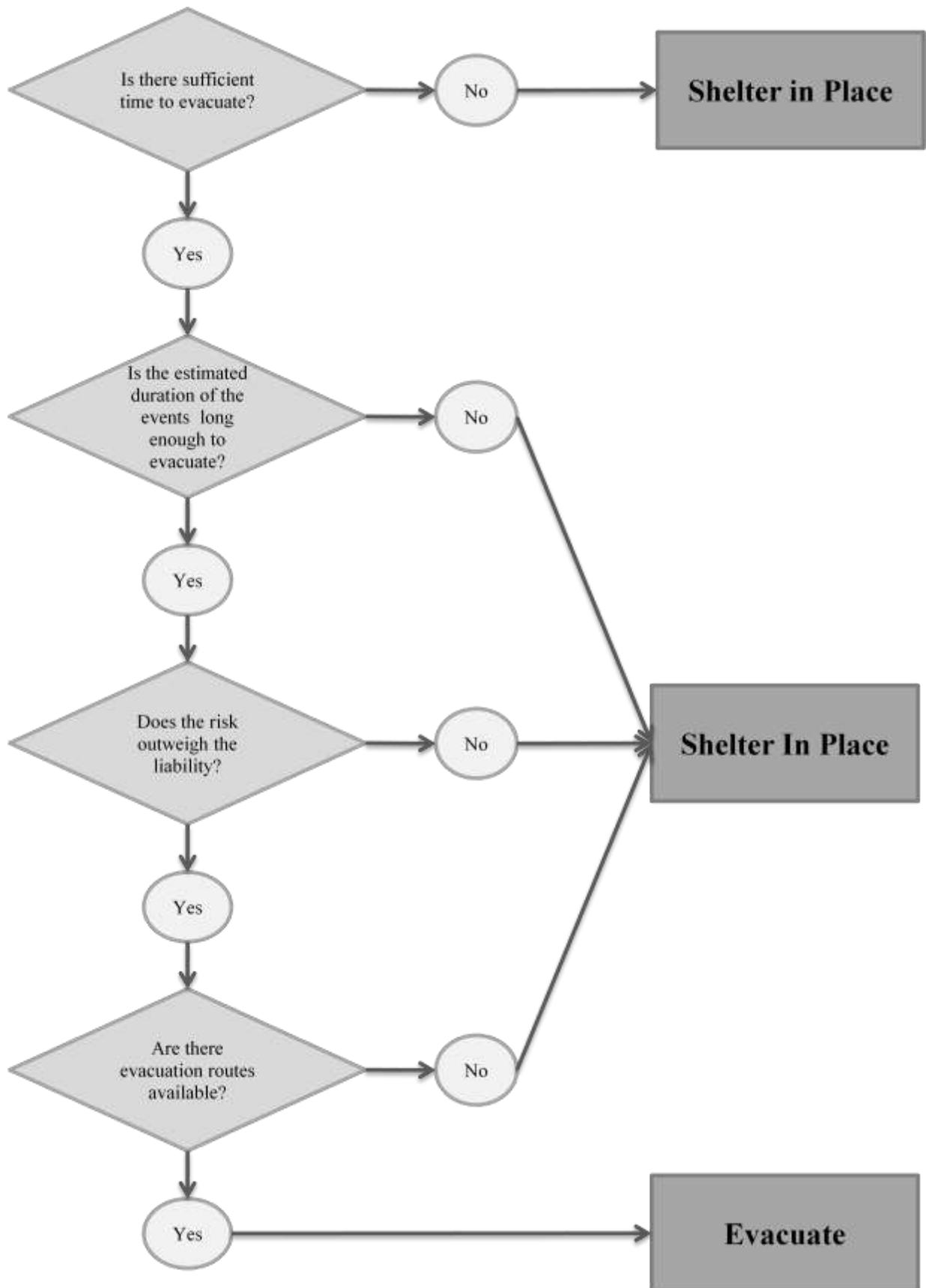
Shelter in Place Pro and Con

Pro

1. Immediate Protection. Protection can be provided immediately with little or no time required after warning.
2. Short Warning Message. The public warning message is short since it is only necessary to identify the danger, describe the area affected, describe expedients to reduce air infiltration to the home or building, etc.
3. Little Preparation Time. Little or no preparation time is necessary for shelter (only possible “sealing” of room be expedient improvements).
4. Ideal Life Support System. The home is an ideal life support system with food, water, sanitation, medicines, bedding, clean air, communications (TV, radio, telephone), and familiar surroundings.
5. Short-Term Exposures. May be very appropriate for short-term exposures (particularly “puff” releases) of 2-4 hours duration.
6. Reduced Liability. An in-place protection action issued for a chemical leak that later information proves as unnecessary will not be as ruinous or liable as an unnecessary evacuation order issued.

Con

1. Public Training Needed. The general public needs to be trained on in-place protection actions and acceptance, as this action may be contrary to normal human nature to run from danger.
2. Indoor Air Uncertainties. Uncertainties may exist about whether indoor air concentrations will remain sufficiently low for a sufficiently long time period.
3. Explosive/Flammable Materials. Inappropriate where releases of explosive or flammable gases could enter structures and be ignited by furnace and water heater ignitions.
4. Long-term Exposures. May be very inappropriate for long-term exposures (“plume” potential) of 12 hours or more.
5. Need To Air Out. Infiltration of contaminated air into the structure over a period of time could result in high cumulative inhalation exposures unless the structure is vacated and “aired out” after the plume outdoors has passed on or dispersed.
6. Little Staff Support. Requires considerably less emergency staff support than evacuation, as public shelter, traffic control, special transportation, and security personnel are not needed.
7. Transients. Those in parks, marinas, campgrounds, and outdoor sporting events may not have suitable shelter available and would have to travel to such.



Evacuation Plan Development

An Evacuation Plan is the central tool for planning during an evacuation situation. The Evacuation Plan is prepared by the Planning Section Chief with input from the appropriate sections and units of the Incident Management Team. It should be written at the outset of the incident and revised continually throughout the evacuation process.

Evacuations vary in their kind, complexity, size, and requirements for detailed and written plans. The level of detail required in an Evacuation Plan will vary according to the size and complexity of the situation.

The plan should be accurate and transmit the information generated during the planning process. It must be prepared and distributed prior to Operations Shift Briefings. A plan must be prepared for each operational period.

The following Evacuation Plan Template should be used to document the Evacuation Plan. All sections of the template may not be necessary for all evacuation situations.

The development of an Evacuation Plan follows these steps:

- Assess the Situation
- Identify Contingencies
- Determine Objectives
- Identify Needed Resources
- Build a Plan and Structure
- Take Action

EVACUATION ACTION PLAN

Be brief and concise with your entries

Location	Control Level	Operational Period	
		From:	To:

SITUATION	Geographic Extent of Area to Be Evacuated
	Estimated Duration of Evacuation
CONTINGENCIES	Transportation
	Public Safety
OBJECTIVES	

RESOURCES NEEDED		
PERSONNEL	EQUIPMENT	
RESPONSIBILITIES & TASKS		
ROLE	TASKS	COORDINATING INSTRUCTIONS
CHAIN OF COMMAND		
COORDINATION ISSUES		

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OTHER	
ATTACHMENTS	
PLAN DEVELOPERS	
APPROVAL	

Define Evacuation Zone

Describe the boundaries of the area to be evacuated. Be sure to use natural and man-made features.

Boundary Description

North Boundary:	
South Boundary:	
East Boundary:	
West Boundary:	

Use the following form to document transportation provisions for those without vehicles.

Estimated Population:	
Pickup Location(s):	
Method of Transportation:	
Notification Method:	

Assessing Special Needs Populations

Use the following table to identify Special Needs Populations in the evacuation zone. These populations include: daycare facilities, hospitals, senior care centers, and incarceration facilities.

Facility Name	Facility Type	Estimated Population	Special Needs

Estimating the Evacuation Population

To estimate the evacuation population use either Census Data or Cadastral Data. Both are available in GIS format in the EOC and Assessor's Office. For countywide evacuations use the Primary Evacuation Map to estimate populations in each zone.

Use the following table to document the estimated population in the evacuation zone.

Number of Structures	Total Population	Number of Households

Estimating Pet Populations

Most communities do not have data on the number of households that own dogs, cats, birds, or horses, nor do they have data on the numbers of these pets in their communities. The following formulas can be used to estimate the number of pet-owning households and pet populations in your community.

These formulas will give you an approximation of the number of pet-owning households and pet populations. These formulas assume that the demographics and rates of pet ownership in your community are similar to national, state and regional demographics and rates of pet ownership. However, because these formulas use sample survey data, they should not be considered 100% accurate.

To use the formulas below you need to know the total number of households in the community in which you are estimating. If you only know the population of the community, you can estimate the number of households by dividing the population of the community by the average number of members per household.

Estimating the Number of Pet-Owning Households

To estimate the number of pet-owning households in your community, multiply the total number of households in your community by the percentage of households that owned pets. For dogs and cats you may replace the national percentage with the percentage for the state in which the community is located. For birds and horses you may replace the national percentage with the percentage for the region in which the community is located.

The demographics of the state or region may be more similar to the demographics of your community, but, as indicated above the state and regional estimates have a greater degree of statistical error associated with them than the national estimates. Therefore, without additional analysis, it is undetermined whether an estimate for the number of pet-owning households in your community will be more accurate by using the national estimates, regional estimates or state estimates.

Formulas for estimating the number of pet-owning households using national percentages:

- All Pets: Number of pet-owning households = $.574 \times$ total number of households
- Dogs: Number of dog-owning households = $.372 \times$ total number of households
- Cats: Number of cat-owning households = $.324 \times$ total number of households
- Birds: Number of bird-owning households = $.039 \times$ total number of households
- Horses: Number of horse-owning households = $.018 \times$ total number of households

Estimate the Number of Pets

There are two alternative methods for estimating the number of pets in your community. You can multiply the total number of households in your community by a factor determined by multiplying the percentage of households that own pets by the number of pets owned per household. Alternatively, you can multiply the number of pet-owning households determined above by the mean number of pets owned per household.

Formulas for estimating the number of pets

Dogs: Number of dogs = $0.632 \times$ total number of households in your community

Number of dogs = $1.7 \times$ number of dog-owning households

Cats: Number of cats = $0.713 \times$ total number of households in your community

Number of cats = $2.2 \times$ number of cat-owning households

Birds: Number of birds = $0.098 \times$ total number of households in your community

Number of birds = $2.5 \times$ number of bird-owning households

Horses: Number of horses = $0.063 \times$ total number of households in your community

Number of horses = $3.5 \times$ number of horse-owning households

You can also use the following online calculator from the American Veterinarian Medical Association: http://www.avma.org/reference/marketstats/ownership_calculator.asp

Note: The online calculator uses national census data.

Attachment 2: Countywide Evacuation Routes

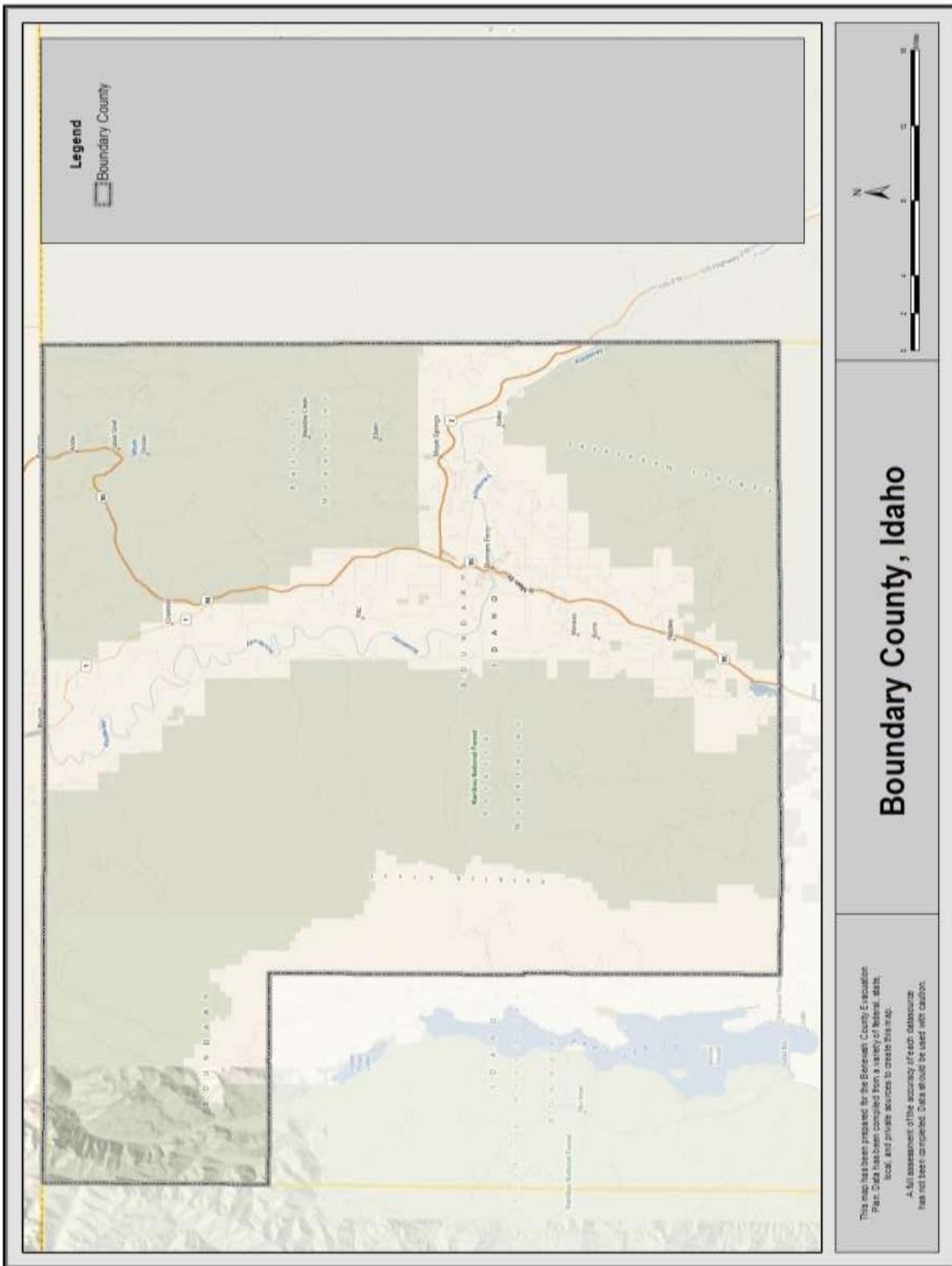
Evacuation routes were chosen to aid in the movement of populations from hazard areas. The evacuation routes are state and federal highways that traverse the county. These routes provide exits from the county to the north, south, and east.

The primary evacuation routes in Boundary County are: US 95, US 2, and State HWY 1. The chosen evacuation routes, for the most part, run north and south. The only east/west route is US 2.

The alternate routes for US 95 are Bull Lake Road and Meadow Creek Road.

Each evacuation route has one lane each direction. In most cases it will be necessary to keep the flow of traffic in this manner, so that emergency vehicles have an entry way back into the evacuation zone. In instances where the population needs to be evacuated with little to no warning, both lanes may be used to remove people from the area. If this is done, then an alternate reentry route will need to be identified and utilized.

The following map illustrates the primary evacuation routes.

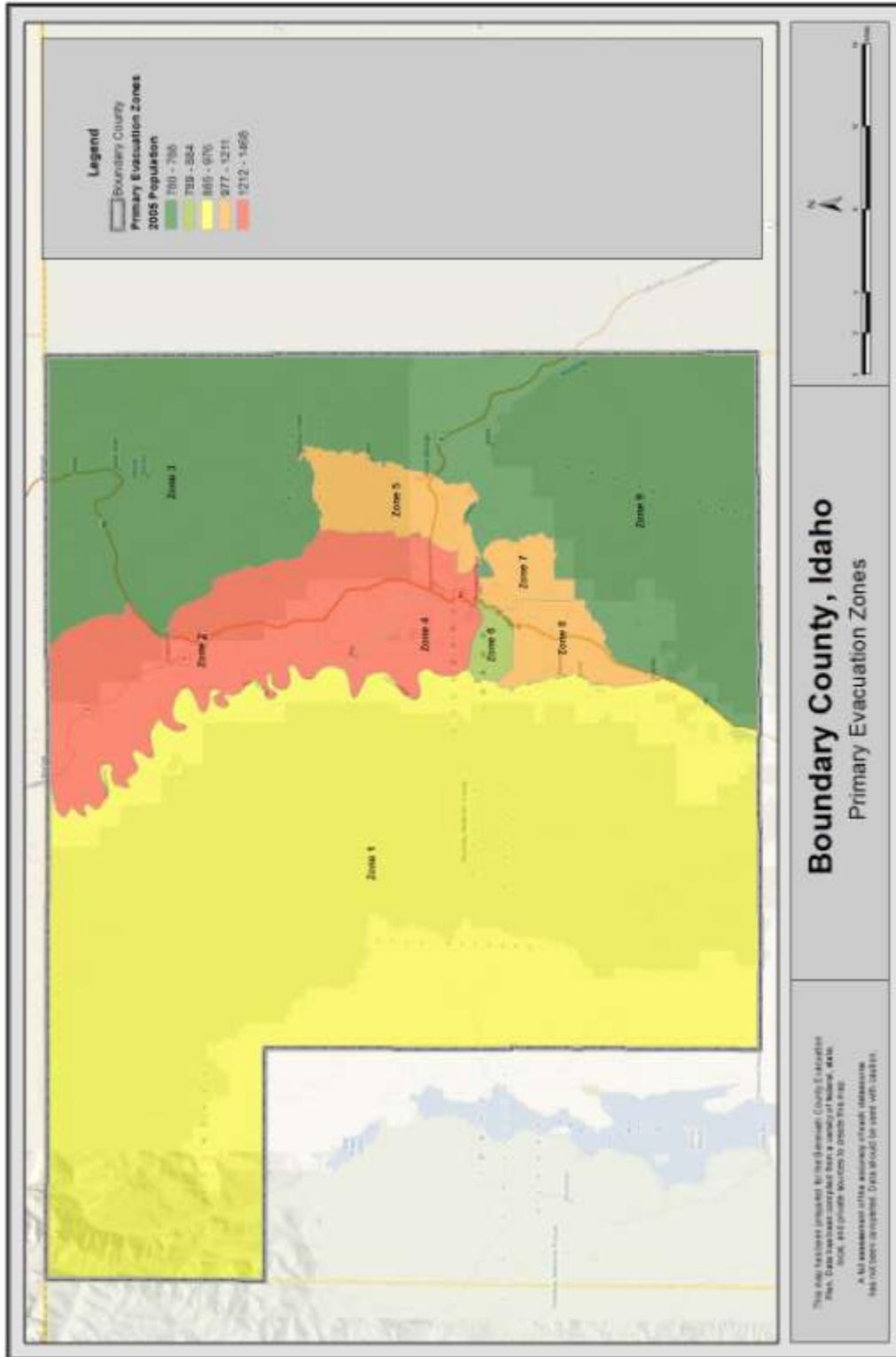


Attachment 3: Countywide Evacuation Zones

Evacuation Zones were created to aid in estimating evacuation populations, notification, and evacuation route assignment. The Evacuation Zones were delineated using Census 2000 Block Groups.

The County was divided into 9 Primary Evacuation Zones. These cover all areas of the County and provide a structure for large scale evacuations. The latest population data available from the US Census for these areas is the 2005 estimate. The following table details the population of each zone.

Evacuation Zone	2000 Population	2005 Population
1	929	976
2	1,504	1,452
3	800	788
4	1,510	1,468
5	1,166	1,165
6	873	884
7	1,145	1,209
8	1,174	1,211
9	770	780
Total	9,871	9,933



Attachment 4: Population Distribution

The table below details the Boundary County population from the 2010 Decennial Census.

Subject	Total	
	Number	Percent
POPULATION		
Total population	10,972	100.0
RACE		
One race	10,742	97.9
White	10,398	94.8
Black or African American	29	0.3
American Indian and Alaska Native	189	1.7
Asian	62	0.6
Native Hawaiian and Other Pacific Islander	6	0.1
Some Other Race	58	0.5
HOUSING UNITS		
Total Housing Units	5,175	100.0

The population in Boundary County is concentrated around the incorporated cities, with small clusters in rural communities.

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Attachment 5: Notification

The communication with the population in a hazard area is key to any evacuation situation. Notification may be required in a relatively short amount of time. For this reason this Evacuation Plan provides decision tools and methods to evacuate both large and small populations.

Boundary County does not have a reverse notification system, which can call residents directly on their home phone. Notification of Evacuation in Boundary County will be done by one or more of the following means:

- Door to door notification
- Emergency Alert System (EAS)
- NOAA Weather Radio
- Local Television Stations
- Local Radio Stations
- Sirens and Loud Speakers

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Attachment 6: Reception Centers

The following relocation centers have been chosen for Boundary County.

- Fairgrounds
- Hops Farm
- Armory
- Evergreen School
- Airport
- Fire Stations
- Schools
- Churches

For small scale and short term evacuations a decision needs to be made whether to use one of the above reception centers, or to open a temporary smaller center closer to the incident area.

Reception centers should have the following amenities:

- Sufficient utilities to support the estimated population (water, sewer, electricity, etc.)
- Kitchen facilities
- Sufficient parking
- Sufficient square footage

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Attachment 7: Special Needs Populations

Special needs populations include those that have special medical and/or physical requirements and those that cannot care for themselves. These include: hospitals, care centers, daycares, incarceration facilities, and schools.

Schools

Name	Address	Phone Number
Bonnors Ferry High School	Highway 95, Bonnors Ferry, ID 83805-9763	208-267-3149
Boundary County Alternative School	2nd & Kootenai, Bonnors Ferry, ID 83805	208-267-9519
Cornerstone Christian School	PO Box 1877 Bonnors Ferry, ID, 83805	208-267-1644
Mount Hall Elementary School	Highway 95 and Highway 1, Bonnors Ferry, ID 83805-9545	208-267-5276
Rocky Mountain Academy	Rout 1 Box 511, Bonnors Ferry, ID 83805	208-267-7522
Valley View Elementary School	6750 Aususta Street, Bonnors Ferry, ID 83805	208-267-5519
Evergreen Elementary School	Highway 2, Moyie Springs, ID 83845	208-267-3489
Naples elementary School	Trail Creed Rd & Old Hwy 95, Naples, ID 83847-0134	208-267-2956
Echo Springs Transition Study	3210 Kootenai Trail Rd, Bonnors Ferry, 83805	208-267-1111
Northwest Academy	378 Emerson Ln, Bonnors Ferry, Id 83805	205-267-7522
Boulder Creek Academy	County Road 22 & Cow Creed Rd, Bonnors Ferry, ID 83805	208-267-2873

Healthcare Centers

Name	Address	Phone Number
Ace Elder Care	6652 Chippewa Dr., Bonnors Ferry, ID 83805-7518	208-267-6501
Mental Health Services	6522 Tamarack Ln, Bonnors Ferry, ID 83805-8629	208-267-3187
Seniors Hospitality Center	635 Lincoln, Bonnors Ferry, ID 83805	208-267-5553
Boundary Community Hospital Home Health & Hospice	6635 Comanche St, Bonnors Ferry, ID 83805	208-267-3414
Boundary Community Hospital	6640 Kaniksu Street, Bonnors Ferry, ID 83805	208-267-3141

Detention Centers

Name	Address	Phone Number
Boundary County Jail	PO Box 127, Bonnors Ferry, ID 83805	208-267-3151

Day Cares

Name	Address	Phone Number
Gabby Goose Daycare	6115 Main St, Bonnors Ferry, ID 83805-8517	208-267-3355
Naples Childcare	88 Stagecoach Rd, Naples, ID 83847-5027	208-267-4703

Name	Address	Phone Number
Teddy Bear Child Care	6673 Main St, Bonners Ferry, ID 83805-8522	208-267-4525
TLC Children's Center	6616 Buchanan St, Bonners Ferry, ID 83805	208-267-6171

Attachment 8: Animal Populations

Animal Populations in Boundary County can be divided into two groups: Livestock & Poultry and Pets. Livestock & Poultry provide a small economic base in the County, and a livelihood for some County residents. The following table details the number of livestock & poultry in Boundary County according to 2007 USDA estimates.

Animals	Farms	Number
Lambs & Sheep	17	671
Poultry	35	807
Horses & Ponies	116	672
Hogs & Pigs	16	354
Goats	16	109
Cattle & Calves	129	4,884

Estimating the number of pets in a community can be problematic. This plan uses mathematical formulas developed by the American Veterinary Medical Association to estimate the number of pet owning households in the County, and the total number of pets in the County. These numbers are broken down into three categories; birds, cats, and dogs.

The formulas used are based on national averages. They take the average number of households nationwide that own pets and multiply that by the average number of pets per household that has pets. The following table details the number of pets in Boundary County.

Pet	Number of Pet Owning Households	Pet Population
Dogs	1,633	2,774
Cats	1,422	3,129
Birds	79	276

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Attachment 9: Hazard Specific Guides

The following Hazard Specific Guides provide checklists for preparing an evacuation for hazard specific incidents. The guides are accompanied by hazard maps if applicable.

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Wildfire

In the event of a Wildland Fire within the boundaries of Boundary County, there may be a need to evacuate areas threatened by the wildfire. Because wildfires can spread rapidly in multiple directions, it is important to assess a broad geographic area.

1) Assess the Situation

- How large is the area affected by fire?
- What direction is the fire moving?
- How many people are affected?
- Is evacuation necessary, or will a shelter in place order be sufficient?
- Have public communications (phones, TV, radio, etc.) been affected by the fire?
- Is the situation over, ongoing, or expected to get worse?
- Are there transportation routes in and out of the affected area?
- How long will the situation last?
- What is the status of utilities (water, electricity, gas, etc.) in the affected area?
- What indirect complications must be considered?

2) Identify Contingencies

- How long before the public will be seriously impacted?
- How long before evacuation routes are cut off, isolating the public?
- How large will the affected area get?

3) Identify Needed Resources

- How will the population be notified of the evacuation?
- How will traffic be controlled?
- Does a shelter need to be opened?

4) Determine Objectives

- How soon does the evacuation need to be accomplished?
- When will the area be secured?
- What is the timeline for notification?
- When will traffic control measures be in place?
- When will the evacuation begin?
- How long will the evacuation last?
- Identify milestones to completing the evacuation.
- Write down objectives and prioritize.
- Declare a disaster, if needed.
- Notify BHS Area Field Officer of the situation.
- Disseminate up to date information to the public.

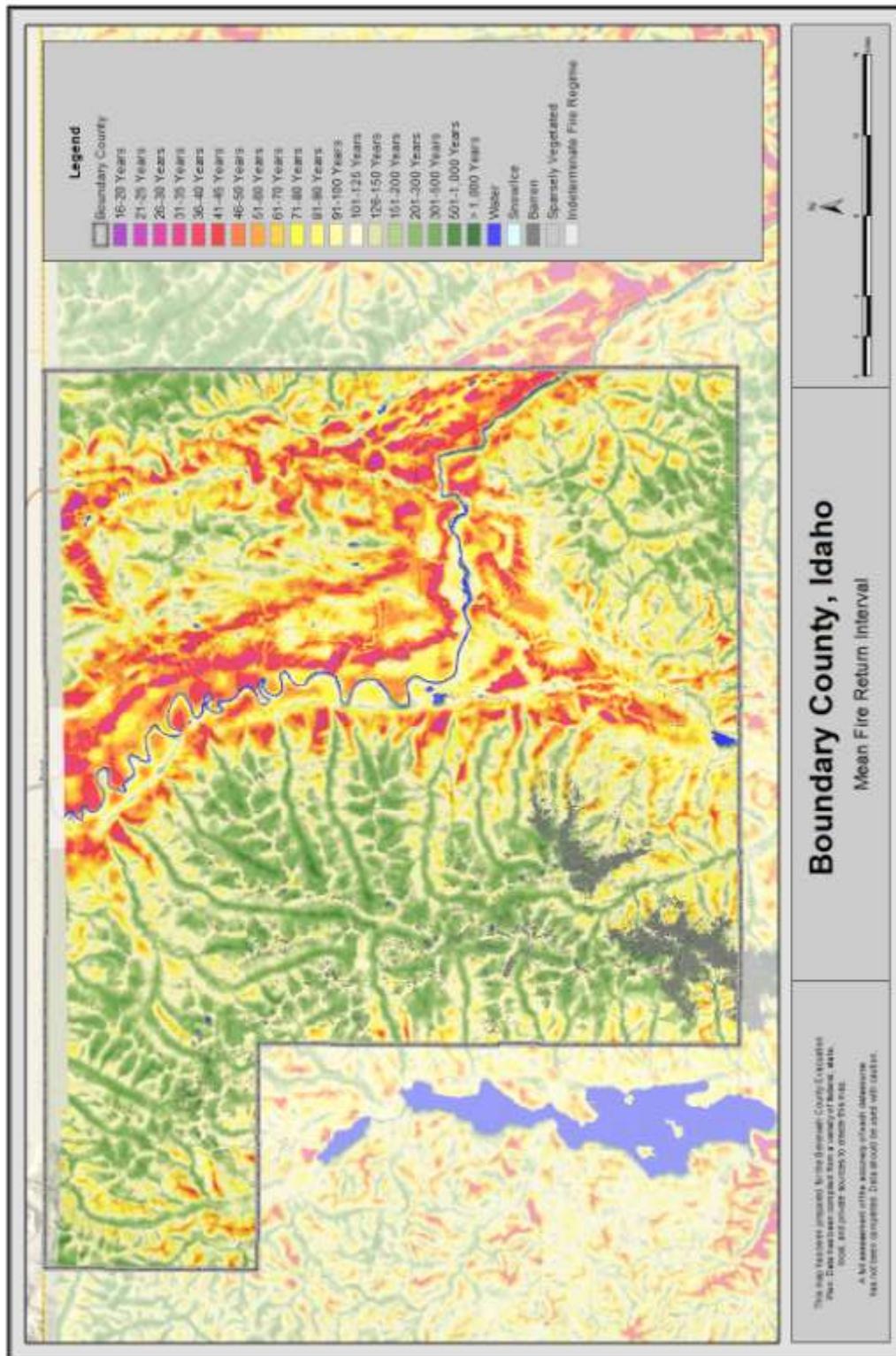
5) Build Evacuation Plan

- What geographic area needs to be evacuated?
- What is the estimated number of people affected?
- Are there any special needs populations in the evacuation area?

- What are their needs?
- Which transportation routes will best serve as evacuation routes?
- Where will the reentry points be located?
- How many people will require public transportation?
- How will the area be secured?
- Responsibilities and tasks: Who will do what?
- The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)
- Coordination issues: How will different groups work together, and how will they communicate?

6) Take Action

- The evacuation requires a continuous process of repeating steps 1-6.



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Flood

Heavy rain, ice jams, spring runoff, canal failures, erosion and stream bank failures, or other events can cause flooding. Flooding can happen any time of the year with or without warning. Individuals are responsible to do everything they can to protect themselves and their property before asking for help. The County's first responsibility after providing life safety is to protect the roads and local infrastructure, and then to assist citizens in helping themselves.

1) Assess the Situation

- How large is the area affected by the flood?
- How many people are affected?
- Have public communications (phones, TV, radio, etc.) been affected by the flood?
- Is the situation over, ongoing, or expected to get worse?
- Are there transportation routes in and out of the affected area?
- How long will the situation last?
- What is the status of utilities (water, electricity, gas, etc.) in the affected area?
- What indirect complications must be considered?

2) Identify Contingencies

- How long before the public will be seriously impacted?
- How long before evacuation routes are cut off, isolating the public?
- How large will the affected area get?

3) Identify Needed Resources

- How will the population be notified of the evacuation?
- How will traffic be controlled?
- Does a shelter need to be opened?

4) Determine Objectives

- How soon does the evacuation need to be accomplished?
- When will the area be secured?
- What is the timeline for notification?
- When will traffic control measures be in place?
- When will the evacuation begin?
- How long will the evacuation last?
- Identify milestones to completing the evacuation.
- Write down objectives and prioritize.
- Declare a disaster, if needed.
- Notify BHS Area Field Officer of the situation.
- Disseminate up to date information to the public.

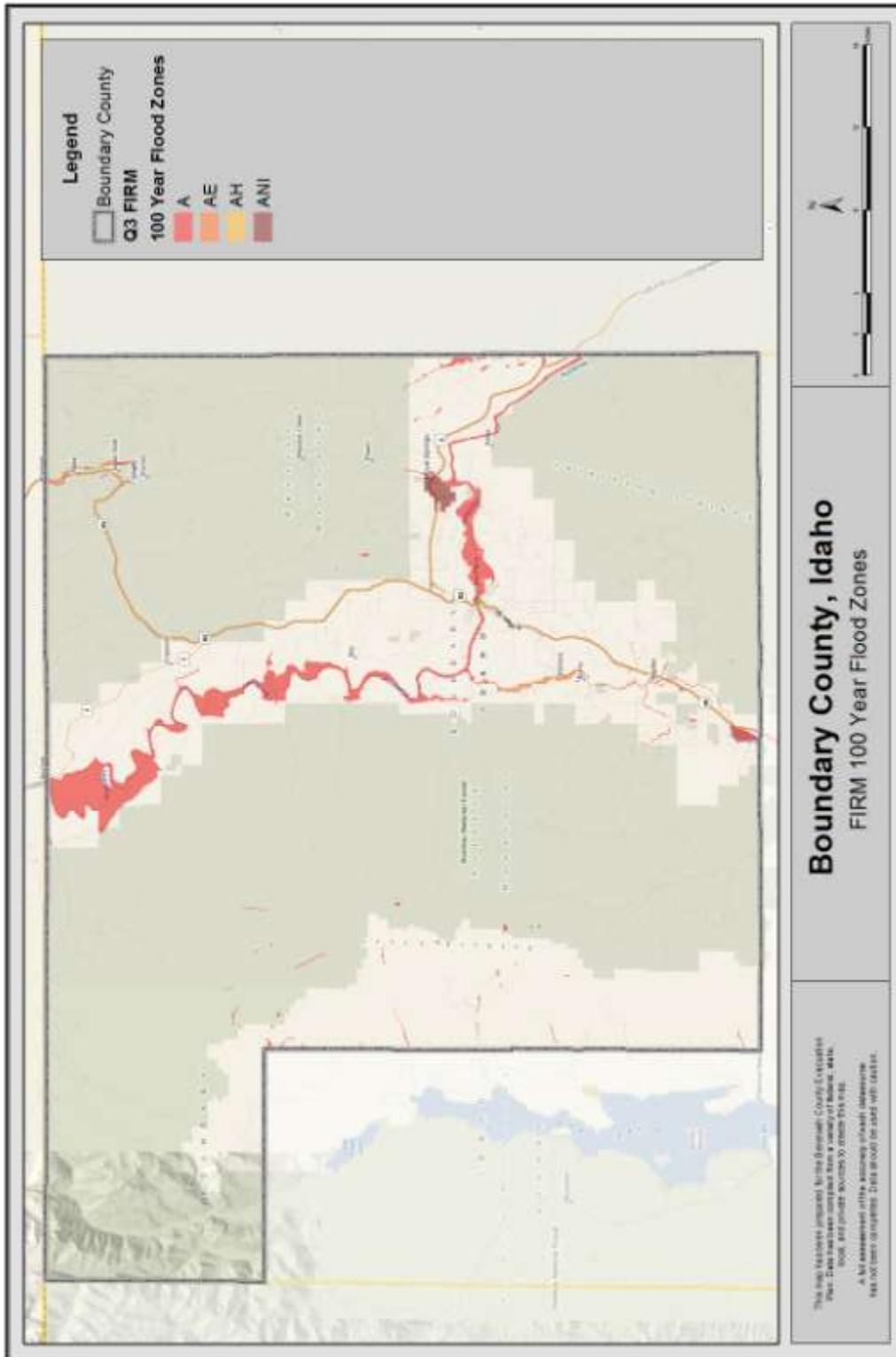
5) Build Evacuation Plan

- What geographic area needs to be evacuated?
- What is the estimated number of people affected?
- Are there any special needs populations in the evacuation area?

- What are their needs?
- Which transportation routes will best serve as evacuation routes?
- Where will the reentry points be located?
- How many people will require public transportation?
- How will the area be secured?
- Responsibilities and tasks: Who will do what?
- The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)
- Coordination issues: How will different groups work together, and how will they communicate?

6) Take Action

- The evacuation requires a continuous process of repeating steps 1-6.



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Hazardous Materials Spills

1) Assess the Situation

- How large is the area affected by the spill?
- What is the established Protective Action Distance (PAD)?
- What direction is the wind blowing?
- What is the effect on animals, people, and the environment?
- How many people are affected?
- Is evacuation necessary, or will a shelter in place order suffice?
- Is the situation over, ongoing, or expected to get worse?
- What are the major transportation routes in and out of the affected area?
- How long will the situation last?
- What indirect complications must be considered?

2) Identify Contingencies

- How long before the public will be seriously impacted?
- How large will the affected area get?

3) Identify Needed Resources

- How will the population be notified of the evacuation?
- How will traffic be controlled?
- Does a shelter need to be opened?

4) Determine Objectives

- How soon does the evacuation need to be accomplished?
- When will the area be secured?
- What is the timeline for notification?
- When will traffic control measures be in place?
- When will the evacuation begin?
- How long will the evacuation last?
- Identify milestones to completing the evacuation.
- Write down objectives and prioritize.
- Declare a disaster, if needed.
- Notify BHS Area Field Officer of the situation.
- Disseminate up to date information to the public.

5) Build Evacuation Plan

- What geographic area needs to be evacuated?
- What is the estimated number of people affected?
- Are there any special needs populations in the evacuation area?
- What are their needs?
- Which transportation routes will best serve as evacuation routes?
- Where will the reentry points be located?
- How many people will require public transportation?

- How will the area be secured?
- Responsibilities and tasks: Who will do what?
- The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)
- Coordination issues: How will different groups work together, and how will they communicate?

6) Take Action

- The evacuation requires a continuous process of repeating steps 1-6.



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Landslide

1) Assess the Situation

- How large is the area affected by the landslide?
- How many people are affected?
- Is evacuation necessary?
- Have public communications (phones, TV, radio, etc.) been affected by the landslide?
- Is the situation over, ongoing, or expected to get worse?
- How have transportation routes been affected by the landslide?
- How long will the situation last?
- Have utilities been affected?
- What indirect complications must be considered?

2) Identify Contingencies

- How long before the public will be seriously impacted?
- Are people isolated?

3) Identify Needed Resources

- How will the population be notified of the evacuation?
- How will traffic be controlled?
- Does a shelter need to be opened?

4) Determine Objectives

- How soon does the evacuation need to be accomplished?
- When/How will the area be secured?
- What is the timeline for notification?
- When/How will traffic control measures be in place?
- When will the evacuation begin?
- How long will the evacuation last?
- Identify milestones to completing the evacuation.
- Write down objectives and prioritize.
- Declare a disaster, if needed.
- Notify BHS Area Field Officer of the situation.
- Disseminate up to date information to the public.

5) Build Evacuation Plan

- What geographic area needs to be evacuated?
- What is the estimated number of people affected?
- Are there any special needs populations in the evacuation area?
- What are their needs?
- Which transportation routes will best serve as evacuation routes?
- Where will the reentry points be located?
- How many people will require public transportation?
- How will the area be secured?

- Responsibilities and tasks: Who will do what?
- The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)
- Coordination issues: How will different groups work together, and how will they communicate?

6) Take Action

- The evacuation requires a continuous process of repeating steps 1-6.

Severe Weather

1) Assess the Situation

- Identify the affected area: Is it a countywide incident?
- How many people are affected?
- What specific demographic populations are affected?
- Is evacuation necessary, or will a shelter in place order suffice?
- Have public communications (phones, TV, radio, etc.) been affected?
- Is the situation over, ongoing, or expected to get worse?
- Are there transportation open?
- How long will the situation last?
- What is the status of utilities (water, electricity, gas, etc.)?
- What indirect complications must be considered?

2) Identify Contingencies

- How long before the public will be seriously impacted?
- How long before evacuation routes are cut off, isolating the public?
- How large will the affected area get?

3) Identify Needed Resources

- How will the population be notified of the evacuation?
- How will traffic be controlled?
- Does a shelter need to be opened?

4) Determine Objectives

- How soon does the evacuation need to be accomplished?
- When will the area be secured?
- What is the timeline for notification?
- When will traffic control measures be in place?
- When will the evacuation begin?
- How long will the evacuation last?
- Identify milestones to completing the evacuation.
- Write down objectives and prioritize.
- Declare a disaster, if needed.
- Notify BHS Area Field Officer of the situation.
- Disseminate up to date information to the public.

5) Build Evacuation Plan

- What geographic area needs to be evacuated?
- What is the estimated number of people affected?
- Are there any special needs populations in the evacuation area?
- What are their needs?
- Which transportation routes will best serve as evacuation routes?
- Where will the reentry points be located?

- How many people will require public transportation?
- How will the area be secured?
- Responsibilities and tasks: Who will do what?
- The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)
- Coordination issues: How will different groups work together, and how will they communicate?

6) Take Action

- The evacuation requires a continuous process of repeating steps 1-6.

Wind

1) Assess the Situation

- How large is the area affected?
- How many people are affected?
- Is evacuation necessary, or will a shelter in place order be sufficient?
- Have public communications (phones, TV, radio, etc.) been affected?
- Is the situation over, ongoing, or expected to get worse?
- Are there transportation routes in and out of the affected area?
- How long will the situation last?
- What is the status of utilities (water, electricity, gas, etc.)?
- What indirect complications must be considered?

2) Identify Contingencies

- How long before the public will be seriously impacted?
- How long before evacuation routes are cut off, isolating the public?

3) Identify Needed Resources

- How will the population be notified of the evacuation?
- How will traffic be controlled?
- Does a shelter need to be opened?

4) Determine Objectives

- How soon does the evacuation need to be accomplished?
- When will the area be secured?
- What is the timeline for notification?
- When will traffic control measures be in place?
- When will the evacuation begin?
- How long will the evacuation last?
- Identify milestones to completing the evacuation.
- Write down objectives and prioritize.
- Declare a disaster, if needed.
- Notify BHS Area Field Officer of the situation.
- Disseminate up to date information to the public.

5) Build Evacuation Plan

- What geographic area needs to be evacuated?
- What is the estimated number of people affected?
- Are there any special needs populations in the evacuation area?
- What are their needs?
- Which transportation routes will best serve as evacuation routes?
- Where will the reentry points be located?
- How many people will require public transportation?
- How will the area be secured?

- Responsibilities and tasks: Who will do what?
- The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)
- Coordination issues: How will different groups work together, and how will they communicate?

6) Take Action

- The evacuation requires a continuous process of repeating steps 1-6.

Winter Storms

1) Assess the Situation

- How large is the area affected the storm?
- How many people are affected?
- Is evacuation necessary, or will a shelter in place order be sufficient?
- Have public communications (phones, TV, radio, etc.) been affected?
- Is the situation over, ongoing, or expected to get worse?
- Are there transportation routes open in and out of the affected area?
- How long will the situation last?
- What is the status of utilities (water, electricity, gas, etc.)?
- What indirect complications must be considered?

2) Identify Contingencies

- How long before the public will be seriously impacted?
- How long before evacuation routes are cut off, isolating populations?
- How large will the affected area get?

3) Identify Needed Resources

- How will the population be notified of the evacuation?
- How will traffic be controlled?
- Does a shelter need to be opened?

4) Determine Objectives

- How soon does the evacuation need to be accomplished?
- When will the area be secured?
- What is the timeline for notification?
- When will traffic control measures be in place?
- When will the evacuation begin?
- How long will the evacuation last?
- Identify milestones to completing the evacuation.
- Write down objectives and prioritize.
- Declare a disaster, if needed.
- Notify BHS Area Field Officer of the situation.
- Disseminate up to date information to the public.

5) Build Evacuation Plan

- What geographic area needs to be evacuated?
- What is the estimated number of people affected?
- Are there any special needs populations in the evacuation area?
- What are their needs?
- Which transportation routes will best serve as evacuation routes?
- Where will the reentry points be located?
- How many people will require public transportation?

- How will the area be secured?
- Responsibilities and tasks: Who will do what?
- The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)
- Coordination issues: How will different groups work together, and how will they communicate?

6) Take Action

- The evacuation requires a continuous process of repeating steps 1-6.

Utility Failure

1) Assess the Situation

- How large is the area affected?
- How many people are affected?
- Is evacuation necessary?
- Have public communications (phones, TV, radio, etc.)?
- Is the situation over, ongoing, or expected to get worse?
- Are there transportation routes open in and out of the affected area?
- How long will the situation last?
- What is the status of all utilities (water, electricity, gas, etc.) in the affected area?
- What indirect complications must be considered?

2) Identify Contingencies

- How long before the public will be seriously impacted?

3) Identify Needed Resources

- How will the population be notified of the evacuation?
- How will traffic be controlled?
- Does a shelter need to be opened?

4) Determine Objectives

- How soon does the evacuation need to be accomplished?
- When will the area be secured?
- What is the timeline for notification?
- When will traffic control measures be in place?
- When will the evacuation begin?
- How long will the evacuation last?
- Identify milestones to completing the evacuation.
- Write down objectives and prioritize.
- Declare a disaster, if needed.
- Notify BHS Area Field Officer of the situation.
- Disseminate up to date information to the public.

5) Build Evacuation Plan

- What geographic area needs to be evacuated?
- What is the estimated number of people affected?
- Are there any special needs populations in the evacuation area?
- What are their needs?
- Which transportation routes will best serve as evacuation routes?
- Where will the reentry points be located?
- How many people will require public transportation?
- How will the area be secured?
- Responsibilities and tasks: Who will do what?

- The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)
- Coordination issues: How will different groups work together, and how will they communicate?

6) Take Action

- The evacuation requires a continuous process of repeating steps 1-6.

SA 8 Sheltering

I. Purpose

This Annex describes the means, organization, and process by which Boundary County will provide for the sheltering of individuals and families in the event that an evacuation requires sheltering. This Annex provides for the County to set up and maintain a short term shelter and provide support to the American Red Cross in the event that a long term shelter is needed in the County.

II. Situation and Assumptions

A. Situations

An incident has occurred, or has a high potential to occur in Boundary County involving a natural or technological disaster that affects the safety of the population in the vicinity of the incident. Because of the danger to life the area of the incident has been evacuated, and a certain percentage of the population is seeking care in a public shelter.

B. Assumptions

1. The Boundary County Emergency Operations Plan will be activated.
2. The Boundary County Emergency Operations Center will be activated at Level III. (See Base Plan Attachment 2)
3. The Boundary County Commissioners will declare a Disaster. (See Base Plan Attachment 1)
4. The incident area will be evacuated orderly and safely.
5. A percentage of the evacuated population will seek care in public shelters.
6. The EOC will direct the opening of 1 or more public shelters.
7. The American Red Cross will be the lead agency at the shelter(s), and will require the assistance of County personnel and volunteers to manage the shelter.
8. Boundary County will provide, through ESF 7 Logistics Management and Resource Support, volunteers to man the support functions in the Shelter. (See Attachment 7)

III. Concept of Operations

- A. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services is responsible for coordinating, maintaining, and executing procedures to support sheltering activities in Boundary County.

- B. The decision to open a shelter will be made by the senior elected official in coordination with Boundary County Emergency Management Director. It will be a collaborative effort between local, state, and federal officials.
- C. The Boundary County Emergency Management Director, in communications with the State of Idaho Bureau of Homeland Security (BHS) will determine if local resources are sufficient to support sheltering needs, or in additional resources will be needed.
- D. The Boundary County Emergency Management Director, after consultation with the senior elected official, will prepare to open a shelter to house the affected population. The shelter should be scalable, to accommodate as few or a many people as needed. For large scale sheltering events the Red Cross will be called in to manage shelter operations.
- E. The ESF 2 Communications and Warning function will ensure the timely flow of information used in the decision making process, as well as in operational effectiveness. The communications function involves three distinct areas: EOC/Shelter communication, logistical communication, and available communication modalities.
- F. Security will be provided by ESF 13 Public Safety and Security for all personnel, materials, and equipment involved in the management of the shelter.

IV. Organization and Responsibilities

- A. Upon the decision to evacuate the EOC will develop a strategy to shelter the evacuated population.
- B. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services is the appointed lead agency at the local shelter(s).
- C. The Boundary County Emergency Management Director will activate the Boundary County EOC, as requested by the Chief Elected Official.
- D. Boundary County Emergency Management Director, or his appointee, will activate the County Shelter(s). (See Attachments 1-7)
- E. ESF 13 Public Safety and Security will provide for on-site security, and crowd and traffic control at the Shelter. (See Attachments 2 and 5)
- F. ESF 1 Transportation will provide transportation to the shelter as requested by the EOC for shelter operations volunteers and other populations as directed by the EOC.
- G. ESF 2 Communications and Warning will coordinate with ESF 7 Resource Support to provide communications equipment for use between the EOC and the

shelter site. ESF 2 Communications and Warning will coordinate with ESF 15 Public Information to issue warnings to the general public. (See Attachment 6)

- H. ESF 3 Public Works and Engineering will provide signage, barriers and stanchions, trash collection and disposal, and sanitary services. (See Attachment 1)
- I. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will assist in the set up of sheltering facilities, provide for 24 hour operations including resting areas, food, drinking water, and child care for staff and volunteers. (See Attachment 1)
- J. ESF 7 Resource Support will assist the shelter manager as requested through the EOC to provide supplies, such as tables, chairs, weather protection tents and awnings, paper supplies, etc. (See Attachment 1)
- K. ESF 7 Resource Support will work with religious and volunteer organizations to provide volunteer staffing to the shelter. ESF 7 will coordinate volunteer transportation with ESF 1 Transportation. (See Attachments 1, 2, and 7)
- L. ESF 8 Public Health and Medical Services will provide support to the shelter by providing EMS services, EMS transport, coordinating hospital admissions from the shelter site. (See Attachment 1 and 7)
- M. ESF 9 Search and Rescue will assist ESF 13 Public Safety and Security with crowd and traffic control. (See Attachment 5)
- N. ESF 12 Energy in cooperation with ESF 6 Mass Care, Emergency Services, Housing, and Human Services and ESF 3 Public Works and Engineering will ensure that the shelter(s) are properly heated and/or cooled and that electrical services are uninterrupted.
- O. ESF 15 Public Information will issue public instructions and provide public education during shelter operations. ESF 15 will establish a media briefing, rumor control, and public information “hot line” in support of County wide sheltering operations. (See Attachments 6 and 7)
- P. The Annex C Finance Manager will track and document all records of costs and resource expenditures related to sheltering Operations. (See Attachment 7)

V. Attachments

Attachment 1 Activation of Sheltering Sites

Attachment 2 Volunteer Recruiting Checklist

Attachment 3 Security Plan Checklist

Attachment 4 Just in Time Staff Training Checklist

Attachment 5 Traffic and Parking Plan Checklist

Attachment 6 Communications Planning Checklist

Attachment 7 Shelter ICS Position Specific Checklists

Attachment 1: Activation of Sheltering Sites

Shelter Support Manager Checklist

Activate ICS structure

Notify the following:

- Activate the call-down systems for notifying local Shelter Support Team members
- Planning group
- Political leaders
- Site(s)
- Health centers (Obtain any additional assets that can be used in an emergency)
- Long term care facilities (Obtain assets, wheelchairs, buses, etc. that can be used in an emergency)
- EMS (Will they be utilized on-site and/or for transport?)
- Local fire, public safety, schools, civic organizations
- Volunteers
- Neighboring communities

Prepare to Operate Shelter

- Assess the need for additional assets
- Review event-specific standing orders, evacuee education materials, and shelter forms
- Obtain the official signature for standing orders
- Begin copying of all materials OR contact business that will make copies
- Coordinate with EOC time of opening for evacuees, and, if multiple shelters are opening, ensure opening time is consistent across the County/Region
- Assign Shelter Site Director (follow Shelter organizational chart)
- Assign additional Directors
- Arrange for the opening of all facilities to be used
- Arrange for the closure of same facilities

Set-up Sheltering Sites

- Mark/delineate traffic patterns
- Obtain buses, drivers if staging area used
- Organize public transportation system if it is to be used

- Obtain barriers, cones, etc. for parking and traffic control use
- Obtain walkers and wheelchairs for use in the shelter
- Label all rooms at facilities, including rest rooms
- Mark entrances and exits in large clear signs
- Arrange for Emergency Medical Technician EMT/EMS support for emergencies (EMT with to-go kit, EMS on site)
- Arrange for facility engineering and janitorial/custodial support
- Test back-up electrical power capabilities
- Set up system for communication between stations (two-way radio, phone, etc)
- Test internet and phone and other communication tools' capability

Demographics Considerations

- Identify resident population
- Identify translators for most used languages (as well as translations of materials)
- Identify any visiting population
- Identify special populations and their needs
- Children and families (system, counselors, etc)
- Establish timeline
- Identify responsible agency_____ Contact_____

Security Considerations

- Gather team
- Develop schedule
- Assign traffic control members
- Establish mechanism to receive state/federal assets
- Prepare and distribute ID's
- Assign site security members
- Identify internal security needs
- Identify external security needs

Communications

- Follow pre-established risk communication plan
- Notify community of shelter location and time of opening
- Notify community of methodology of attendance
- Determine timing and content of press events

- Notify media lists and contacts
- Review communications from EOC
- Review materials for communication with the media

Staffing

- Prepare staffing charts
- Estimate number of volunteers available
- Review licensure of all professional staff
- Assign staff
- Obtain regulations regarding retired providers; assign these roles
- Obtain any additional emergency regulation changes; assign associated staff
- If needed, develop a mechanism to inform public of need for volunteers through local news broadcasts, newspaper articles, local meetings, websites
- Document names of all volunteers and shifts worked

Commence Shelter Operations

- Assess daily
- Make adjustments as needed
- Measure number of evacuees twice daily

Documentation

- Document costs daily:
Assigned to _____
- Collect data on all participants of shelter site
- Maintain all records

Shelter Recommended Supplies

General Supplies and Equipment

- “TO GO” Kit (basic first aid kit, flashlight, kept with site commander)
- Tables
- Chairs
- Cots
- Antibacterial hand washing solutions; alcohol based hand hygiene preparations (containing 60% or more alcohol)
- Paper
- Pens, pencils
- Envelopes (large and small)
- Manila folders
- Rubber bands
- Markers
- Paper Clips
- Tape (masking, duct, adhesive, transparent, barrier)
- Poster board or roll paper for signage
- Stapler/staples
- Scissors
- Self adhesive notes
- Clipboards
- File boxes
- Telephone
- Paper towels
- Facial tissues
- Garbage containers and trash bags
- ID badges and differentiated colored vests for staff
- List of emergency phone numbers
- Toothpaste and tooth brushes
- Feminine hygiene products
- Toilet paper
- Cots, blankets, pillows

Suggested Emergency Medical Supplies

- Adult and pediatric pocket masks with one-way valve
- Adult and pediatric airways
- Sphygmomanometer with all sizes of cuffs
- Gurney
- Stethoscope

Crowd Management Supplies

- Signs for identifying each area within the shelter
- Directional signs throughout the facility
- A system and its supplies to keep order

Computer Equipment and Supplies

- Computers
- Printers
- Paper
- Internet access
- Fax machine

Kitchen Supplies

- Cleaners
- Place Settings
- Food
- General Appliances
- Cooking Utensils

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Attachment 2: Volunteer Recruiting Checklist

Sources for volunteers include:

- City/County employees
- Family members
- School employees such as teachers, nurses, custodial staff, and Parent Teacher Organization (PTO) members (schools would likely be closed during an emergency).
- Community faith-based organizations
- Civic organizations
- Professional associations
- School crisis teams
- Local trucking companies
- Taxi services
- Public transportation workers
- Cleaning companies
- Local behavioral health and social service clinics, including substance abuse programs
- Civic organizations, such as Rotary, Kiwanis, and Lions
- Volunteer organizations such as Retired Service Volunteer Corps, American Legion, and Veterans of Foreign Wars
- Local businesses (professional offices, retail, trade oriented)
- Medical Reserve Corp members
- Community Emergency Response Team(s) (CERT)
- Local Emergency Planning Committee Members
- Colleges and Technical Schools

Places to recruit volunteers include:

- Web site: Some communities have utilized their websites to both recruit and collect data on volunteers.
- Articles in the local papers
- Flyers at target agencies or organizations
- Visiting organizations and businesses
- Attending local events and community meetings

Consider the need for the following:

- Translators

- Escorts for those with difficulty in navigating the facility
- Day care providers for children of volunteers
- Food preparation
- School bus drivers for mass transportation

Attachment 3: Security Plan Checklist

The Security plan should:

- Coordinate with state and local law enforcement
- Provide security of inventory, including locked and limited access to supplies
- Identify backup power sources
- Provide security for transportation of supplies
- Ensure all shelters are secure before entrance and set-up
- Provide maintenance of safe and secure shelters including:
 - Crowd control
 - Traffic control
 - Parking control
 - Safety of shelter personnel
- Provide security of the shelter
- Provide security and investigation of crime scene sites; consider joint investigation with state and local law enforcement
- Ensure that individuals are not allowed access to incident or response sites without approved identification
- Identify and train personnel and volunteers in security functions/responses

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Attachment 4: Just in Time Staff Training Checklist

General Training Guidelines

- Provide orientation for all staff on the overall purpose and function of the shelter, as well as specific verbal and written directions for their individual roles [See Job Check Lists]
- Provide a floor diagram with annotations to show shelter areas, the functions of all shelter areas, and a list of staff assigned to each role and each area.
- Review the general responsibilities of each area of the shelter with the entire staff.
- Provide each station with written information regarding specific functions of the station, where the supplies and resources are located, and who their consultants are, as well as how to summon them.
- Assign a specific station to each volunteer, with cross training to at least one other station. In small shelters, there are roles within the site that will need the flexibility to accommodate the needs of the site, to decrease congestion and to permit breaks for staff. In larger sites, this can be accomplished by cross training. Therefore, consider orienting staff in small, interchangeable teams.
- Orient all staff to the presence and functions of behavioral health staff. Law enforcement and emergency personnel should also attend the group orientation and should be given information about the facility and its functions. They should be familiar with the layout of the shelter and their role.
- Provide a walkthrough of the facility for all staff and volunteers.
- Set a code phrase for staff to use indicating a potential problem.

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Attachment 5: Traffic and Parking Planning Checklist

It is recommended that a parking and traffic plan be pre-determined for the shelter site with the assistance of law enforcement, public works, and other key local partners.

The parking and traffic plan should consider the following:

- Designate an area for staff parking with appropriate signage, if possible
- Identify public parking areas with proximity to entrance, lighting, and ease of walking (gravel vs. pavement); police and re-supply vehicles need to have designated areas; also consider where the triage area will be placed relative to parking and entrance to the shelter.
- Provide handicapped accessible parking
- Determine need and use of public transportation, if available
- Establish an MOU for vehicles, drivers, and routing plans, if utilizing a transportation service to mobilize clients
- Determine traffic flow around and to the shelter site, including evacuee drop-off and pick-up
- Identify a dedicated drop-off site for public transportation/school buses shuttling the public
- Identify/dedicate flow for supplies delivery and offloading
- Remove any abandoned cars from designated shelter parking site upon activation of the shelter
- Determine need for barricades for security and/or to route traffic; include Public Works in those plans

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Attachment 6: Communications Planning Checklist

Internal Communication

Internal communication plans must be developed for:

- Internal communication between designated areas within the shelter
- Communication between the shelter and external agencies (e.g., Boundary County Emergency Management Director, EOC, Receiving, Staging, and Storage site (RSS), local public health agency, fire, police)
- If the shelter site is a school, it may have internal phone systems and/or public address systems that could be accessed

External Communication to the Public and Media

A plan for providing the public with information about site location, target population, and any additional information should be developed.

Plan what information the public needs to know

The following information should be communicated to the public in as many languages as needed:

- Site location and directions
- Dates and times of operation
- Type of identification to bring, if required
- Culturally appropriate information

Develop a plan for securing communication systems and routines

Consider the following:

- Each shelter must have a working phone
- If available, two-way radio communication system, cell phones, and pagers should be distributed to the shelter staff; replacement batteries and/or battery chargers for each device also should be made available
- A list of important phone numbers should be distributed to all shelter site staff

Develop a plan for sheltering pets and livestock

Consider the following:

- Pets are not allowed in the shelter facility. An area close by should be set up as a pet shelter, either indoor or outdoor. Local humane societies or animal control shelters are good options.
- Livestock can be sheltered outdoors, or at the fairgrounds.
- Ensure that evacuees have access to their pets.

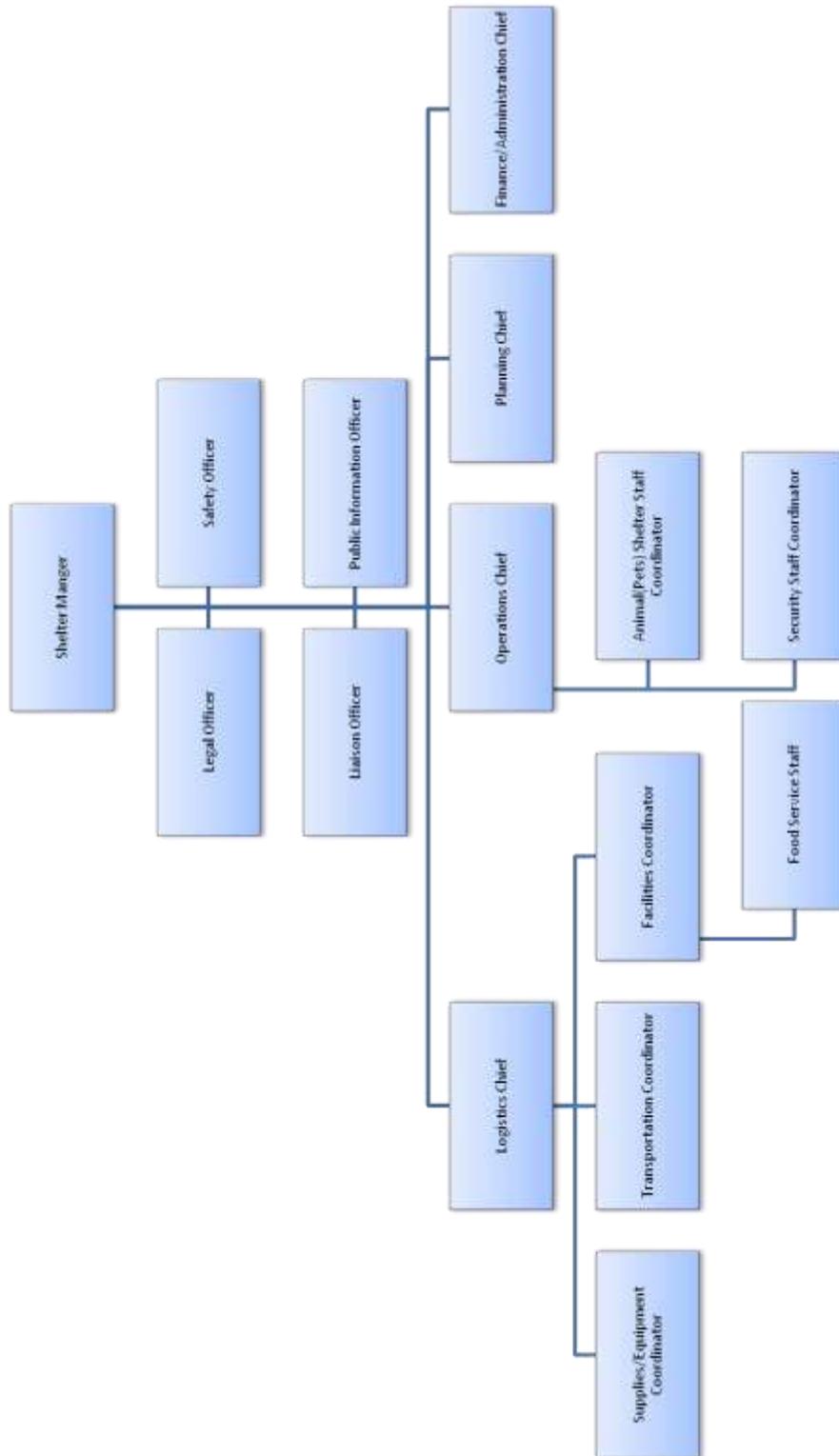
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Attachment 7: Shelter ICS Position Specific Checklists

The following Shelter Incident Command System position specific checklists are to be used upon activation of a Boundary County Mass Sheltering Site. Each Checklist identifies an interface point in the Boundary County EOC.

As in any ICS activation not all positions need to be necessarily activated; however, the functions may be activated. Individuals may fill more than one position and complete more than one checklist in order to accomplish the functional mission.

The following chart details the organization of positions in the Shelter ICS.



Shelter Manager

EOC/ESF Interface: Boundary County Emergency Management Director and ESF 8 Public Health and Medical Services.

Qualifications: Individuals emergency management experience or training, good management skills, and is familiar with the state and local mass sheltering plans.

Duties: Manage and operate a fully functional Mass Care facility and act as the primary decision maker for the facility.

Upon Activation

Receive briefing from EOC

- Understand your mission
- Communicate any concerns or problems prohibiting mission completion.
- Review Mass Care & Sheltering Planning Guide
- Review job action sheet
- Sign-out equipment and resource packet, if necessary
- Receive and put on identification (vest, ID badge, etc)
- Sign necessary forms, if applicable (confidentiality forms, etc.)
- Determine staffing needs and acquire appropriate staff resources
- Assign or greet your direct reports as they arrive:
 - Logistics Chief
 - Operations Chief
 - Finance & Administration Chief
 - Information & Intelligence Chief
 - Planning Chief
 - Command Staff:
 - Safety Officer
 - Public Information Officer
 - Liaison Officer
 - Medical Director (optional)
 - Legal Counsel (optional)
- Meet with your direct reports
- Complete a Sheltering Incident Action Plan (IAP) with IAP planning team
- Establish chain of command and performance expectations:

- Your direct reports are to report **ONLY** to you; they work with other staff as assigned by you, but they **DO NOT** take instructions from, or provide information to, anyone other than you (or a Safety Officer if regarding a safety issue).
- Any questions, problems, or incidents should be reported to you, **NOT** to anyone else.
- It is important that they **DO NOT MAKE DECISIONS** on their own, other than provided for in their position checklist. This ensures critical consistency with respect to performance and information at the site.
- ❑ Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments
- ❑ Obtain briefing statement from PIO, to be given to staff members at scheduled briefing(s)
- ❑ Determine hours of operation and work with your direct reports to provide staff coverage

On-site Operations

- ❑ Conduct on-site staff briefing(s) as scheduled by the Finance & Administration Chief
- ❑ Establish interface with local officials
- ❑ Establish call-back numbers to local management
- ❑ Coordinate with EOC time to open Shelter
- ❑ Notify local officials when you are ready to begin receiving evacuees
- ❑ Report progress to EOC and other emergency services as appropriate via Liaison Officer
- ❑ Review work schedule and specific assignments for each group of staff
- ❑ Ensure consistency in information provided to all evacuees
- ❑ Assist local government in briefing officials and media, as appropriate
- ❑ Work closely with security to monitor any media breaches
- ❑ Establish time schedule for operational briefings, and conduct as scheduled
- ❑ Prepare and review recovery plan with your direct reports as end of mission becomes eminent
- ❑ Assist local government representatives in briefing officials and media, as appropriate
- ❑ Review safety considerations with Safety Officer
- ❑ Review with Liaison Officer the security plans of assisting agencies
- ❑ Communicate with EOC at regular intervals
- ❑ Periodically check work progress of command staff and section chiefs' goals and objectives
- ❑ Assist all command staff and section chiefs when needed
- ❑ Manage any incidents or problems while the shelter is operational
- ❑ Approve requests for incoming or outgoing resources (between Shelters or from EOC)

- Contact the EOC for reconciliation regarding any discrepancies (excess/deficiency or wrong supplies) between the order and delivery of items
- Monitor colleagues and clients for signs of fatigue or distress

Deactivation Phase

- Coordinate between the EOC and Planning Chief to develop the recovery plan
- Schedule and hold recovery planning meeting with command staff and section chiefs
- Release resources and supplies and workforce as appropriate
- Arrange to have equipment and supplies returned
- Send all reports, documents, etc. to the necessary section chiefs or EOC
- Restore facility to pre-shelter conditions
- Secure facility and return keys to facility representative
- Ensure that all records and reports are turned in to the appropriate official(s)
- Conduct exit interviews with your direct reports and appropriate local officials
- Ensure that an After Action Review occurs and is documented
- Participate in After Action Review meetings, as required

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Liaison Officer

Direct Supervisor: Shelter Manager

EOC/ESF Interface: Liaison Officer in EOC/ESF 15 Public Information

Qualifications: An individual with good organizational skills, interpersonal skills, leadership experience, and familiarity with the state and local mass care and sheltering plan.

Duties: Maintain communication; provide situation status and facility needs to Boundary County EOC. Additionally, maintain communication with local community officials.

Upon Activation

- Review your position checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge/vest.
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Receive briefing from shelter Manager; ensure knowledge of full mission request and plan of operations
- Review Sheltering Planning Guide
- Gather needed materials:
 - Radio or other communication devices
 - Public health emergency plan
 - Mutual aid request forms
 - 24/7 Plans and contact information with community partners and stakeholders
 - Briefing format
 - All other appropriate forms
- Conduct briefing to assisting agencies as necessary
- Report to your assigned Shelter area for observation before beginning duties as needed

On-site Operations

- Identify an area where assisting agencies, community partners, and stakeholders should report
- Greet assisting agency representatives, community partners, and stakeholders when they arrive

- Brief assisting agencies, community partners, and stakeholders with needed information for them to do their job functions properly
- Arrange for communication network between shelter and assisting agency representatives, community partners, and stakeholders
- Keep log of assisting agencies on site
- Provide routine progress and/or status reports to Shelter Manager
- Monitor colleagues and clients for signs of fatigue or distress, notify direct supervisor as appropriate
- Perform other duties as assigned by direct supervisor.
- Participate in staff briefing(s) as scheduled by the Finance & Administration Chief.
- Maintain communication with County and/or State EOC
- Provide situation status
- Communicate facility needs
- Maintain communication with local community officials

Deactivation Phase

- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor
- Participate in scheduled debriefing at shift change or close of Shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report

Public Information Officer

Direct Supervisor: Shelter Manager

EOC/ESF Interface: EOC Public Information Officer/ESF 15 Public Information

Qualifications: An individual trained in media interaction with good organizational skills, interpersonal skills, leadership experience, and familiarity with the Boundary County Public Information Officer Plan

Duties: Coordinate media relations and releases

Upon Activation

- Review your Position Checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Receive briefing from Shelter Manager; ensure knowledge of full mission request and plan of operations
- Follow Public Information Plan and coordinate with PIO at the EOC
- Review Mass Care and Sheltering Planning Guide
- Prepare a briefing statement, to be given to staff members at scheduled briefing(s)
- Conduct mission as assigned by Shelter management
- Note latest event information and environmental conditions
- Note any hazards or threats to staff safety and health
- Review media plan and procedures
- Understand and be able to identify the affected local emergency management structure
- Understand pertinent or unique cultural or local considerations
- Manage information flow and reporting requirements
- Shift considerations and transition instructions to oncoming staff
- Begin problem solving process and methods for establishing or changing priorities

On-site Operations

- Review your position checklist and Communications Plan Checklist

- Receive on-site briefing from Shelter Manager
- Determine overall media policy (with Shelter Manager). For example:
 - No comment; refer media to a different contact
 - Explanatory statement; no media admittance
 - Media visits permitted
 - Media permitted to attend briefing station
- Develop media statement(s) as appropriate; review the communications plan checklist
- Brief all personnel on media policy
- Brief security personnel and greeters on media handling procedures
- Coordinate media activities:
 - Make media contacts as necessary
 - Provide media statements; answer questions
 - Arrange guided tours for media as necessary
 - Participate in meetings and briefings to ensure that media considerations are a part of the plan at all times
 - Document all media contacts
 - Monitor media outlets to check accuracy of information being reported
 - Contact media outlets to correct errors of fact, and control rumors about the incident

Deactivation Phase

- When relieved, hand-in all documents, including Position Checklist with feedback, to direct supervisor
- Participate in scheduled debriefing at shift change or close of shelter
- Return to Workforce Staging Area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Submit media contact documentation to the Shelter Manager
- Identify issues and participate in After Action Report

Safety Officer

Direct Supervisor: Shelter Manager

EOC/ESF Interface: EOC Safety Officer and Annex B Evacuation

Qualifications: An individual trained in safety issues that have good organizational skills, interpersonal skills, leadership experience, and familiarity with the state and local mass care and sheltering plans.

Duties: Provide safety oversight to sheltering operations for health and safety of staff.

Upon Activation

- Review your Position Checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet, if necessary
- Sign necessary forms, if applicable (confidentiality forms, etc)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Receive briefing from Shelter Manager; ensure knowledge of full mission request and plan of operations
- Review Mass Care and Sheltering Planning Guide
- Prepare a briefing statement, to be given to staff members at scheduled briefing(s), which includes:
 - Management of hazards or threats to staff safety and health
 - Reporting hazards or threats
 - Evacuation signals and routes, if needed

On-site Operations

- Conduct a general inspection of the facility prior to it becoming operational with the Logistics Chief and the facility representative.
- Complete an Incident Safety Analysis for each shift
- Develop a safety action plan to include:
 - Incident Safety Analysis
 - Potentially hazardous situations in the shelter
 - Hazards, risks, and potentially unsafe situations (identification and monitoring)

- Working with the Liaison Officer, ensure that all assisting agencies, community partners, and stakeholders are included in the safety action plan
- Ensure adequate rest is provided to all shelter staff by monitoring the sign-in and assignments at the workforce staging area
- Direct shelter staff needing rest, food, medical, or mental attention to workforce services
- Exercise emergency authority to stop and prevent any unsafe acts.
 - Discuss with Shelter Manager and document action on unit log
 - Initiate accident investigations within the shelter
 - Ensure that investigation does not interfere with your primary duties
 - Provide copy of accident investigation reports to Shelter Manager
 - Provide a copy of accident investigation report to the local health agency for follow up purposes (i.e., worker compensation)
 - Coordinate investigation with Medical Director/Advisor as needed
- Prepare safety messages (verbal, written, signage, etc.) for the Shelter
- Monitor personal protective equipment usage
- Conduct follow-up inspections on a periodic basis for compliance to all health and safety standards
- Monitor weather forecasts for changing conditions that could cause potentially unsafe conditions
- Conduct periodic briefings to keep assisting agencies informed of safety action plans
- Provide routine progress and/or status report to Shelter Manager
- Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate
- Ensure adequate rest is provided to all shelter staff by monitoring the sign-in and assignments at the workforce staging area
- Direct shelter staff needing rest, food, medical, or mental attention to workforce services

Deactivation Phase

- When relieved, hand-in all documents, including Position Check List with feedback, to direct supervisor.
- Participate in scheduled debriefing at shift change or close of the shelter
- Return to Workforce Staging Area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report

Legal Officer

Qualifications: A public administrator or legal official that has good organizational skills, interpersonal skills, leadership experience, and familiarity with the state and local mass care and sheltering plans.

EOC/ESF Interface: EOC Legal Counsel and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

Duties: Provide legal oversight for shelter operations.

Upon Activation

- Review your Position Checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc.)
- Familiarize self with shelter layout and process
- Receive briefing from Shelter Manager
- Ensure knowledge of full mission request and plan of operations
- Review Mass Care and Sheltering Planning Guide

On-site Operations

- Review your position checklist
- Participate in staff briefing(s) as scheduled by the Finance & Administration Chief
- Provide on-site Legal Counsel to Shelter Manager and Public Information Officer as needed

Deactivation Phase

- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- Participate in scheduled debriefing at shift change or close of the shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report

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Operations Chief

Direct Supervisor: Shelter Manager

EOC/ESF Interface: EOC Operations Manager, ESF 8 Public Health and Medical Services, ESF 1 Transportation, ESF 2 Communications, ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, and ESF 12 Energy

Qualifications: A person with good management skills.

Duties: Coordinate the operations section activities and has the primary responsibility for implementing the mass care and sheltering plan.

Upon Activation

- Review your position checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Receive briefing from Shelter Manager; ensure knowledge of full mission request and plan of operations
- Review Mass Care and Shelter Planning Guide
- Confirm activation of your direct reports, and assign or greet them as they arrive:
 - Security Staff Coordinator
 - General Staff Coordinator
- Meet with your direct reports
- Establish chain of command and performance expectations
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, NOT to anyone else
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.

- Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments
- Prepare a briefing statement to be given to staff members at scheduled briefing(s):
 - Operational Overview
 - Security Overview
- Confirm with Logistics Chief that all equipment and supplies are being shipped to the shelter are being set up
- Develop on-site staff assignments and work schedule

On-site Operations

- Participate in staff briefing(s) as scheduled by the Finance & Administration Chief.
- Maintain unit log
- Work with the Logistics Chief to set up briefing, interview, and shelter areas. Make sure staff has all equipment and supplies needed to carry out their functions.
- Meet with briefing area staff and ensure that material presented is consistent with the sheltering process and other information being distributed.
- Follow the process as evacuees arrive at the shelter and are briefed and accounted for. Modify any process as needed.
- Obtain information and updates from those reporting to you for resources needed.
- Communicate all requests for incoming and outgoing resources with the Shelter Manager.
- Provide routine progress and/or status reports to the Shelter Manager.
- Ensure scheduled breaks and relief for the section is being appropriately handled.
- Review and confirm staffing levels for next day or next shift with directors and supervisors.
- Monitor colleagues and clients for signs of fatigue and distress; notify direct supervisor as appropriate.
- Perform other duties as assigned and approved by direct supervisor.
- Ensure that proper documentation is maintained for all activities.

Deactivation Phase

- Coordinate with Planning Chief plans for recovery
- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- Participate in scheduled debriefing at shift change or close of the shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc.)
- Sign in equipment

- Identify issues for the After Action Report
- Conduct exit interviews with your direct reports
- Participate in the After Action process

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Animal (Pets) Shelter Staff Coordinator

Direct Supervisor: Operations Chief

EOC/ESF Interface: ESF 7 Resource Support, ESF 11 Agricultural and Natural Resources

Qualifications: Experience supervising, directing, and working with volunteers and animals, and possess leadership skills. Veterinary skills are important.

Duties: Lead, supervise, and instruct group leaders in the Animal Shelter. Assign and document volunteer staffing assignments.

Upon Activation

- Review your Position Checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Review Mass Care and Sheltering Planning Guide
- Report to your assigned area for observation before beginning duties as needed.

On-site Operations

- Ensure all stations have appropriate forms and equipment needed
- Care for pets, direct pet shelter, and ensure access to pets for owners
- Monitor evacuees for pets and assist the Operations Chief in correcting any problems
- Ensure consistency in information provided to all evacuees
- Assist with answering questions within scope of training/qualifications
- Reassign floater/runner group staff to areas of greater need as assessed or observed throughout shift
- Ensure scheduled breaks and relief for all station group staff
- Review and confirm staffing levels for next day or next shift with Operations Chief
- Provide routine progress and/or status reports to Operations Chief
- Monitor colleagues and evacuees for signs of fatigue or distress, notify direct supervisor as appropriate.
- Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- Coordinate with Planning Chief plans for recovery
- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor
- Participate in scheduled debriefing at shift change or close of the shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report

Security Staff Coordinator

Direct Supervisor: Operations Chief

EOC/ESF Interface: ESF 13 Public Safety and Security

Qualifications: Person should have a leadership background, previous experience in security, and strong organizational skills.

Duties: Lead, coordinate, and supervise security staff and resources.

Upon Activation

- Review your position checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc.)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Review Mass Care and Sheltering Planning Guide
- Report to your assigned shelter area for observation before beginning duties as needed
- Perform security assessment of facility
- Contact the Shelter Manager (or Logistics Chief if assigned) to identify security needs
- Determine the number of security staff needed to provide adequate security
- Develop security plan and traffic control plan accordingly
- Attend initial briefing/planning meeting with command staff and section chiefs to review shelter set-up

On-site Operations

- Establish contacts with local law enforcement as required
- Monitor and adjust security and traffic plans accordingly
- Ensure that a resource accountability system (personnel and equipment) is established and maintained
- Arrange for security of equipment and supplies as they arrive at the site
- Supervise the set-up of crowd control system (cones, ropes, etc.) with the facility flow personnel
- Participate in meetings and briefings to ensure that security considerations are a part of the plan at all times

- Post security staff as needed, at a minimum:
 - Entrance: admit authorized personnel and evacuees only
 - Exit: ensure no unauthorized entry
- Ensure security is provided for all personnel, equipment, supplies, vehicles, and buildings
- Meet with local law enforcement and coordinate issues/efforts
- Coordinate staff badges/passes as necessary
- Identify, and make known to the Operations Chief, any security issues
- Offer operational assistance and recommendations regarding evidence collection, processing, and security to local law enforcement
- Notify the Safety Officer of any accidents
- Record all incident related complaints and suspicious occurrences
- Review and confirm staffing levels for next day or next shift with Operations Chief
- Provide routine progress and/or status reports to Operations Chief
- Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- Coordinate with Planning Chief plans for recovery
- Assist with restoring facility to pre-shelter conditions
- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- Participate in scheduled debriefing at shift change or close of shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report

Planning Chief

Direct Supervisor: Shelter Manager

EOC/ESF Interface: EOC Planning Manager, ESF 8 Public Health and Medical Services, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 7 Resource Support and ESF 12 Energy.

Qualifications: An individual with good people and organizational skills. This person also needs knowledge of state and local mass care and sheltering plans.

Duties: Provides situation status to Shelter Manager, develops incident action plan for shelter establishment, coordinates all volunteer scheduling and recruitment, distributes job descriptions/checklists to command staff and section chiefs, and provides assistance to the command staff and section chiefs as needed.

Upon Activation

- Review your position checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc.)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Review Mass Care and Sheltering Planning Guide
- Receive briefing from Shelter Manager; ensure knowledge of full mission request and plan of operations.
- Report to your assigned area for observation before beginning duties as needed
- Meet with your direct reports. Conduct briefing for those reporting to you
- Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue)
 - Any questions, problems, or incidents should be reported to you, NOT to anyone else
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their position checklist. This ensures critical consistency with respect to performance and information at the site.

- Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments

On-site Operations

- At initial briefing, identify resources required for section operations
- Obtain the list of authorized shelter staff and volunteers from regional planning body
- Confirm with Shelter Manager at least one hour prior to shelter opening that staffing is adequate
- Communicate workforce needs to Shelter Manager
- Obtain necessary resources and support through the EOC
- Provide routine progress and/or status reports to Shelter Manager
- Ensure all documents and reports are complete for section and submitted appropriately:
 - Workforce sign-in/out sheets
 - Equipment sign-in/out sheets
 - All completed job check lists, unit logs and general messages to Shelter Manager
- Ensure scheduled breaks and relief for the section is being appropriately handled
- Review and confirm staffing levels for next day or next shift with supervisors
- Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- Perform other duties as assigned and approved by the person you report to

Deactivation Phase

- Confirm with Shelter Manager the process for developing recovery/demobilization plan. Plan should include:
 - Maps
 - Timelines
 - Determine who will take possession of all records
 - Assign specific tear down duties at each part of the shelter and pack all equipment and supplies
 - Track and inventory materials used
 - Arrange return of equipment & supplies
 - Coordinate with facilities unit to restore facility to pre-shelter conditions
 - Secure facility and return keys to proper authority
- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor
- Participate in scheduled debriefing at shift change or close of the shelter

- Return to workforce staging area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report
- Conduct exit interviews with your direct reports
- Participate in the After Action process

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Logistics Chief

Direct Supervisor: Shelter Manager

EOC/ESF Interface: EOC Logistics Manager, ESF 7 Resource Support, ESF 1 Transportation, ESF 2 Communications and Warning, ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 8 Public Health and Medical Services, ESF 12 Energy, and Annex C Financial Management.

Qualifications: Good organizational skills, interpersonal skills, and leadership experience.

Duties: Responsible for overall logistics direction, control, and supervision of personnel.

Upon Activation

- Review your position checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc.)
- Attend overall staff briefing
- Familiarize self with Shelter layout and process
- Review Mass Care and Sheltering Planning Guide
- Receive briefing from Shelter Manager; ensure knowledge of full mission request and plan of operations.
- Confirm activation of your direct reports, and assign or greet them as they arrive
- Meet with your direct reports
- Establish chain of command and performance expectations:
 - Your direct reports are to report **ONLY** to you
 - They work with other staff as assigned by you, but they **DO NOT** take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue)
 - Any questions, problems, or incidents should be reported to you, **NOT** to anyone else
 - It is important that they **DO NOT MAKE DECISIONS** on their own, other than provided for in their position checklist; this ensures critical consistency with respect to performance and information at the site
- Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments

- Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
 - Facility overview, including locations of stations, restrooms, break rooms, emergency exits, etc
 - Communications protocol
 - Role of logistics in this operation: services you provide, problems you solve, etc.
- Ensure shipment of equipment/supplies and arrange for transport to shelter
- Ensure that ground transportation is ordered and available for all staff when team reaches destination
- Establish communications protocols

On-site Operations

- At initial briefing, identify units within the section to be activated and resources required for section operations
- Confirm with Shelter Manager at least 1.5 hours prior to start time, that the facilities coordinator has set-up all equipment and supplies on site and facility is ready to open
- Conduct a general inspection of the facility prior to it becoming operational with the Safety Officer and the facility representative
- Confirm that security is on-site
- Set up all communications equipment (phones, computers, and radios) and establish communications protocols
- Confirm that transportation and traffic control plans are activated
- Obtain information and updates from those reporting to you for resources needed and resources requested
- Obtain necessary resources through the EOC
- Communicate all requests for incoming and outgoing resources with Shelter Manager.
- Anticipate staff needs and request additional staff as needed
- Arrange for transportation of staff members to and from the treatment site.
- Provide logistical support as needed by each station
- Ensure appropriate numbers of workforce meals are being planned with work force coordinator
- Provide routine progress and/or status reports to Shelter Manager
- Ensure all documents and reports are complete for section and submitted appropriately:
 - All supply and inventory documents
 - All sign off documents when supplies were delivered
 - Modified shelter floor plan if necessary
 - Workforce staff activity documentation

- Shelter communication plan
- Documentation from waste removal services
- All completed job action sheets, unit logs, and general messages to the shelter Manager
- Anticipate possible resource needs and support requirements for the shelter
- Coordinate with the EOC when receiving notification of significant illnesses and injuries from the medical staff
- Participate in the recovery/demobilization planning process
- Ensure scheduled breaks and relief for the section is being appropriately handled
- Review and confirm staffing levels for next day or next shift with supervisors and leaders
- Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate
- Perform other duties as assigned and approved by direct supervisor

Deactivation Phase

- Coordinate with Planning Chief plans for recovery/demobilization
- Assist with restoring facility to pre-shelter conditions
- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- Participate in scheduled debriefing at shift change or close of shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report

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Supplies/Equipment Coordinator

Direct Supervisor: Logistics Chief

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Professionals familiar with handling general supplies/equipment

Duties: Responsible for overall logistics of shelter supplies and equipment, storage, and distribution, and inventory of all supplies.

Upon Activation

- Review your position checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Review Mass Care and Sheltering Planning Guide
- Report to your assigned area for observation before beginning duties as needed

On-site Operations

- Obtain shelter inventory documentation from facilities coordinator
- Coordinate and assist for arrival of interim supplies
- Coordinate and assist for arrival of supplies:
 - Prepare loading docks and hand trucks
 - Establish refrigeration needs
 - Procure security needs for controlled substances
 - Establish documentation and sign-off procedures for supplies when delivered
- Ensure that current, future resource and supply requirements have been closely estimated
- Maintain an inventory and accountability record of supplies and equipment
- Maintain inventory of medical supplies
- Process all orders for resources and supplies working with the finance and administration section
- Provide routine progress and/or status reports to Logistics Chief
- Ensure scheduled breaks and relief for unit staff

- Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor
- Participate in scheduled debriefing at shift change or close of shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report

Transportation Coordinator

Direct Supervisor: Logistics Chief

EOC/ESF Interface: ESF 1 Transportation and ESF 3 Public Works and Engineering

Qualifications: Persons should be familiar with local roadways, have a current valid driver's license, and be able to safely operate a vehicle.

Duties: Arrange for necessary transportation for staff and citizens.

Upon Activation

- Review your position checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc.)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Review Mass Care and Sheltering Planning Guide
- Report to your assigned area for observation before beginning duties as needed

On-site Operations

- Assess all transportation requirements
- Coordinate the transport of community citizens and staff to and from the shelter as needed
- Coordinate the transport of resources into the shelter
- Communicate with local transportation services to coordinate the transport
- Assemble and record information on the use of rental, contract, and agency transportation equipment
- Ensure that all agreements, contracts, and inspections are completed and copies filed with the procurement unit
- Document needed information and track resources as necessary
- Provide routine progress and/or status reports to Logistics Chief
- Monitor colleagues and recipients for signs of fatigue or distress; notify your supervisor as appropriate
- Perform other duties as assigned and approved by your supervisor

Deactivation Phase

- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor
- Participate in scheduled debriefing at shift change or close of shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report

Facilities Coordinator

Direct Supervisor: Logistics Chief

EOC/ESF Interface: ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, Human Services, and ESF 12 Energy

Qualifications: Persons should be able to lift, carry, and transport supplies and refuse to and from the site.

Duties: Oversee shelter set-up and demobilization, general maintenance, manage utilities, remove refuse, maintain restrooms, and provide general equipment (e.g., chairs, tables, lights) as needed.

Upon Activation

- Review your position checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc.)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Review Mass Care and Sheltering Planning Guide
- Report to your assigned area for observation before beginning duties as needed

On-site Operations

- Contact appropriate facility representative to open the facility
- Call pre-designated facilities staff to report for shelter set-up
- Contact the Shelter Manager (or Logistics Chief if already assigned) to brief on facilities staff availability and shelter set-up timeline
- Ensure that security will be on site when setting up the shelter
- Ensure that transportation issues (such as snow plowing) and traffic control plans are activated
- When traffic control personnel arrive on site, be sure to coordinate plans with them
- Gather appropriate supplies and document the inventory
- Set-up shelter according to shelter floor plan
- Set up, test, maintain, and arrange for repair of technological equipment (e.g., fax, copy machines, phones, etc.). Work with communications supervisor as needed

- Attend initial briefing/planning meeting with command staff and section chiefs to review shelter set-up
- Turn over remaining inventory and documentation to supply/equipment personnel when that position is assigned
- Determine appropriate number of staff needed for on-going maintenance of the shelter
- Reassess shelter set-up if disruptions in evacuee flow patterns are reported by the Operations Chief
- Develop a schedule for removal of garbage from food areas and throughout shelter
- Assist with spills and clean up while monitoring proper Occupational Safety and Health Administration (OSHA) standards
- Develop a schedule for monitoring restroom supplies and clean up
- Continuously work with facility representative for facility maintenance needs
- Ensure scheduled breaks and relief for unit staff
- Review and confirm staffing levels for next day or next shift with Logistics Chief
- Provide routine progress and/or status reports to Logistics Chief
- Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate
- Perform other duties as assigned and approved by direct supervisor

Deactivation Phase

- Coordinate with Planning Chief plans for recovery/demobilization
- Assist with restoring facility to pre-shelter conditions
- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor
- Participate in scheduled debriefing at shift change or close of shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report

Food Service Staff

Direct Supervisor: Facilities Coordinator

ESF Interface: ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

Qualifications: Persons with knowledge and managerial skills in food service operations

Duties: Support staff with a safe and healthy meal service.

Upon Activation

- Review your position checklist and check off tasks as they are completed
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc.)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Review Mass Care and Sheltering Planning Guide
- Report to your assigned area for observation before beginning duties as needed

On-site Operations

- Work with Workforce Coordinator and Facilities Coordinator to determine the number of workforce and evacuees needing meals, and estimate number of meals to be served for the duration of the shelter
- Determine space and facilities needed for kitchen and dining area set-up
- Ensure food service facilities are set-up properly
- Determine mealtimes, coordinating with shift changes
- Develop contingency plans to ensure continuing food service
- Establish and operate supplemental food system consisting of extra snacks, fruit, beverages, and condiments
- Submit list of food and water needs to supply/equipment coordinator
- Inventory food and water supply and estimate when re-supply will be needed
- Make safety and health rules known to food services staff regarding food handling
- Develop schedule for removal of garbage
- Monitor flow patterns during meals
- Ensure scheduled breaks and relief for all unit staff

- Review and confirm staffing levels for next day or next shift with workforce services supervisor
- Provide routine progress and/or status reports to workforce services supervisor
- Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate
- Perform other duties as assigned and approved by direct supervisor

Deactivation Phase

- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- Participate in scheduled debriefing at shift change or close of shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc)
- Sign in equipment
- Identify issues for the After Action Report

Finance and Administration Chief

Direct Supervisor: Shelter Manager

ESF Interface: Annex C Financial Management

Qualifications: Must have accounting background and experience developing accounting systems.

Duties: Develop a system for tracking and recording incident personnel and equipment expenses, track all equipment invoices/expenses, assure payment, and track all personnel time related to incident.

Upon Activation

- Review your position checklist and check off tasks as they are completed.
- Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest
- Sign out equipment and resource packet
- Sign necessary forms, if applicable (confidentiality forms, etc)
- Attend overall staff briefing
- Familiarize self with shelter layout and process
- Review Mass Care and Sheltering Planning Guide
- Report to your assigned area for observation before beginning duties as needed
- Receive briefing from Shelter Manager; ensure knowledge of full mission request and plan of operations
- Confirm activation of your direct reports, and assign or greet them as they arrive.
- Meet with your direct reports
- Establish chain of command and performance expectations:
 - Your direct reports are to report **ONLY** to you
 - They work with other staff as assigned by you, but they **DO NOT** take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue)
 - Any questions, problems, or incidents should be reported to you, **NOT** to anyone else
 - It is important that they **DO NOT MAKE DECISIONS** on their own, other than provided for in their position checklist; this ensures critical consistency with respect to performance and information at the site
- Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments

- Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
 - Facility overview, including locations of stations, restrooms, break rooms, emergency exits, etc
 - Communications protocol
 - Role of Finance and Administration in this operation: services you provide, problems you solve, etc
- Ensure shipment of equipment/supplies and arrange for transport to the shelter
- Ensure that ground transportation is ordered and available for all staff when team reaches destination
- Establish communications protocols

On-site Operations

- At initial briefing, identify resources required for section operations.
- Coordinate with EOC for financial and cost information if necessary
- Obtain resources needed throughout documentation process
- Maintain security of documents and records
- Ensure accuracy of documents in compliance with the proper jurisdictions and/or EOC policies
- Ensure all documents and reports are complete for section and submitted appropriately prior to demobilization
- Collect all completed job action sheets, unit logs and general messages
- Ensure scheduled breaks and relief for all unit staff
- Review and confirm staffing levels for the next day or next shift.
- Provide routine progress and/or status reports to Shelter Manager
- Monitor colleagues and clients for signs of fatigue and distress, notify direct supervisor as appropriate
- Perform other duties as assigned and approved by direct supervisor

Deactivation Phase

- Coordinate with Planning Chief plans for demobilization
- Assist with restoring facility to pre-shelter conditions
- When relieved, hand-in all documents, including position check list with feedback, to direct supervisor
- Participate in scheduled debriefing at shift change or close of shelter
- Return to workforce staging area
- Return identification (vest, ID badge, etc)

- Sign in equipment
- Identify issues for the After Action Report

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Incident Annexes

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IA 1 Cyber Incident

Introduction

- Background
 - The county's economy and security are fully dependent upon information technology and the information infrastructure.
- Purpose
 - This incident annex will briefly outline the steps that Boundary County departments will take to prepare for and respond to a cyber incident.

Policies

- Boundary County departments will prepare to respond to and recover from emergencies and disasters impacting the information technology systems.
- All Boundary County end-users will familiarize and comply with all Boundary County policies, procedures, and standards dealing with information security.
- In order to ensure continuity of operations, all Boundary County departments will develop programs and procedures that enable them to continue operations and provide services in spite of cyber attacks. Departments should be prepared to implement non-technological protocols until cyber systems are restored and verified as safe for use.

Situation

- Emergency / Disaster Hazards and Conditions
 - The vulnerability of Boundary County to an cyber emergency, hazard or threat is based on the probability of an incident occurring and the impact the incident would have on operations. Boundary County may be affected by direct attacks that target the county's information infrastructure or indirect attacks that target information systems that support county operations but are not directly connected to the county information infrastructure.
- Planning Assumptions
 - Cyber attacks occur with or without warning.
 - In spite of technologies that block many cyber attacks, vulnerabilities exist.
 - An organized cyber attack has the potential to cripple critical infrastructure, the economy, or national security.

Responsibilities

- All Boundary County Departments
 - Monitor cyber activity to detect malicious actions may negatively impact the county's information technology capabilities.
 - Prepare and implement procedures that permit continued operation and service when cyber services are compromised or not available.

- Prepare and implement procedures that facilitate a transition to normal operations after cyber service is restored to operational status.
- Work with law enforcement authorities in the investigation phase of the cyber incident.
- Boundary County Department of Emergency Management
 - Activate the Boundary County EOC as needed in support of a cyber incident.
 - Prepare and implement procedures that permit continued EOC operations and service when cyber services are compromised or not available.

IA 2 Earthquake Incident

Primary Agency:	Boundary County Department of Emergency Management
Support Agencies:	Boundary County Road and Bridge Boundary County Sheriff's Office Other Boundary County Agencies Panhandle Health District

Introduction

Purpose

This incident annex has been prepared to facilitate a coordinated response to earthquake incidents in Boundary County. It assigns responsibilities to Boundary County agencies to support requests to reduce potential loss of life, damage to property, and to quickly restore essential services following an earthquake.

Scope

This incident annex covers all areas within Boundary County.

Policies

Emergency responsibilities assigned to Boundary County agencies for earthquake response parallel those for other disaster operations. All agencies will follow National Incident Management System (NIMS) doctrine and utilize the Incident Command System to exercise command and control during all incident operations.

Situation and Assumptions

Situation

- Although rarely in the news, earthquakes are a fact of life in Idaho. According to a study conducted in 2003 by the United States Geological Survey (USGS), Idaho ranked 6th in terms of earthquake activity. Other scientific studies and the historical record demonstrate that damaging seismic events are possible throughout the State and the region. Earthquakes are one of the least predictable and poorly understood hazards.
- Earthquakes are capable of catastrophic consequences, especially in urban areas and isolated rural areas. Much of Idaho's housing in suburban and rural communities was built prior to the 1970's when building codes were not in force. Additionally, rural communities do not have the resources to respond to widespread damage that might be caused by a catastrophic earthquake.
- In minor earthquakes, damage may be done only to household goods, merchandise, and other building contents and people are occasionally injured or killed by falling objects. More violent earthquakes may cause the full or partial collapse of buildings, bridges and overpasses, and other structures. Fires due to broken gas lines, downed power lines, and other sources are common following an earthquake and often account for much of the damage. Economic losses arise from destruction of structures and infrastructure,

interruption of business activity, and other sources. Utilities may be lost for long periods of time and all modes of transportation may be disrupted. Emergency services may be both disabled and overwhelmed. In addition to broken gas lines, other hazardous materials may be released.

Planning Assumptions

- The first few hours following an earthquake are critical in saving the lives of people who have been injured and/or trapped in collapsed structures. The use of Boundary County resources during the initial response period will be essential until state and/or federal support is available.
- The extent of initial response efforts will depend on the location, magnitude, cascading effects, and numbers of people affected by the earthquake and the ability of Boundary County to provide assistance.
- Additional earthquakes and aftershocks will have an impact on response and recovery operations and may trigger further damaging events.
- Typical earthquake related threats to public safety include but are not limited to:
 - Hazardous material spills
 - Downed power lines and/or power disruption (loss of electric power may mean no water to fight fires, no drinking water, no sewage, no lights or heat, etc.)
 - Ruptured water and sewer lines

 - Ruptured natural gas and petroleum pipelines
 - Fires resulting from broken gas lines or from other ignition sources
 - Collapsed bridges and overpasses
 - Collapsed or unstable buildings (unreinforced masonry buildings)
 - Damaged or destroyed critical facilities (hospitals, fire/police stations)
 - Contamination of domestic water supply including public and private wells
 - Large numbers of earthquake evacuees requiring mass care are possible.
 - Mass debris removal may be required to facilitate response and recovery efforts.
 - Heavy collapse search and rescue operations will be required.
 - Business and industry may not be prepared for adequate response to an earthquake.
 - Businesses that rely on computer-based systems are particularly vulnerable.
 - Commercial telephone service, including cellular telephone service, is vulnerable and may be unavailable.
 - Dams may sustain significant damage and/or fail.

Concept of Operations

General

The initial response to a seismic event will be made by local Boundary County responders. If and when the event overwhelms Boundary County resources, the county may request additional assistance from the Idaho Bureau of Homeland Security through the disaster declaration process as outlined in BC-ESF #5 – Emergency Management.

Response Actions

- Initial Response
 - Alert and Notification
 - Earthquakes are very unpredictable events that allow no time for early (pre-event) public notification and/or warning.
 - Boundary County Department of Emergency Management will notify county, municipal, and volunteer agencies, and affected industry.
 - The Emergency Alert System (EAS). EAS messages are transmitted when requested by the Boundary County Department of Emergency Management or the Boundary County Sheriff's Office. EAS messages notify the citizens of an affected area of situations that may impact them and give them information on actions that should be taken.
 - Incident Management Process
 - Local Response: When an earthquake occurs, Boundary County utilizes available resources to protect life and property and reduce, to the extent possible, the suffering and hardships on individuals. If local resources prove to be inadequate or are exhausted, Boundary County will request assistance from other jurisdictions through mutual aid procedures.
 - Boundary County will coordinate with the Idaho Bureau of Homeland Security (BHS) North Area Field Officer (NAFO) for consultation and advice, help to appraise the situation to better provide support, and to facilitate the declaration process.
 - When response requirements are beyond the capability of Boundary County, requests for State assistance will be forwarded to the Idaho Bureau of Homeland Security (BHS) in accordance with BC-ESF #5 – Emergency Management.
- Continuing Actions
 - Emergency Management Phases: Emergency operations will begin with the threat or occurrence of a damaging earthquake and continue until emergency operations are no longer required.
 - The Response Phase: The Response Phase occurs from the onset of the earthquake and lasts until lifeline systems are at least partially restored. During this phase, functions which are critical to lifesaving, protection of property, meeting basic human survival needs, securing critical infrastructure, and protecting the environment are performed.

- The Recovery Phase: There are usually no clear distinctions between the end of the Response Phase and the beginning of the Recovery Phase. There is typically a time period after the earthquake in which both phases are in effect simultaneously. The Recovery Phase begins a few days after the earthquake and can last as long as several years. During this phase, the Federal government can provide disaster relief upon a Presidential Disaster Declaration. Functions during this phase include Federal relief (Stafford Act - PL 93-288) for public assistance and individual assistance, establishment of disaster assistance centers, establishment of temporary housing facilities, and Federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or improved state.

Responsibilities

Primary Agency:

Boundary County Department of Emergency Management

- Activate and staff the Boundary County Emergency Operations Center.
- Coordinate and/or initiate alert and notification procedures.
- Coordinate local and mutual aid response.
- Maintain situational awareness of seismic events.
- Maintain communications with the Idaho Bureau of Homeland Security North Central Area Field Officer, county agencies and municipalities regarding the status of response and recovery efforts.
- Communicate and inform the public as coordinated through BC-ESF #15 – Public Information and External Affairs.

Support Agencies:

- Boundary County Road and Bridge (See BC-ESF #1 – Transportation and BC-ESF #3 – Public Works and Engineering)
 - Support damage assessment and damage survey teams.
 - Provide services and resources for the repair and maintenance of highways.
 - Support debris removal.
 - Support evacuation and traffic control.
- Boundary County Sheriff's Office (see BC-ESF #13 – Public Safety and Security and BC-ESF #9 – Search and Rescue)
 - Preserve law and order and provide for the safety and protection of citizens.
 - Enforce emergency traffic controls and evacuation plans.
 - Coordinate Search and Rescue operations.
- Panhandle Health District (See BC-ESF #8, Public Health and Medical Services)
 - Coordinate public health and medical response.

- Keep the public informed of health and sanitary conditions.
- Monitor food and water quality.
- Support mass care operations.
- Other Boundary County Agencies
 - Provide additional support as requested and coordinated by the Boundary County Emergency Operations Center. The level of involvement will vary based on the scope of the disaster.

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IA 3 Flooding Incident

Primary Agency: Boundary County Department of Emergency Management

Support Agencies: Boundary County Road and Bridge
Boundary County Sheriff's Office
Panhandle Health District
Other Boundary County Agencies

Introduction

Purpose

This incident annex facilitates a coordinated response to flooding incidents in Boundary County. It assigns responsibilities to Boundary County agencies to reduce potential loss of life and damage to property and to restore essential services following a flood.

Scope

This incident annex covers all areas within Boundary County. The types of flooding that may occur in the county are riverine flooding, flash flooding, and ice/debris jam flooding.

Policies

Emergency responsibilities assigned to Boundary County agencies for flood response parallel those for other disaster operations. All agencies will follow National Incident Management System (NIMS) doctrine and utilize the Incident Command System to exercise command and control during all incident operations.

Situation and Assumptions

Situation

- Floods have been the most serious, devastating, and costly natural hazard to affect North Idaho. Based on historical frequency, floods occur every 1 - 5 years and flashfloods every 1 - 2 years. The three most common types of flooding experienced in Idaho are:
 - ❑ Riverine flooding: Periodic over-bank flow of rivers and streams generally associated with winter storms and spring runoff; riverine floods generally have produced the largest scale events
 - ❑ Flash flooding: Quickly rising rivers and/or streams generally associated with extreme precipitation, rapid snow melt, or a combination of the two; insufficient infrastructure (e.g., inadequate drainage systems) levee failures and dam failures are also contributing factors; although typically limited in extent, flash floods and dam breaks represent the greatest risks to life and limb due to the rapid onset, the potentially high velocity of water, and the huge debris load carried by floodwaters
 - ❑ Ice/debris jam flooding: Ice jam floods are associated with extreme winter cold events; debris jams may result from landslides or human activities; flooding from ice jams is relatively common; apart from snowmelt, mountain areas suffer from flooding associated with ice jams; similarly, floating debris can accumulate at a natural or man-made obstruction (i.e. bridge abutments) and restrict the flow of water

- **Flooding Terminology:**
 - Bank Full Stage:** The maximum amount of water that the river channel can carry and is also known as the channel capacity of a river
 - Flood Stage:** An elevation where appreciable flood damage begins to occur to urban or agricultural areas
 - 100-Year Flood:** Flood event with a statistical probability of 1% chance being inundated any given year. This is also known as the base flood
 - Floodplain:** A normally dry area of low land adjacent to a river or other watercourse that is susceptible to inundation during high water events
 - Left Bank:** The bank on the left side of the river when facing downstream with the flow
 - Right Bank:** The bank on the right side of the river when facing downstream with the flow

Planning Assumptions

- The first few hours following a flood are critical in saving the lives of people trapped in vehicles, atop structures, etc. The use of local resources during the initial response period is essential until state and/or federal support is available.
- Typical flood related threats to public safety include:
 - Hazardous material spills. See BC-ESF #10 – Hazardous Materials
 - Contamination of domestic water supply including public and private wells. See BC-ESF #3 – Public Works and Engineering and BC-ESF #8 – Public Health and Medical
 - Public health issues and vector control. See BC-ESF #8 – Public Health and Medical
 - Power disruption. See BC-ESF #12 – Energy
 - Overwhelmed storm water systems
 - Overflow of sewer treatment and settling ponds
 - Flooded public buildings and private residences
- The extent of initial response efforts will depend on warning time, which varies with the cause of the flooding, the numbers of people affected by the flooding, and the ability of county and municipal agencies to provide assistance.
- Flood stage as reported by the National Weather Service is not the same as the 100- year flood event. The 10-year, 50-year and 100-year flood level can be determined for points on rivers and streams by consulting the Flood Insurance Study. This option is available only for those sections of streams and rivers mapped by the National Flood Insurance Program.
- Large numbers of flood evacuees requiring mass care is possible.

- Citizens will be advised of potential flood conditions through a variety of methods, including: National Oceanic and Atmospheric Administration (NOAA) radio, Emergency Alert System (EAS) broadcasts, standard radio and television announcements, etc.
- The National Weather Service (NWS) will provide weather and flood warnings. Warning time will vary based on the type of flood event.
- Steep topography increases runoff water velocity and debris flow. Lack of vegetation due to drought or wildfire to slow runoff is another factor.
- A flood event may likely have the largest uninsured damage impact of any type of natural disaster. Homeowners or business owners' insurance policies usually do not cover flooding. It must be purchased separately as a special flood insurance policy. Although the program is widely publicized, history has shown that most people do not carry flood insurance.
- Local infrastructure may be compromised as a result of flooding.
- Mass debris removal may be required to facilitate response and recovery efforts.

Concept of Operations

General

The initial response to a flood event will be made by local Boundary County responders. If the event becomes so large that Boundary County resources are overwhelmed, additional assistance may be requested from the Idaho Bureau of Homeland Security through the disaster declaration process as outlined in BC-ESF #5 – Emergency Management.

Response Actions

- Initial Response
 - Alert and Notification:
 - The National Weather Service will issue the initial advisory message to local authorities and the State Communications Center for two possible threat conditions:
 - A Flood Watch indicates that conditions are favorable for flooding to occur
 - A Flood Warning indicates that flooding is occurring or imminent
 - Boundary County Department of Emergency Management will notify county, municipal, and volunteer agencies, and affected industry.
 - The Emergency Alert System (EAS). EAS messages are transmitted when requested by the Boundary County Department of Emergency Management or the Boundary County Sheriff's Office. EAS messages notify the citizens of an affected area of situations that may impact them and advise give them on actions to take.
 - Incident Management Process:
 - Local Response: When flooding occurs, Boundary County utilizes available resources to protect life and property and reduce the suffering and hardships on

people. If local resources are inadequate or exhausted, Boundary County will request assistance from other jurisdictions through mutual aid procedures.

- Boundary County will coordinate with the Idaho Bureau of Homeland Security (BHS) North Area Field Officer (NAFO) for consultation and advice, help to appraise the situation to better provide support, and to facilitate the declaration process.
- When response requirements are beyond the capability of Boundary County, requests for State assistance will be forwarded to the Idaho Bureau of Homeland Security (BHS) in accordance with BC-ESF #5 – Emergency Management.
- Continuing Actions:
 - Emergency Management Phases: Emergency operations will begin with the threat or occurrence of a damaging flood and continue until emergency operations are no longer required.
 - The Response Phase starts just before, or in the event of a dam failure immediately after, the onset of the flood and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to lifesaving, protection of property, meeting basic human survival needs, securing critical infrastructure, and protecting the environment are performed.
 - There are usually no clear distinctions between the end of the Response Phase and the start of the Recovery Phase. There is typically a time period after the flood in which both phases are in effect simultaneously. The Recovery Phase begins a few days after the flood and can last as long as several years. During this phase, the Federal government can provide disaster relief upon a Presidential Disaster Declaration. Functions during this phase include Federal relief (Stafford Act - PL 93-288) for public assistance and individual assistance, establishment of disaster assistance centers, establishment of temporary housing facilities, and Federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or improved state.

Responsibilities

Primary Agency

Boundary County Department of Emergency Management

- Activate and staff the Boundary County Emergency Operations Center.
 - Coordinate and/or initiate alert and notification procedures.
 - Coordinate local and mutual aid response.
 - Maintain situational awareness of flood activities and monitor snow pack/snow melt conditions and weather forecasts.
 - Maintain communications with the Idaho Bureau of Homeland Security North Area Field Officer, county agencies and municipalities regarding the status of response and recovery efforts.

- Communicate and inform the public as coordinated through BC-ESF #15 – Public Information and External Affairs.
- Coordinate request to the U.S. Army Corps of Engineers for technical assistance, flood fight assistance, and advanced measures assistance.

Support Agencies:

- Boundary County Road and Bridge
 - Provide personnel for damage assessment and damage survey teams.
 - Provide engineering services and resources for the repair and maintenance of highways, bridges, and airfields.
 - Provide debris removal services and resources.
 - Coordinate with Boundary County Sheriff's Office as required with evacuation procedures and traffic control.
- Boundary County Sheriff's Office (see BC-ESF 13 – Public Safety and Security)
 - Preserve law and order and provide for the safety and protection of citizens.
 - Enforce emergency traffic controls and evacuation plans.
 - Provide emergency communications assistance.
- Panhandle Health District (See BC-ESF #8, Public Health and Medical Services)
 - Coordinate public health and medical response.
 - Keep the public informed of the health and sanitary conditions created by floods: flood waters may carry untreated sewage, dead animals, disinterred bodies, and hazardous materials.
 - Monitor food and water quality and sanitary conditions.
 - Support mass care operations.
- Other Boundary County Agencies
 - Provide additional support as requested and coordinated by the Boundary County Emergency Operations Center. The level of involvement will vary based on the scope of the disaster.

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IA 4 Severe Weather Incident

Primary Agency:	Boundary County Department of Emergency Management
Support Agencies:	Boundary County Road and Bridge Boundary County Sheriff's Office Panhandle Health District Other Boundary County Agencies

Introduction

Purpose

This incident annex facilitates a coordinated response to severe weather incidents in Boundary County. It assigns responsibilities to Boundary County agencies to reduce potential loss of life and damage to property and to restore essential services after a severe weather incident.

Scope

This incident annex covers all areas within Boundary County.

Policies

Emergency responsibilities assigned to Boundary County agencies for severe weather response parallel those for other disaster operations. All Boundary County agencies will follow National Incident Management System (NIMS) doctrine and utilize the Incident Command System to manage all incident operations.

Situation and Assumptions

Situation

- Severe weather can be experienced throughout Boundary County, putting the entire population at risk. Severe weather incidents include:
 - ❑ Severe thunderstorms are defined by the National Weather Service (NWS) as having winds in excess of 58 mph and/or hail ¾ inch diameter or larger. Severe thunderstorms have been observed in all months of the year but are most common in the months of May through August. Severe thunderstorms typically cause blowing dust and produce winds capable of blowing down trees and damaging roofs. In very rare circumstances, a severe thunderstorm is capable of significant damage such as lifting roofs off buildings or collapsing less well constructed buildings.
 - ❑ Tornadoes occur on average 5 times/year in Idaho. Most of these tornadoes occur in the Snake River plain. The vast majority of Idaho tornadoes (80%) are rated on the Enhanced Fujita (EF) scale as an EF0 tornado meaning winds are less than 85 mph. Only 15% of Idaho's tornadoes are rated as an EF1 meaning winds 85-110 mph. About 1 tornado every 6 to 10 years will reach an EF2 strength with winds up to 135 mph. While an EF2 is the strongest tornado to hit Idaho in recorded history, a tornado stronger than EF2 is possible but would be an extremely rare event. EF0 tornadoes have about the same impact as a severe thunderstorm, causing broken tree limbs and some minor roof damage to structures.

- ❑ Winter storms are common from November through April. Winter storms drop considerable snow causing transportation difficulties on Boundary County's roads. Several times each winter, storms will arrive with considerable wind causing blizzard or near blizzard conditions. These storms close roadways due to the inability of road crews to keep up with falling and drifting snow. The greatest impact from these storms is typically traffic delays. Occasionally people are trapped in cars on closed roads. They may be stranded in their vehicles, try to walk to safety, and die of hypothermia.
 - ❑ High winds in Idaho come from severe thunderstorms and in the winter/spring months, when strong winds can blow for long periods of time. These storms bring winds that are not strong enough to cause structural damage yet strong enough to cause blowing dust which can reduce visibility to a ¼ mile or less. The most likely effect is reduced visibility and the resulting transportation difficulties and auto accidents.
 - ❑ Floods and flash floods: See BC-IA #3 – Flooding.
 - ❑ Drought is a recurring weather phenomenon that can have a profound impact upon the physical environment and social systems of Idaho. These impacts are often ambiguous and complex. They are usually related to such water use activities as agriculture, commerce, tourism, fire suppression, and wildlife preservation. Reductions in electrical power generation and water quality are also likely. Because drought is progressive in nature and develops slowly, it is often not recognized until it is severe. Most of Idaho's water arrives in the form of rain and snow through the winter months. The slow melt of the snowpack in the mountains through the spring and early summer provides irrigation water to much of Idaho's agriculture. Because of Idaho's reservoir storage capacity, one year of below normal winter precipitation is not enough to cause significant problems for water supply purposes. However, back to back dry years can stress the system due to reservoirs not filling completely. These back to back dry years occur with a low but not insignificant frequency.
 - ❑ Heat wave. Exposure to excess heat can cause illness, injury and death. Most heat-related deaths occur during the summer months. The elderly, the very young, and people with chronic health problems are most at risk. Air conditioning is the best protection against heat-related illness and death. The dangerous condition of heat waves comes with a combination of high daytime temperatures and high nighttime temperatures. Although these conditions rarely occur, as urban areas increase in size these conditions may grow in importance.
 - ❑ Severe Cold. Exposure to severe cold can cause death from hypothermia, a condition that occurs when the body temperature is chilled due to extreme cold or from a cool wet environment. Deaths from hypothermia typically occur from persons lost far from shelter and elderly people living in rural areas who have a minor accident while outdoors in cold weather and are unable to get to shelter.
- Severe weather can cause deaths, injuries, and widespread property damage. There is a need to increase severe weather awareness among all of Boundary County's citizens.
 - Effects of severe weather may include:

- Structural damage to public buildings and private residences
- Damage to the environment
- Downed trees resulting in structural damage and impassable roads
- Impassable/blocked roadways cutting off population centers and preventing first responder access
- Injury and death due to exposure to severely cold or hot temperatures
- Downed telecommunications lines and microwave towers
- Power disruption or outages and downed power lines
- Wildland fires from extreme heat, wind, and/or lightning
- Loss of potable drinking water
- Damaged or destroyed critical infrastructure
- The greatest hazard potential is in vehicles, portable buildings, and buildings with large vehicles or portable buildings. Buildings with large roof spans are particularly at risk of structural damage.

Planning Assumptions

- Boundary County is vulnerable to a significant threat of damage from severe weather throughout the county.
- Additional damage can be caused by hail, lightning, and rising water due to heavy rains.
- Severe weather events can create increased demands for first responders such as law enforcement, emergency medical services, and firefighters. This can cause longer than usual response times and availability of response personnel.
- A severe weather event may trigger one or more secondary events such as the release of hazardous materials or fires.
- Damage to transportation systems may complicate recovery efforts following a severe weather event. The loss or impairment of major highway links serving the area may significantly increase the difficulty of rescue and relief efforts. Debris removal operations may have a high priority.

Concept of Operations

General

Unlike most other types of emergencies or disasters, State of Idaho resources will likely be involved at the onset of severe weather incidents (i.e. issuing warnings, clearing roadways, etc.) as part of their routine responsibilities. If the event overwhelms Boundary County resources, the county may request additional assistance from the Idaho Bureau of Homeland Security through the disaster declaration process as outlined in BC-ESF #5 – Emergency Management.

Response Actions

The Response Phase occurs from the onset of severe weather and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to lifesaving, protection of the populace, meeting basic human needs, securing critical infrastructure, and safeguarding Boundary County records are performed.

- Initial Response:
 - Alert and Notification:
 - Boundary County Department of Emergency Management will facilitate the widest dissemination of weather watches, advisories, and warnings.
 - Boundary County Department of Emergency Management will notify county, municipal, and volunteer agencies, and affected industry.
 - The Emergency Alert System (EAS). EAS messages are transmitted when requested by the Boundary County Department of Emergency Management or the Boundary County Sheriff's Office. EAS messages notify the citizens of an affected area of situations that may impact them and give them information on actions that should be taken.
 - Incident Management Process:
 - Local Response: When severe weather occurs, Boundary County utilizes available resources to protect life and property and reduce the suffering and hardships on individuals. If local resources are inadequate or exhausted, Boundary County will request assistance from other jurisdictions through mutual aid procedures.
 - Boundary County will coordinate with the Idaho Bureau of Homeland Security (BHS) North Area Field Officer (NAFO) for consultation and advice, help to appraise the situation to better provide support, and to facilitate the declaration process.
 - When response requirements are beyond the capability of Boundary County, requests for State assistance will be forwarded to the Idaho Bureau of Homeland Security (BHS) in accordance with BC-ESF #5 – Emergency Management.
- Continuing Actions:
 - Emergency Management Phases: Emergency operations will begin with the threat or occurrence of a severe weather incident and continue until emergency operations are no longer required.
 - The Response Phase begins just before a severe weather incident and lasts until lifeline systems are at least partially restored. During this phase, functions which are critical to lifesaving, protection of property, meeting basic human survival needs, securing critical infrastructure, and protecting the environment are performed.
 - There are usually no clear distinctions between the end of the Response Phase and the beginning of the Recovery Phase. There is typically a time period after the incident in which both phases are in effect simultaneously. The Recovery Phase

begins a few days after the incident and can last as long as several years. During this phase, the Federal government can provide disaster relief upon a Presidential Disaster Declaration. Functions during this phase include Federal relief (Stafford Act - PL 93-288) for public assistance and individual assistance, establishment of disaster assistance centers, establishment of temporary housing facilities, and Federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or improved state.

Responsibilities

Primary Agency:

Boundary County Department of Emergency Management

- Activate and staff the Boundary County Emergency Operations Center.
- Coordinate and/or initiate alert and notification procedures.
- Coordinate local and mutual aid response.
- Maintain situational awareness of severe weather incidents.
- Maintain communications with the Idaho Bureau of Homeland Security North Area Field Officer, county agencies and municipalities regarding the status of response and recovery efforts.
- Communicate and inform the public as coordinated through BC-ESF #15 – Public Information and External Affairs.

Support Agencies:

- Boundary County Road and Bridge
 - Provide personnel for damage assessment and damage survey teams.
 - Provide engineering services and resources for the repair and maintenance of highways, bridges, and airfields.
 - Provide debris removal services and resources.
 - Support evacuation and traffic control.
- Boundary County Sheriff's Office (see BC-ESF #13 – Public Safety and Security)
 - Preserve law and order and provide for the safety and protection of citizens.
 - Enforce emergency traffic controls and evacuation plans.
 - Provide emergency communications assistance.
- Panhandle Health District (See BC-ESF #8, Public Health and Medical Services)
 - Coordinate public health and medical response.
 - Keep the public informed of health and sanitary conditions.
 - Monitor food and water quality.
 - Support mass care operations.

- Other Boundary County Agencies
 - Provide additional support as requested and coordinated by the Boundary County Emergency Operations Center. The level of involvement will vary based on the scope of the disaster.

Appendices

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Appendix 1 Glossary of Key Terms

For the purposes of NIMS, the following terms and definitions apply:

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, 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.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision making.

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases—avoiding the use of different words/phrases for same concepts—to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

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

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

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

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means 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 Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, sub state regional, and local governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) 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, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

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

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

Event: See Planned Event.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Function: One of the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term *function* is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and

Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

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

Incident: An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, 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 Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

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 Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide 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 within a common organizational structure, designed to aid in the management of resources during incidents. It 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, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining “type,” or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities—or the individual(s) involved—including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

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. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during 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 Incident Commander (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.

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

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

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

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. 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 entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

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

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

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

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it 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. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the *National Incident Management System*, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the *National Incident Management System*, preparedness focuses on

the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions 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.

Primary Mission Essential Functions: Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

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

Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of *National Incident Management System* materials.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the *National Incident Management System* includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

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 Emergency Operations Center.

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 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 nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Retrograde: To return resources back to their original location.

Risk: The estimated impact that a hazard would have on people, services, facilities, and structures in a community; the likelihood of a hazard event resulting in an adverse condition that causes injury or damage. Risk is often expressed in relative terms such as a high, moderate, or low likelihood of sustaining damage above a particular threshold due to a specific type of hazard event. It also can be expressed in terms of potential monetary losses associated with the intensity of the hazard (FEMA 2001 (August), a-6)

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. Under the *National Incident Management System*, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the *National Incident Management System*, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Referring to 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.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the *National Incident Management System*, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Vulnerability Assessment: A vulnerability assessment presents “the extent of injury and damage that may result from a hazard event of a given intensity in a given area. The vulnerability assessment should address impacts of hazard events on the existing and future built environment.” (FEMA 2001 (August), 7)

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Appendix 2 Glossary of Abbreviations and Acronyms

PURPOSE: This annex contains key acronyms and abbreviations with their definitions that are commonly used throughout this plan.

<u>ACRONYM</u>	<u>DEFINITION</u>
AFO	Area Field Officer
BCEOC	Boundary County Emergency Operations Center
BCEOP	Boundary County Emergency Operations Plan
BHS	Bureau of Homeland Security (Idaho)
BT	Bioterrorism
CIKR	Critical Infrastructure and Key Resources
COAD	Community Organizations Active in Disasters
DHS	Department of Homeland Security (U.S.)
DMORT	Disaster Mortuary Operational Response Team
EOC	Emergency Operations Center
EMS	Emergency Medical Services
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HAZMAT	Hazardous Materials
IC	Incident Commander
ICS	Incident Command System
IDAVOAD	Idaho Volunteer Organizations Active in Disasters
IDEOC	Idaho Emergency Operations Center
IDEOP	Idaho Emergency Operations Plan
IDNG	Idaho National Guard
IDWR	Idaho Department of Water Resources
IMD	Idaho Military Division
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
MA	Mission Assignment
MAA	Mutual Aid Agreement
MAC	Multi-Agency Coordination System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NDMS	National Disaster Medical System
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
PA	Project Agreement
PIER	Public Information Emergency Response
PFO	Principal Federal Official
StateComm	Idaho State Communications Center
WMD	Weapons of Mass Destruction

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Appendix 3 Maps

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