

2015

**BANNOCK COUNTY  
EMERGENCY OPERATIONS PLAN**

December 2015



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# **Base Plan**

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## Preface

The Bannock County Emergency Operations Plan (EOP) is a set of guidelines and procedures developed to assist in the emergency response effort within the County.

It parallels the National Response Plan (NRP) and incorporates guidance from the Federal Emergency Management Agency (FEMA) as well as lessons learned from disasters and emergencies that have threatened Bannock County in the past. The plan is in compliance with the National Incident Management System (NIMS).

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

Even though Bannock County is the second most populous county in the State of Idaho, many individual departments do not have detailed emergency operation procedures; therefore, the responsibility for preparedness and response lies first with individual citizens, second families, third local jurisdiction, and finally Bannock County. In times of shrinking budgets local jurisdiction and County departments find it difficult to operate at normal capacities; emergencies bring abnormal requirements on local jurisdictions and County departments, while it is the intent of the County to protect citizens from all types of emergencies and disasters the reality maybe that individual citizens and families may be required to care for themselves in severe disaster events for at least the first 96 hours of the event.

This Plan acts as fundamental guidance for emergency response by all agencies assigned specific functional responsibilities. The Plan is based on the premise that agencies will respond within their current capabilities. When those capabilities are exhausted additional capabilities will be requested through mutual aid agreements, State Agencies, and finally Federal Agencies.

The coordination of this Plan and standard operating procedures within the EOP is an ongoing process through regular training and exercises. Implementation of the EOP will require extensive cooperation, collaboration, and training. I ask for your continued cooperation and assistance as we implement our community EOP. I thank you and look forward to working with you to continue to improve our ability to protect our citizens.

Mr. Gary Moore

Coordinator, Bannock County Emergency Services

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## **Promulgation and Adoption**

The Bannock County Emergency Operations Plan dated August 2015 is hereby authorized to be the Official Plan for Bannock County's intergovernmental emergency operations pursuant to Chapter 10, Title 46, and Idaho Code. This Plan supersedes all previous plans.

The signatories to this EOP concur with the concepts, requirements, and assignments. The plan is not an unqualified commitment to resources. It is essentially a "mutual aid" agreement, which provides for collaboration on the deployment of resources. As a "mutual aid" agreement, this plan operates under the fundamental principle that the first priority of each jurisdiction is to provide for the basic life safety of its residents. In the event the jurisdiction having authority and the County disagree on the resources that need to be committed, the jurisdiction having authority will ultimately control the final disposition of such resources.

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

Signature:

Chairman, Bannock County Board of Commissioners

Signature:

Commissioner

Signature:

Commissioner

Adopted by the Bannock County Board of Commissioners on the \_\_\_\_ day of \_\_\_\_\_ 2015.

Attest:

Clerk

## **Notice of Acceptance and Participation In the Bannock County Emergency Operations Plan**

The following signatories hereby accept the Bannock County Emergency Operations Plan dated August 2015. We agree to coordinate planning, preparedness, response and recovery efforts and to offer reasonable assistance in times of a disaster emergency.

Our participation in the EOP shall not be construed to increase our liability in any manner except for our own conduct or as otherwise specifically agreed within the context of the EOP.

City of Arimo

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

City of Chubbuck

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

City of Downey

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

City of Inkom

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

City of Lava Hot Springs

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



City of McCammon

\_\_\_\_\_

Mayor

\_\_\_\_\_

Date

City of Pocatello

\_\_\_\_\_

Mayor

\_\_\_\_\_

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## Approval and Implementation

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

In order to fully implement this Plan, we must know what is in it. *It is recommended that each agency review this Plan annually.*

It is encouraged and expected that all agencies will participate in training exercises. This will not only increase the agencies' understanding of the plan, but allow opportunities for improving the plan.

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The County Board of Commissioners and involved department heads will brief appropriate additional personnel as appropriate. This Plan will be published by the Bannock County Emergency Services Coordinator and updated in its entirety every five years. Any changes resulting from this annual review will be published and distributed to agencies holding this Plan. Minor changes to the Plan may be made at any time as required to maintain the Plan. Minor changes are approved by the Emergency Services Coordinator and distributed as they occur to the Plan holders.

## Record of Changes & Review

When posting changes:

- Replace pages and destroy superseded pages.
- Annotate and sign Record of Change Sheet.

Change #	Date Posted	By (Print)	Signature

## Record of Review

Review Date	Reviewed by	Signature

## Record of Distribution

A Master Copy to be maintained in the Bannock County Emergency Services Coordinator's Office

[illegible]



# Introduction

## Purpose

The purpose of this Plan is to define the actions to be taken and the coordination between Bannock County, participating jurisdictions, private and volunteer organizations, and non-governmental organizations within the greater Bannock County Community to respond effectively to any type of emergency or disaster situation.

This Plan seeks to define clearly who does what, when, where, and how, along with the legal authority to act, in order to prepare for, respond to, and recover from the effects of an emergency within Bannock County.

## Scope and Limitations

The Bannock County Emergency Plan covers all emergency operations within the boundaries of Bannock County Idaho. The contents of this Plan do not supplant individual response agency standard response procedures. Further this Plan is specifically designed to set forth an overarching structure for County response. It is fully expected that an Incident Action Plan, as required by the National Incident Management System's (NIMS) Incident Command Structure (ICS) guidance, will be developed and implemented for each specific incident.

*The responsibility for preparedness and response lies first with individual citizens, second families, third local jurisdiction, and finally Bannock County.* In times of shrinking budgets local jurisdiction and County departments find it difficult to operate at normal capacities; emergencies bring abnormal requirements on local jurisdictions and County departments, while it is the intent of the County to protect citizens from all types of emergency and disasters the reality maybe that individual citizens and families may be required to care for themselves in severe disaster events for at least the first 96 hours of the event.

This Plan acts as fundamental guidance for emergency response by all agencies and assigns specific functional responsibilities. The Plan is based on the premise that agencies will respond within their current capabilities. When those capabilities are exhausted additional capabilities will be request through mutual aid organizations, State Agencies, and finally Federal Agencies.

## Community Description

Bannock County ranks 5<sup>th</sup> among Idaho counties in population and 27<sup>th</sup> in area. The economy is diversified and the County is the regional trading center for southeastern Idaho. Its northern portion is more urbanized and is the greater population and employment center while the southern portion is more rural and agricultural with little commercial or employment activity<sup>1</sup>. Bannock County is home to Idaho State University and to the Pocatello Zoo, the only zoo to showcase animals exclusively

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<sup>1</sup> Bannock Comprehensive Plan, 2007

from the Rocky Mountain Regions of North America. Incorporated cities include Arimo, Chubbuck, Downey, Inkom, Lava Hot Springs, McCammon and Pocatello. A very small portion of the City of Pocatello is within Power County. In 2014, Bannock County had a population of 83,347.

### **Location**

Bannock County is located in Southeast Idaho. It is bordered on the east by Franklin and Caribou Counties on the north by Bingham County on the west by Power and Oneida Counties and on the south by Oneida and Franklin Counties. It contains 1,148 square miles or 741,100 acres. Part of the Fort Hall Indian Reservation is located in the northernmost section of the County. The remainder of the reservation is in Bingham, Caribou, and Power Counties.

## **Hazard Mitigation Plan**

Hazard mitigation is defined as cost-effective actions that have the effect of reducing, limiting, or preventing the vulnerability of people, property, economy, and the environment to potentially damaging, harmful, or costly hazards. Hazard mitigation measures which can be used to eliminate or minimize the risk to life, property, and economy fall into three categories:

- 1) Those that keep the hazard away from people, property, and structures,
- 2) Those that keep people, property, or structures away from the hazard, and
- 3) Those that reduce the impact of the hazard on victims, i.e., insurance.

Hazard mitigation measures must be practical, cost effective, and culturally, environmentally, and politically acceptable. Actions taken to limit the vulnerability of society to hazards must not, in themselves, be more costly than the anticipated damages.

Hazard mitigation planning must be based on vulnerabilities, and its primary focus must be on the point where capital investment and land use decisions are made. The placement of capital investments, whether for homes, roads, public utilities, pipelines, power plants, or public works, determine to a large extent the nature and degree of a community's hazard vulnerability. Once a capital facility is in place, there is little opportunity to reduce hazard vulnerability through correction of errors in location or construction. It is for this reason that often the most effective mitigation tools are zoning and other ordinances that manage development in high vulnerability areas, and building codes that ensure that new buildings are constructed to withstand the damaging forces of anticipated hazards.

Because disaster events are generally infrequent, the nature and magnitude of the threat is often ignored or poorly understood. Thus, the priority to implement mitigation measures is low and implementation is slowed. Mitigation success can be achieved, however, if accurate information is portrayed through complete hazard identification and impact studies, followed by effective mitigation management.

The Federal Emergency Management Agency has identified hazards to be analyzed by each jurisdiction completing an All Hazard Mitigation Plan. The hazards analyzed in this

2015 Bannock County Multi-Jurisdiction All Hazard Mitigation Plan include the following:

Natural Hazards

- Weather: Drought
  - Extreme Weather
    - Extreme Heat
    - Lightning
    - Hail
    - Tornado
    - Straight Line Wind
  - Extreme Winter Weather
    - Extreme Cold
    - Severe Winter Storm
- Flooding: Flash Flooding
  - River Flooding
  - Dam Failure
- Geologic: Earthquake
  - Landslide/Mudslide
  - Snow Avalanche
- Other: Wildfire
  - Biological
    - Vector Borne Disease
    - Communicable Disease

Technological (Manmade) Hazards

- Structural Fire
- Nuclear Event
- Hazardous Material Event
- Civil Disorder
- Terrorism

Each hazard analyzed was scored as to magnitude and frequency of occurrence. The table to the right provides an overall ranking of the hazards by magnitude. Boxes highlighted in Red indicate the highest magnitude; boxes highlighted in yellow indicate the medium magnitude with green boxes signifying the lowest magnitude. The following table illustrates the severity ranking for the hazards facing Bannock County.

Hazard	Historical Occurrence	Probability	Vulnerability	Spatial Extent	Magnitude	Total	Rank
Severe Winter Storms	3	4	3	4	3	17	H
Drought	2	4	4	4	3	17	H
Wildfire	3	4	3	3	4	17	H
River Flooding	3	4	2	3	4	16	H
Hazardous Matertials	3	4	3	3	2	15	H
Severe Weather	3	4	2	3	3	15	H
Communicable Disease	1	2	3	4	4	14	M
Flash Flooding	3	4	2	3	2	14	M
Terrorism	0	1	4	3	4	12	M
Earthquake	2	2	2	3	3	12	M
Structure Fire	3	4	1	1	2	11	M
Landisdes/Mudslides	3	4	2	1	1	11	M
Burrowing Rodents	1	4	1	1	2	9	L
Vector Borne Disease	1	1	2	2	2	8	L
Civil Disobedience	1	1	2	1	2	7	L
Dam Failure	0	1	2	2	2	7	L
Snow Avalanches	1	2	1	1	1	6	L
Nuclear	0	1	1	2	2	6	L

## Mitigation Overview

The Bannock County Multi-Jurisdiction All Hazard Mitigation Plan was updated and approved by FEMA Region 10 in 2015. It contains information relative to the hazards and vulnerabilities facing Bannock County. The jurisdictions participating in the Plan include Bannock County and the Cities of Chubbuck, Inkom, Lava Hot Springs, McCammon, and Pocatello. The Cities of Arimo and Downey are analyzed in the Plan but did not participate in the update.

The Multi-Jurisdiction All Hazard Mitigation Plan (AHMP) seeks to identify the County and cities hazards, understand their impact on vulnerable populations and infrastructure. With that understanding the Plan sets forth solutions that if implemented, have the potential to significantly reduce threat to life and property. The Plan is based on the premise that hazard mitigation works! With increased attention to managing natural hazards, communities can reduce the threats to citizens and through proper land use and emergency planning avoid creating new problems in the future. Many solutions can be implemented at minimal cost and social impact.

There are several mitigation projects identified in the AHMP that if successfully implemented will reduce risks within the County. The projects were prioritized in the AHMP.

The AHMP is reviewed annually and revised every five years. The revision will include an update on the status of all mitigation actions taken during the previous five years.

## Core Capabilities Assessment

The table below outlines the capability target aligned with the desired outcome for each core capability.

	Core Capability	Desired Outcome
Common	<b>Planning</b>	Ensure that the EOP, AHMP, and THIRA planning documents are up to date.
	<b>Capability Target:</b> Update EOP annually, including 5 year comprehensive updates. <b>Capability Target:</b> Update AHMP annually, as well as 5 year comprehensive updates. <b>Capability Target:</b> Update the THIRA annually.	
	<b>Public Warning &amp; Information</b>	Provide information in a timely manner, consistent with the threat or hazard, to enable people to take appropriate protective measures.
	<b>Capability Target:</b> Disseminate information/warn 82,900 people through reverse 911 and general media outlets.	
	<b>Operational Coordination</b>	Establish and maintain unified and coordinated operational structures and processes that integrate all critical stakeholders.
	<b>Capability Target:</b> Improve operation coordination through the review of the Bannock County Emergency Support Functions. Have response functional agencies	

	Core Capability	Desired Outcome
	take the FEMA ESF Training for their specific functions.	
Prevention & Protection	<b>Forensics &amp; Attribution</b>	Maintain the capability to use forensics to hold accountable those behind man-made threats.
	<b>Capability Target: N/A</b>	
	<b>Intelligence &amp; Information Sharing</b>	Maintain the ability to share intelligence and information internally and externally with partner agency and jurisdictions.
	<b>Capability Target: N/A</b>	
	<b>Interdiction &amp; Disruption</b>	Maintain the ability to delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
	<b>Capability Target: N/A</b>	
	<b>Screening, Search, and Detection</b>	Screen 100% of targeted cargo, conveyances, mail, baggage, and people associated with an imminent terrorist threat or act using technical, non-technical, intrusive, or non-intrusive means.
	<b>Capability Target: N/A</b>	
Protection	<b>Access Control &amp; Identity</b>	Ensure 100% verification of identity to authorize, grant, or deny physical and cyber access to specified locations, information, and networks.
	<b>Capability Target:</b> Develop an access control and identification program for physical security. Set up secure access to WebEOC for those that are assigned to the Bannock County EOC.	
	<b>Cyber Security</b>	Ensure 100% security from damage to, unauthorized use of, and/or malicious exploitation of electronic communication systems and services.
	<b>Capability Target: N/A</b>	
	<b>Physical Protection</b>	Use physical protection measures to reduce risks, including actions targeted at threats, vulnerabilities, and/or consequences, by controlling movement and protecting critical infrastructure and people.
	<b>Capability Target:</b> Use the five year update of the Bannock County Multi-Jurisdiction All Hazard Mitigation Plan to develop prioritize mitigation actions focusing on protection of the people and property.	
	<b>Risk Management for Protection Programs &amp; Activities</b>	Identify, assess, and prioritize risks to inform Protection activities and investments.
	<b>Capability Target:</b> Use the five year update of the Bannock County Multi-Jurisdiction All Hazard Mitigation Plan to develop prioritize mitigation actions to improve prevention and protection of critical infrastructure and private investments.	
	<b>Supply Chain Integration &amp; Security</b>	Strengthen the security and resilience of the supply chain; including highway, air, and rail systems.
Mitigation	<b>Capability Target: N/A</b>	
	<b>Long-term Vulnerability Reduction</b>	Achieve a measurable decrease in the long-term vulnerability of critical infrastructure and systems
	<b>Capability Target:</b> Develop a quantitative methodology to measure long-term vulnerability to critical infrastructure and systems. Use that methodology to develop a	

	Core Capability	Desired Outcome
	baseline risk level.	
	<b>Risk &amp; Disaster Resilience Assessments</b>	Maintain a Risk and Disaster Resilience Assessment on a 5 year cycle, so that decision makers, responders, and community members can take informed action to reduce their risk and increase their resilience.
	<b>Capability Target:</b> Use the five year update of the Bannock County Multi-Jurisdiction All Hazard Mitigation Plan to develop a culture of prevention and protection in the County thus improving community resilience.	
	<b>Threats &amp; Hazard Identification</b>	Maintain a comprehensive list of threats and hazards reviewed on an annual basis
	<b>Capability Target:</b> Review the threats and hazards as part of the annual maintenance of the Bannock County Multi-Jurisdiction All Hazard Mitigation Plan	
	<b>Community Resilience</b>	Work with the community to lead an integrated effort to recognize, understand, communicate, plan, and address risks.
	<b>Capability Target:</b> Use the five year update of the Bannock County Multi-Jurisdiction All Hazard Mitigation Plan to develop a culture of prevention and protection in the County thus improving community resilience	
Response	<b>Critical Transportation</b>	Provide transportation, including infrastructure access and accessible transportation services, for response priority objectives.
	<b>Capability Target:</b> Fully train transportation engineering staff to quickly and efficiently assess damage to road and bridge systems.	
	<b>Capability Target:</b> Repair up to 26 moderately damaged bridges within 30 days of incident.	
	<b>Capability Target:</b> Provide transportation services to up to 800 people within 4 hours in the event of an evacuation.	
	<b>Environmental Response / Health &amp; Safety</b>	Ensure the availability of guidance and resources to address all hazards including hazardous materials, acts of terrorism, and natural disasters in support of responder operations.
	<b>Capability Target:</b> Maintain a Type II Hazardous Materials Response Team.	
	<b>Fatality Management Services</b>	During the first 72 hours on an incident, conduct operations to recover fatalities.
	<b>Capability Target:</b> During the first 72 hours of an incident recover up to 19 fatalities.	
	<b>Mass Care Services</b>	Ensure 100% capability to provide temporary sheltering to those displaced during an incident
	<b>Capability Target:</b> Provide temporary sheltering to 524 people.	
	<b>Mass Search &amp; Rescue Operations</b>	Save the greatest number of endangered lives in the shortest time possible through traditional and atypical search and rescue capabilities.
	<b>Capability Target:</b> Find and rescue up to 5 lost snowmobilers.	

	Core Capability	Desired Outcome
	<b>On Scene Security &amp; Protection</b>	Ensure a safe and secure environment through law enforcement and related security and protection operations.
	<b>Capability Target:</b> Maintain the existing capability in ESF 13 to provide law enforcement and security for all Emergency Functions as identified in the Bannock County EOP.	
	<b>Operational Communications</b>	Ensure the capacity for timely communications in support of security, situational awareness, and operations between affected communities and all response forces.
	<b>Capability Target:</b> Ensure that interoperable communications are available to all levels of government within Bannock County.	
	<b>Public &amp; Private Services &amp; Resources</b>	Ensure coordination between public agencies and private services to maximize community resources during and after an incident.
	<b>Capability Target:</b> Maintain the Bannock County Partners in Preparedness program with semi-annual coordination meetings and trainings.	
	<b>Public Health &amp; Medical Services</b>	Ensure that 100% of those injured in an incident receive proper medical care within 24 hours of an incident.
	<b>Capability Target:</b> Ensure that 247 people with minor injuries receive proper medical care within 24 hours of an incident. <b>Capability Target:</b> Ensure that 65 people with major non-life threatening injuries requiring hospitalization receive proper medical care within 2 hours of an incident. <b>Capability Target:</b> Ensure that 10 people with life threatening injuries receive proper medical care immediately.	
	<b>Situational Assessments</b>	Ensure that all decision makers have access to relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
	<b>Capability Target:</b> Improve decision making processes in the EOC through training of those assigned to respond to the EOC and manage the event.	
Response & Recovery	<b>Infrastructure Systems</b>	Within 7 days on an incident, restore, and sustain essential services (public and private) to maintain community functionality
	<b>Capability Target:</b> Restore power service to 10,000 residents within 24 hours of an incident. <b>Capability Target:</b> Fix 407 leaks and 102 breaks in municipal potable water systems within 7 days of an incident. <b>Capability Target:</b> Fix 204 leaks and 51 breaks in municipal waste water systems within 7 days of an incident. <b>Capability Target:</b> Fix 70 leaks and 18 breaks in the natural gas system within 24 hours of an incident.	



	Core Capability	Desired Outcome
Recovery	<b>Economic Recovery</b>	Ensure that economic and business activities are returned to a healthy state after an incident.
	<b>Capability Target:</b> Ensure that \$796 million economic recovery takes place.	
	<b>Health &amp; Social Services</b>	Provide health and social services to those impacted by an incident within 14 days of the incident.
	<b>Capability Target:</b> Maintain the existing level of medical preparedness, increase social service preparedness through the Bannock County Partners in Preparedness Program.	
	<b>Housing</b>	Assist displaced residents meet their housing needs within 21 days of an incident
	<b>Capability Target:</b> Assist 7,000 households with damages housing and 720 residents with destroyed housing meet their housing needs within 21 days of an incident.	
	<b>Natural &amp; Cultural Resources</b>	Ensure protection of natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions.
	<b>Capability Target:</b> During the 2013 update of the Bannock County Multi-Jurisdiction All Hazard Mitigation Plan natural and cultural resources and historic properties will be analyzed to develop mitigation actions.	

## Planning Assumptions & Considerations

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

- The responsibility for preparedness and response lies first with individual citizens, second families, third local jurisdiction, and finally Bannock County.
- Individual Citizens should be prepared to provide for their own needs during the first 96 hours of a disaster event.
- The basis for the Bannock County Emergency Operations Plan is the division of response capability into six (6) core functions, fire and rescue, communications, civil services, health services, public security, and logistics.
- Incidents, where possible, will be managed locally with support from Bannock County.
- Incident management activities will be initiated and conducted using the principles contained in the NIMS Incident Command System.
- The combined expertise and capabilities of the municipalities, Bannock County and the State of Idaho, will be required to prevent, prepare for, respond to, and recover from emergencies.
- Top priorities for incident management are to provide:
  - ☐ Responder and Public Safety
  - ☐ Public Security
  - ☐ Protect and Restore Critical Services
  - ☐ Protect Private Property
  - ☐ Facilitate Recovery

# Concept of Operations

## General

It is the responsibility of the Bannock County government to undertake emergency management in order to protect life and property from the effects of hazardous events. When the emergency exceeds the County Government's capability, requests for mutual aid and state assistance will be made. Requests for assistance from state government will be made through the Idaho Bureau of Homeland Security. The federal government will provide assistance to the state when appropriate and requested by the Governor.

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

Day-to-day functions that do not contribute directly to the emergency operation may be suspended or reduced for the duration of the emergency as directed by the Bannock County Board of County Commissioners.

## Organization and Assignments of Responsibilities

The responsibility for preparedness and response lies first with individual citizens, second families, third local jurisdiction, and finally Bannock County. Individual Citizens should be prepared to provide for their own needs during the first 96 hours of a disaster event. The elected officials are responsible for all policy-level decisions. They are also required to be the approving agency for public information releases to the public. During response operations, the elected officials will be available to their constituents to handle non-routine problems.

The Bannock County Emergency Services Coordinator has responsibility for management of the entire emergency management program within the County and can make routine decisions regarding the updating of planning and preparedness tools, decisions regarding response can be made within the limits of disaster authority. During emergency operations, the Coordinator should ensure that all parties are working in a concerted, integrated, and supportive effort to overcome the disaster. Supporting functions have been combined into six (6) coordinating functions or core teams. The Core Team Leaders are responsible for organization and coordination of their functions as presented in the Plan.

## Fire & Rescue Services

ESF #4 Firefighting  
ESF #9 Search and Rescue  
ESF #10 Oil and Haz Mat

## Communications

ESF #2 Communications  
ESF #15 External Affairs

## Civil Services

ESF #1 Transportation  
ESF #3 Public Works & Engineering  
ESF #12 Energy

## Health Care

ESF #6 Mass Care, Emergency  
Assistance, Housing & Medical  
ESF # 8 Public Health & Medical  
Services  
ESF #11 Agriculture & Natural Resources

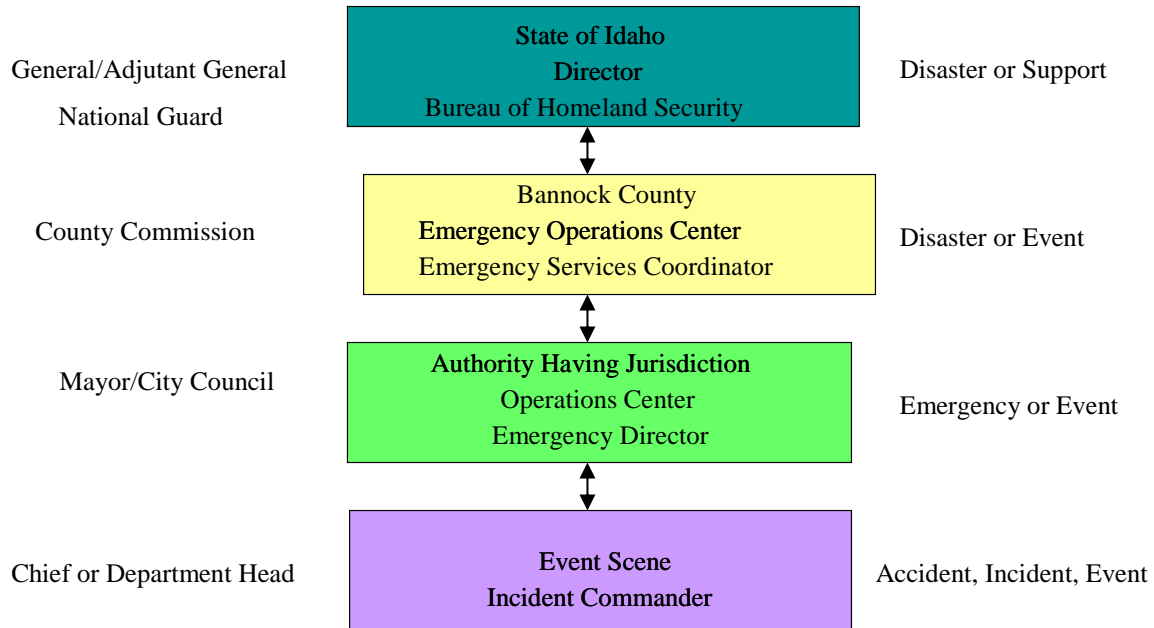
## Public Security

ESF #13 Public Safety & Security  
ESF #16 Military Support

## Logistics Support

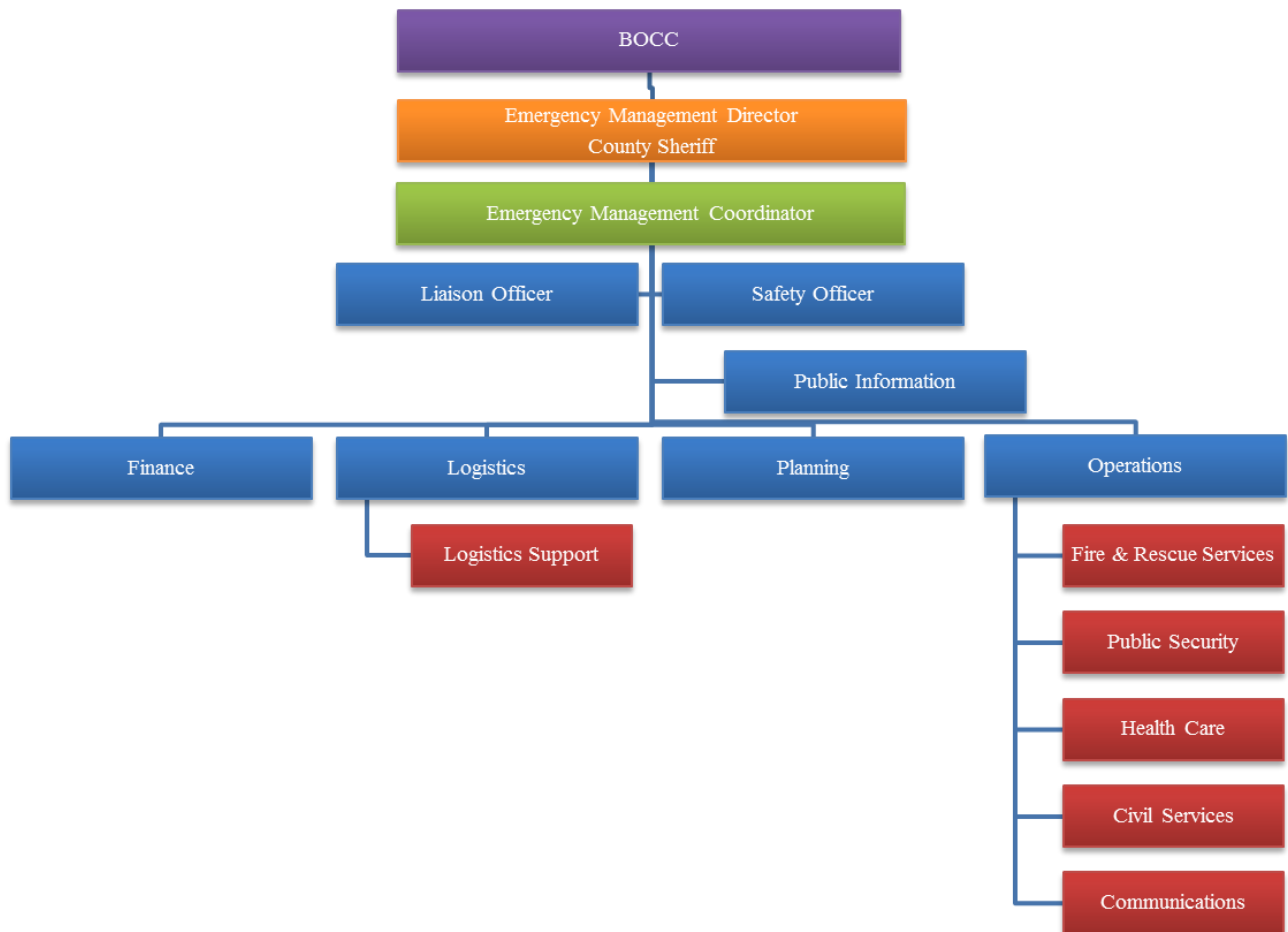
ESF #5 Emergency Management  
ESF #7 Logistic Management  
ESF #14 Long Term Recovery

The following flow chart illustrates the relationship between the Bannock County Emergency Response groups and the State of Idaho. It should be noted that the National Incident Management System (NIMS) is the fundamental response concept of all layers of response within Bannock County and the State of Idaho.



## NIMS Direction, Control, and Coordination

Bannock County Emergency Services consists of an integrated, yet flexible/expandable organization that is built upon the NIMS Incident Command Structure. The Figure below depicts the Emergency Operations Center or County Response Organization. Note that the role of the County Emergency Operations Center Staff is to provide support to the on scene Incident Commander.



## Continuity of Government

### Succession of Command

- ☐ The Chairman of the Board of Commissioners
- ☐ Commissioners based on seniority
- ☐ Sheriff
- ☐ Clerk
- ☐ Assessor
- ☐ Treasurer
- ☐ Prosecuting Attorney
- ☐ Coroner

## Program Administration

### Training and Exercises

Training on this Plan shall occur upon adoption by the County Commissioners. Training will include an overview of NIMS and how to use the Emergency Support Function Annexes. Additionally users will be briefed on the use of the Standard Response Guides and the Roles and Responsibility Checklists for the EOC.

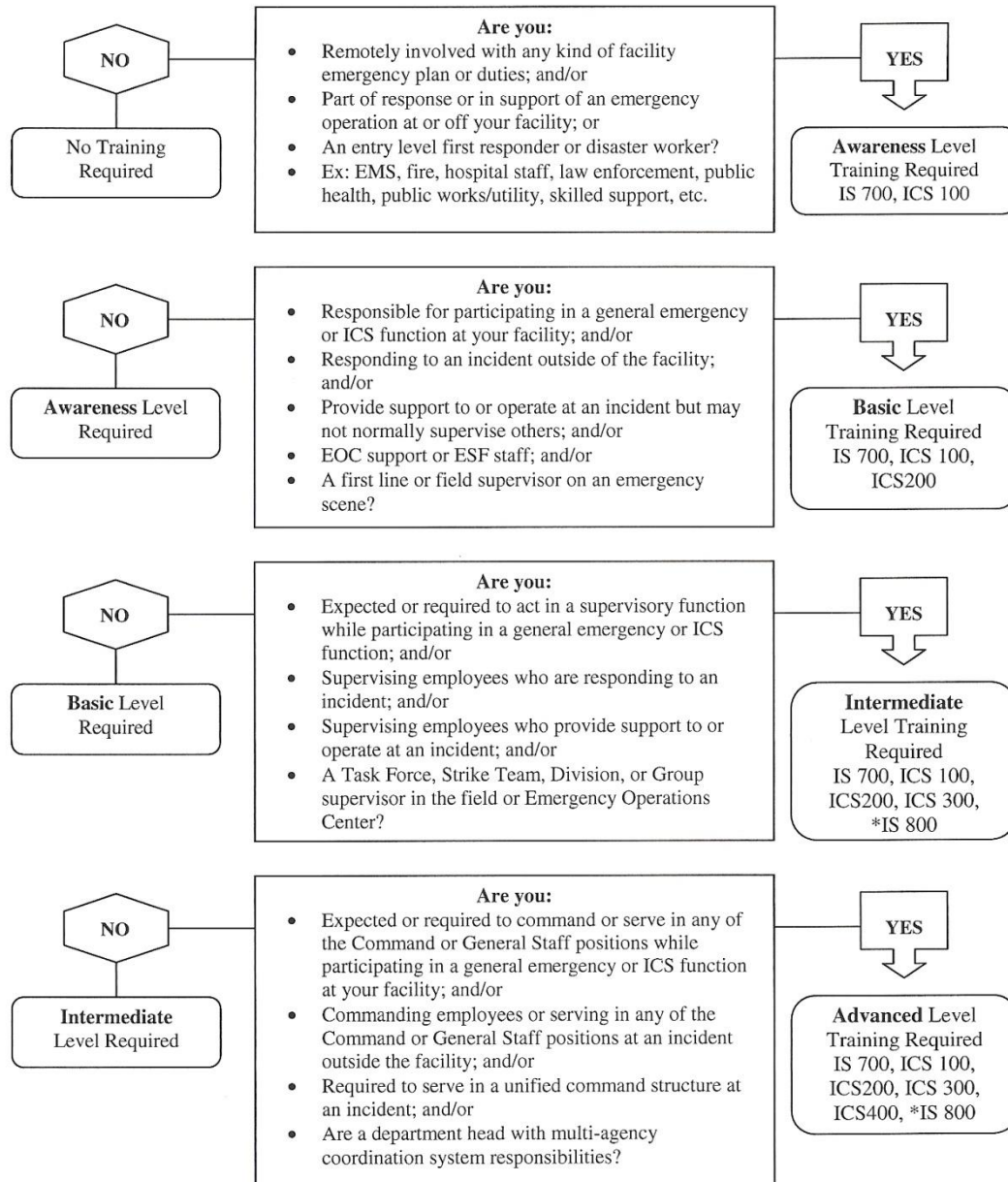
The Plan will be exercised annually as part of the county exercise program. Specific objectives will be developed to ensure users are familiar with the format of the Plan, and that agency assignments remain appropriate.

Additional preparedness activities such as Plans, Procedures, and Equipment Maintenance, Training, and Exercises are the responsibility of the Bannock County Emergency Services Coordinator, and are addressed in ESF 5 – Emergency Management.

### NIMS Training

A basic premise of NIMS is that all incidents begin and end locally. The Federal Government supports state, tribal, and local authorities when their resources are overwhelmed or anticipated to be overwhelmed. The intention of the Federal Government in these situations is not to command the response, but rather to support the affected State, tribal, and local authorities. This is most easily achieved when all the entities are participating in a unified system of emergency management and incident response. The training and qualification of emergency management response personnel is critical to the success of NIMS implementation nationally.

The *NIMS/ICS Decision Tree* lays out a conceptual framework that maintains a systematic process for the identification of training courses and personnel qualifications. This process produces trained and qualified emergency management personnel. Training is identified by an individual expected response function as depicted below.

**NIMS/ICS Decision Tree**

\*Not all persons required to take ICS 300 and ICS 400 will need to take IS 800. Emergency managers or personnel whose primary responsibility is emergency management must complete IS 800.



## Plan Maintenance

The Plan will be reviewed annually by the County Coordinator of Emergency Services and members of the LEPC. Changes necessitated will be made and distributed to Plan holders.

## Preservation of Records

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

## Finance and Logistics

The Bannock County Emergency Services Program is funded by a combination of grant funds with county matching. Funds expended during a disaster declaration are reimbursed to participating agencies according to their standard existing department policies.

## Authorities and References

- Federal Civil Defense Act of 1950, Public Law 81-920 as amended.
- The Disaster Relief Act of 1974, Public Law 93-288, as amended.
- FEMA CPG 1-8 Guide for the Development of State and Local Emergency Operations Plans.
- FEMA CPG 1-8 Guide for Reviewing State and Local Emergency Operations Plans.
- FEMA CPG 1-5 Objectives for Local Emergency Management.
- FEMA CPG 1-34 Hazard Identification Capability Assessment and Multi-Year Development Plan.
- Robert P. Stafford Disaster Relief and Assistance Act, Public Law 93-288, as amended.
- Chapter 10 Title 46 of the Idaho Code; The Idaho Disaster Preparation Act of 1975, as amended.
- Southeast District Health Preparedness and Response Plan, March 2005 Draft.
- Southeast Idaho Regional Surge Capacity Annex for Health and Medical Services Draft, 2005.
- Bannock County Resolution establishing a local disaster preparedness organization.
- Southeast Idaho Regional Surge Capacity Annex for Health and Medical Services Draft, 2005.

- Bannock County Resolution establishing NIMS ICS as the structure for all Emergency Response activities within the County.
- Bannock County Multi-Jurisdiction All Hazard Mitigation Plan 2015

## NIMS Adoption Resolution

In the Matter of THE NATIONAL )  
INCIDENT MANAGEMENT SYSTEM )

R.S. No. 2007-12  
January 16, 2007

### RESOLUTION

WHEREAS, in order to be compliant with State and Federal regulations and maintain eligibility for funding, Bannock County needs to officially adopt the National Incident Management System (NIMS); and

WHEREAS, Bannock County has included NIMS in all phases of its planning and response guidelines; and


WHEREAS, Bannock County has completed NIMS training to the vast majority of emergency responders in Bannock County and is encouraging all jurisdictions within the county to do the same;

NOW, THEREFORE BE IT RESOLVED, in a motion made by Commissioner Steve Hadley, seconded by Commissioner Lin Whitworth to adopt the National Incident Management System as the official All Hazard Incident Management System for Bannock County.

The motion passed and the voting was unanimous, as taken by roll call vote.

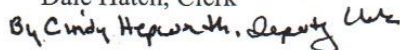
BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Larry W. Ghan, Chairman

  
Steve Hadley, Member

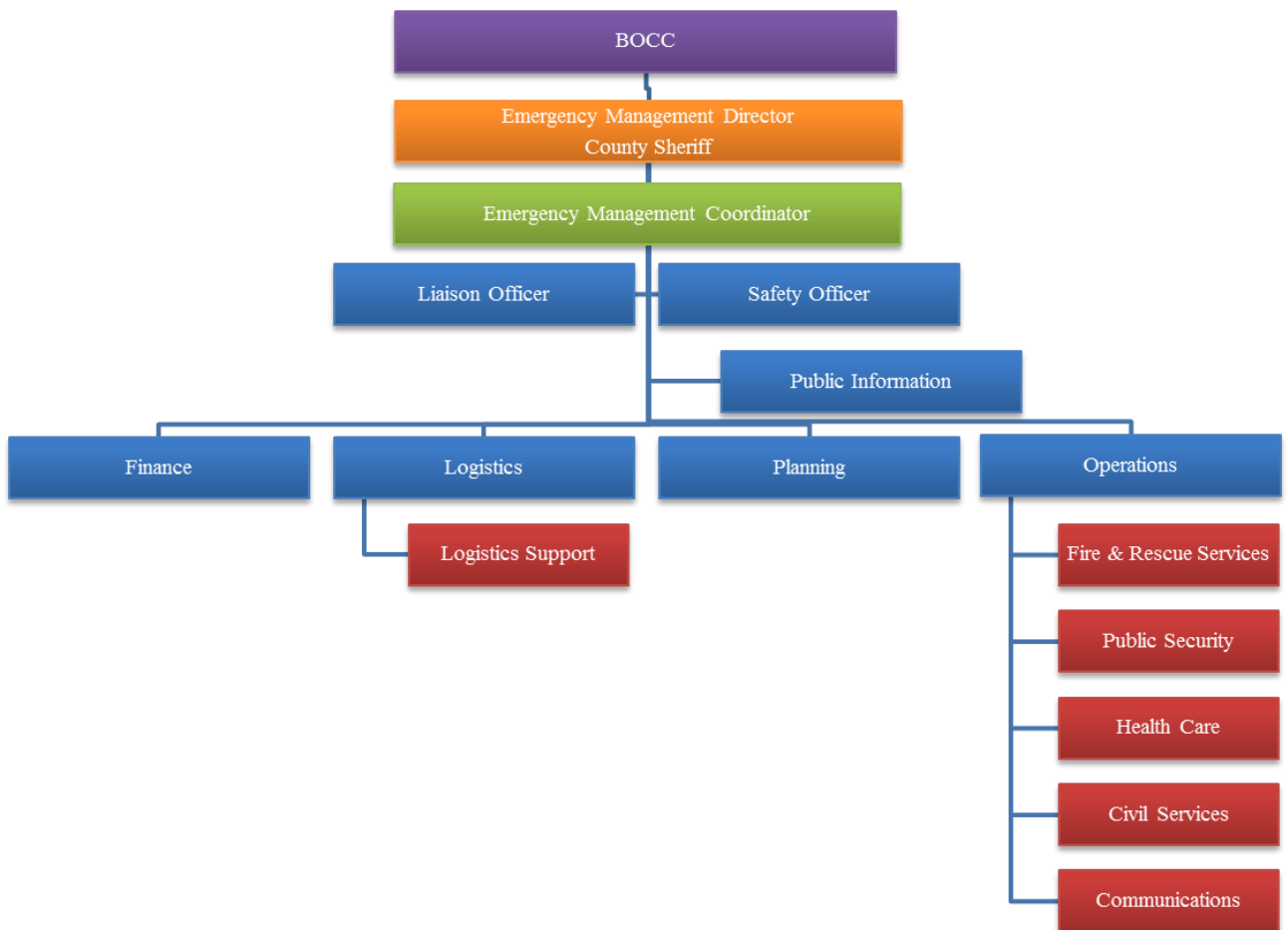
  
Lin Whitworth, Member

ATTEST: **DALE HATCH**  
Dale Hatch, Clerk

By  Cindy Hepworth, Deputy Clerk

# **Standard Response Guides**

The Bannock Emergency Operations Center (EOC) will be staffed according to the ICS structure above. The following roles and responsibilities can be used as checklists during EOC activation.



## Fire & Rescue Services

ESF #4 Firefighting  
ESF #9 Search and Rescue  
ESF #10 Oil and Haz Mat

## Communications

ESF #2 Communications  
ESF #15 External Affairs

## Civil Services

ESF #1 Transportation  
ESF #3 Public Works & Engineering  
ESF #12 Energy

## Health Care

ESF #6 Mass Care, Emergency  
Assistance, Housing & Medical  
ESF # 8 Public Health & Medical  
Services  
ESF #11 Agriculture & Natural Resources

## Public Security

ESF #13 Public Safety & Security  
ESF #16 Military Support

## Logistics Support

ESF #5 Emergency Management  
ESF #7 Logistic Management  
ESF #14 Long Term Recovery

## Disaster Declaration Process

The provisions of this plan are applicable, but not limited, to all disasters that requires a Disaster Declaration by the County in support of local emergency activities and requests for disaster assistance will be made in accordance with the following procedures:

### City

1. Emergency responders from the Cities will respond to an emergency within their city limits and coordinate activities in accordance with their standard operating procedures and mutual aid agreements.
2. When an emergency situation is or is likely to be beyond the scope of control of the City, the mayor or city council may proclaim an emergency. Their proclamation of emergency and any requests for assistance should be forwarded to the Bannock County Emergency Services Coordinator in an expedient manner, i.e., by voice followed by hard copy.
3. When a local emergency has been proclaimed, the mayor will govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the city.

### Bannock County

1. Upon receipt of the proclamation of a local emergency, the Bannock County Chairman of the Board of County Commissioners will:  
  
Provide available assistance requested to contain the incident (i.e., sheriff, public works, health, etc.).  
  
Notify the Idaho Bureau of Homeland Security that a situation exists which may require the declaration of a County disaster.
2. In the event a situation exists in the unincorporated portions of the County that may affect lives and property, the County will take necessary measures to bring the situation under control, utilizing all County government resources.
3. If the situation, either in an incorporated or unincorporated portion of the County is, or has the potential to be, beyond the capability and resources of the County to control, the chairman of the board of County Commissioners may declare a local disaster in accordance with Idaho Code 46-1011.
4. The Bannock County Emergency Services Coordinator will notify the Idaho IBHS 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 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 the Idaho Bureau of Homeland Security. (See Declaration Form below)

5. The IBHS Director will evaluate the County's request for assistance and brief the Adjutant General and the Governor of the situation.

## Disaster Declaration

**WHEREAS**, there is threat to life and property in **BANNOCK COUNTY**, as the result of \_\_\_\_\_,

Which occurred on \_\_\_\_\_ 20\_\_\_\_; and

**WHEREAS**, the resulting \_\_\_\_\_ is threatening structures, roadways, infrastructures, public utilities, and other lines of communications as well as \_\_\_\_\_.

**WHEREAS**, a disaster emergency as defined in Section 46-1002, Idaho Code, is in existence in **BANNOCK COUNTY**, due to the imminent threat to life and property created by \_\_\_\_\_,

and

**WHEREAS**, Section 46-1011, Idaho Code, authorizes the Commissioners of **BANNOCK COUNTY**, Idaho to declare a disaster emergency to authorize the furnishing of aid and assistance, thereunder;

**NOW THEREFORE**, be it resolved, and declared by the **BANNOCK COUNTY**, Idaho Board of Commissioners, as follows:

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

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



COUNTY BOARD OF COMMISSIONERS

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Chairman

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Member

---

Member

ATTESTED:

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Clerk

# Emergency Operations Center Activation, Operations, and Deactivation Checklist

## Purpose

This section details the Emergency Operations Center (EOC) activation criteria and procedures. The most critical time in most emergency incidents is the first few hours. Effective emergency response requires immediate action with the correct resources, personnel, and equipment.

## Objectives

The main objective in managing emergency operations is to ensure the effective direction of emergency resources involved in preparing for, and responding to, situations associated with natural disasters or human-caused technological incidents. The specific objectives of the Emergency Operations Center are to facilitate the following:

- Protection of life, property, and the environment
- Overall management and coordination of emergency operations
- Restoration of operations and services
- Coordination and liaison with appropriate federal, state, and other local governmental agencies and private sector resources
- Management of mutual aid
- Establishment of response priorities and the completion of action plans
- Collection, evaluation, and dissemination of information and other essential data
- Disseminating emergency public information to the general public and the employees
- Control media attention and press releases
- Maintain a legal presence through-out the incident

### 1. Determine the resource requirements of the EOC

- ☐ Minimum Staffing
  - Board of County Commissioners
  - Emergency Coordinator
  - Safety Officer
  - Public Information Officer
  - Liaison Officer
  - Operations Coordinator
  - Planning Coordinator
  - Logistic Coordinator
  - Finance Coordinator

#### Incident Priorities

1. Life Safety
2. Incident Stabilization
3. Environmental Protection
4. Property Conservation

**2. Begin development of Incident Action Plan**

- ☐ Establish Strategic Goals
- ☐ Develop Tactical Objectives

**3. Develop Strategic Goals**

- ☐ Establish Command and Control of the Incident
- ☐ Assemble Incident Information:
  - Develop an Incident Action Plan
  - Estimate the potential course and harm considering the following:
    - Magnitude of the incident
    - Spread of fire or hazardous materials
    - Life hazards
    - Vulnerable exposures
    - Impact on population
    - Impact on the environment
    - Safety factors and considerations
- ☐ Isolate the Area:
  - Establish perimeter and control zones
  - Deny entry to non-essential personnel
- ☐ Provide Protection to the Public:
  - Activate area evacuations as necessary.
- ☐ Conduct Notification (Crisis Communications)
- ☐ Procure and Manage Equipment
- ☐ Approve activation of Specialized Operations:
  - Refer to Hazard Specific Response Guides
  - Determine in advance the actions required to mitigate the situation
  - Determine and gather the resources necessary to accomplish tactical objectives
- ☐ Establish Recovery and Termination Criteria:
  - Establish a plan for returning all conditions to pre-incident status.

**4. Evaluate the Incident Action Plan**

- ☐ Verify that Strategic Goals are appropriate
- ☐ Verify that Tactical Objectives are correct
- ☐ Review the Safety Plan for accuracy

**Continue to Evaluate the Process throughout the Incident**

## 5. Incident Termination

The incident is terminated once the Incident Commander has demobilized ALL emergency response agencies and resources and declared the area safe to begin recovery operations.

The Incident Termination Procedure describes a formal process for terminating operations at the scene of an emergency, and outlines a framework for conducting a post-incident analysis and critique so that operational plans may be improved, based on lessons learned from the response.

Major incidents should be formally terminated using a structured system. Proper termination of activities helps ensure that:

- ☐ Emergency response personnel are accounted for before leaving the incident scene
- ☐ Personnel have been properly briefed on the signs and symptoms of exposure to toxic materials or special decontamination that may be required off-site
- ☐ Correct information has been obtained concerning the specific hazards personnel have been exposed to, and exactly which personnel have received the exposure
- ☐ Critical data and information have been recorded for use during the incident critique, post incident analysis, investigations, etc.

### Debriefing:

Debriefing activities should concentrate on funneling accurate information to the people who need it the most. Initially, this group will include response personnel who have controlled a specific division/group or who have worked in the exclusion zone.

On large incidents, the number of people who "need to know" critical post-incident information may be expanded to include support and technical personnel from mutual aid companies, outside agencies, etc. Expansion of the debriefing to outside agencies will be at the discretion of the Incident Commander.

**Note:** Release of inaccurate information during the debriefing may have long-reaching effects. Incorrect hazard data could cause those individuals exposed to a hazardous material to overlook the early warning signs or symptoms of exposure. Likewise, inadequate decontamination information could result in improper disposal, or damage expensive equipment.

The Incident Commander shall begin the debriefing as soon as possible as the emergency phase of the operation is completed. If practical, this should begin before first responders are released. The Incident Commander should ensure that the following topics are covered during the debriefing:

- ☐ **Exposure** - Inform all responders exactly what hazardous materials they were (possibly) exposed to and their signs and symptoms. The debriefing person should instruct personnel to immediately notify the Medical Director and report to a hospital emergency room if signs or symptoms occur within 48 hours of the incident.
- ☐ **Equipment Damage** - Identify equipment that may have been damaged and unsafe conditions requiring immediate attention, or isolation for further evaluation. Responsibility for damaged equipment shall be assigned to a specific

individual at the incident scene. The status of damaged equipment shall be reported in the shift log.

- ☐ **Information Gathering** - Assign information-gathering responsibilities for records, command checklists, etc. to a specific individual.
- ☐ **Summarize Activities** – Provide a very brief summary of what occurred at the incident so that personnel leave the scene with accurate information. Note that this should not be a critique.
- ☐ **Closing Comments** - Reinforce the positive aspects of the incident and assure personnel that problems will be addressed during the critique.

### Post-Incident Analysis:

Many individuals and outside agencies will have a legitimate need for information concerning emergency response. These may include mutual aid companies, regulatory agencies, the media, insurance companies, accident investigators, police agencies, etc. While it is appropriate to share information with legitimate organizations that have a "need to know", all such releases shall be approved by the County Commission.

Within a reasonable time period after the incident, a Post-Incident Analysis (PIA) will be conducted in order to reconstruct the incident. The objective of the PIA is to establish a clear picture of the events that took place during the emergency. Such information may be used to conduct an incident critique, determine how much the response cost, or conduct a formal accident investigation.

The Incident Commander shall begin the PIA by designating one individual to collect information concerning the incident. Normally this is done during the debriefing. The Incident Commander and the person assigned to coordinate the PIA should meet as soon as practicable, to review key elements of the incident and to identify subjects for follow-up. The following information should be obtained to support the PIA:

- ☐ Verification of shipping papers or Material Safety Data Sheets
- ☐ Owner/operator information
- ☐ Chemical hazard data
- ☐ Command checklists
- ☐ Command charts or notes
- ☐ Communication tapes and log sheet
- ☐ Photographs or incident scene sketches
- ☐ Business cards of outside agency representatives
- ☐ Statements taken from response personnel

As soon as practicable, the individual coordinating the PIA should construct a brief chronological review of who did what, when, where, and how during the incident. A simple timeline, placing key players at specific locations at different times, is generally adequate.

Once available data has been assembled, the Emergency Director may assign an individual to write a formal report on the incident. The purpose of the report may be to formally document the incident for an accident investigation, the critique, etc. Reports will be prepared on a case-by-case basis.

*Note: At no time will a Post Incident Analysis report be released to outside organizations unless management has approved it.*

## Critique:

All major emergency responses will be formally critiqued. Such incidents may include situations where personnel were exposed to hazardous materials, working incidents involving significant resources, time commitments, or any situation deemed appropriate by the Incident Commander.

The objective of the critique will be to:

- ☐ Improve the safety and health of emergency responders
- ☐ Promote a self-correcting system where specific problems are identified and corrected in a timely manner
- ☐ Promote teamwork among emergency response personnel
- ☐ Continue improving response training, skills, and techniques
- ☐ Revise and improve command checklists
- ☐ Improve preplanning for specific hazards and risks
- ☐ Strengthen and improve the Incident Command System, outside agency coordination, etc.

When it has been determined that a formal critique is required, the Incident Commander will assign responsibility for leading the critique to a Critique Leader. The Critique Leader will be responsible for the following:

- ☐ Scheduling the critique within 30 calendar days of the incident
- ☐ Collecting all information resulting from the Post-Incident Analysis
- ☐ Notifying all individuals who participated in the original response
- ☐ Preparing all required visual aids, audiotapes, etc.
- ☐ Leading the critique
- ☐ Briefing management on the critique findings

While there are many ways to conduct a critique, the Critique Leader should assure that each participant has an opportunity to share relevant issues and concerns with the group. In general, the Critique Leader should make every effort to control the critique so that the results are meaningful and constructive. At no time will a critique be used as a forum to establish fault for poor performance, or as a method for disciplinary action.

# **Board of County Commissioners**

## **Responsibilities**

### **I. Response**

- ☐ Activate the EOC if needed
- ☐ Establish Response Policies, Directives, and Priorities
- ☐ When notified, serve in the EOC
- ☐ As appropriate, direct implementation of protective actions for public safety
- ☐ Issue a disaster declaration if appropriate
- ☐ Specify authority for warning and may direct warning be issued
- ☐ Serve as spokesperson before media or delegates and support that function
- ☐ Approve emergency information/instructions/media releases
- ☐ Authorize procurement of resources

### **II. Recovery**

- ☐ Authorize mitigation strategies
- ☐ Establish Recovery Policies, Directives, and Prioritize Resources
- ☐ Establish Long Recovery and Restoration Policies

# Emergency Management Director

## Responsibilities

### I. Response

- ☐ Activate the EOC if needed
- ☐ Implement Response Policies, Directives, and Priorities
- ☐ When notified, serve in the EOC as the Emergency Management Director
- ☐ As appropriate, direct implementation of protective actions for public safety
- ☐ Issue a disaster declaration if appropriate
- ☐ Specify authority for warning and direct warning be issued
- ☐ Serve as spokesperson before media or delegates and support that function
- ☐ Coordinate emergency information/instructions/media releases
- ☐ Issue evacuation orders in support of the Incident Commander
- ☐ Authorize procurement of resources

### II. Recovery

- ☐ Implement mitigation strategies
- ☐ Implement Recovery Policies, Directives, and Prioritize Resources



# Emergency Services Coordinator

## Responsibilities

### I. Response

- ☐ Analyze the emergency situation and decide how to respond quickly, appropriately, and effectively
- ☐ Coordinate with the response efforts of other jurisdictions
- ☐ Activate the EOC as required
- ☐ Notify the BOCC of the emergency situation and brief them upon their arrival at the EOC
- ☐ Activate EOC staff
- ☐ Assure significant events log is maintained
- ☐ Work with the Civil Services Core Team to collect and disseminate damage assessment information
- ☐ Submit Situation Reports and Damage Assessment Information to IBHS
- ☐ Assist with Logistics
- ☐ Direct the Communications Core Team to implement Emergency Communications and Warning procedures and to act as or designate an Public Information Public Information Officer
- ☐ Assist the Fire and Rescue Core Team in evacuation in coordination with Incident Commander
- ☐ Direct the Health Services Core Team to activate mass care/shelter
- ☐ Coordinate Logistics for procurement and delivery of emergency supplies
- ☐ Assure significant events log is maintained

### II. Recovery

- ☐ Direct the Civil Services Core Team to activate Damage Assessment and collect and disseminate damage assessment information
- ☐ Submit Situation Reports and Damage Assessment Information to IBHS
- ☐ Coordinate with IBHS on administration of State and Federal assistance program delivery

# Safety Officer

## Responsibilities

**Note:** To assure the safety of Emergency Operations Center (EOC) members, the Safety Officer has the direct responsibility to correct unsafe acts or conditions, exercising emergency authority to stop or prevent unsafe acts when immediate action is required concerning Emergency Operations Center (EOC) team members.

### I. Response

- ☐ Report to Emergency Operations Center (EOC)
- ☐ Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer
- ☐ Oversee the monitoring and assessing of hazardous and unsafe situations
- ☐ Identify hazardous situations associated with the incident; ensure that the Emergency Operations Center (EOC) Staff is protected
- ☐ Work with the Operations and Planning Sections to ensure that appropriate protective actions are being taken to protect the public
- ☐ Identify potentially unsafe acts within the Emergency Operations Center (EOC)
- ☐ Identify corrective actions and ensure implementation; coordinate corrective action with Command and Operations
- ☐ Ensure adequate sanitation and safety in food preparation
- ☐ Assist in the preparation of the Incident Action Plan Safety and Risk Analysis
- ☐ Participate in Planning and Operations Meetings
- ☐ Listen to strategic options being considered; if potentially unsafe, assist in identifying options, protective actions, or alternate strategies
- ☐ Discuss accidents/injuries to date; make recommendations on preventative or corrective actions
- ☐ Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary
- ☐ Document all activity on Log

### II. Recovery

- ☐ Personnel being demobilized must be debriefed before being released
- ☐ Stress counseling may be necessary following a traumatic incident
- ☐ Responsible for the after action reports

# Public Information Officer

## Responsibilities

### I. Response

- ☐ Report to EOC
  - ☐ Activate the Joint Information Center or System
  - ☐ Coordinate Public Information activities with the Communications Core Team Leader and the Board of County Commissioners and participating agencies on all emergency information releases
- Note: Unless required, do not withhold information from the public. This erodes public trust and confidence.*
- ☐ Reassure the public that officials are working to resolve the situation
  - ☐ Ensure that the Joint Information Center is monitoring media and public reports for accuracy and effectiveness
  - ☐ Be prepared to provide warning to the public using standard warning messages found in ESF 2 Communication and Warning - Disaster Messages
  - ☐ Respond to media queries, using the “Joint Information” Philosophy in a timely fashion
  - ☐ Jointly coordinate and communicate with State, Federal, and private agencies
  - ☐ Provide information regarding locations of mass care and shelter, and aid centers, as requested by the Health Services Core Team Leader
  - ☐ Ensure the Joint Information Center has established rumor control procedures and has broadcasted the information numbers for public inquiry
  - ☐ Prepare timely, accurate “Joint” news releases as required
  - ☐ Prepare a chronological record of events
  - ☐ Secure spokespersons, depending upon the circumstances, for technical information and political consideration
  - ☐ During response and recovery, the PIO will counsel the Communications Core Team Leader and the Commissioners in emergency information releases, response, and all public information

## **II. Recovery**

- ☐ Maintain rumor control procedures
- ☐ Advertise aid and recovery centers locations and services
- ☐ Prepare timely, accurate, “Joint” news releases as required
- ☐ Schedule news conferences, interviews, and other media access
- ☐ Deactivate the Joint Information Center/System as directed by the Communications Core Team Leader

# Liaison Officer

## Responsibilities

### I. Response

- ☐ Report to EOC upon notification
- ☐ Act as the point of contact for assisting or coordinating agencies and organizations
- ☐ Ensure lines of authority, responsibility, and communications
- ☐ Resolve interagency conflicts
- ☐ Work with private contractors and organizations to address needs
- ☐ Interact with outside agencies as assigned

### II. Recovery

- ☐ Same as response

**Note:** Remember that people will be tired and frustrated. Do your best to be the level headed and patient point of contact.

# Planning

## Responsibilities

### I. Response

- ☐ Report to EOC upon notification
- ☐ Gather information and analyze the situation as it progresses
- ☐ Record the status of resources, including those already committed to the incident, anticipated needs, and the projected impact of additional resources responding
- ☐ Provide planning status reports to Command Function
- ☐ Generate incident action plan for the next operational period
- ☐ Record and protect all documents relevant to the incident. (Incident reports, communication logs, injury claims, and status reports)
- ☐ Activate appropriate technical experts/specialists to assist in developing action plans

### II. Recovery

- ☐ In incidents requiring a major resource commitment, adequate planning is needed to ensure an effective, safe, and cost-effective demobilization and return of resources to service
- ☐ Personnel being demobilized must be debriefed before being released
- ☐ Stress counseling may be necessary following a traumatic incident
- ☐ Responsible for the after action reports

# Operations

## Responsibilities

### I. Response

- ☐ Is responsible for coordinating the County wide emergency response
- ☐ **Do not micro manage the Incident Commander(s)**
- ☐ Help the Incident Commander(s) with span of control problems
- ☐ Assist the Emergency Management Coordinator in developing protective action measures for the general public
- ☐ Develop operational plans for emergency actions to be taken outside of the incident scene
- ☐ Consult with the IC and/or the Emergency Management Coordinator about the overall incident action plan
- ☐ Keep the Command Function and the EOC staff informed of the situation and resource status
- ☐ Work with the Core Team Leaders to implement the response mission
- ☐ Assign priorities for resources

### II. Recovery

- ☐ Same as response only with recovery objectives

## Logistics

### Responsibilities

#### I. Response

- ☐ Report to EOC upon notification
- ☐ Coordinate with Operations regarding needs and priorities
- ☐ Identify facilities and sites available for resource storage, staging, and coordinates with the Operations Function to provide security
- ☐ Coordinate the acquisition and deployment of resources
- ☐ Monitor potential resources shortages and advises the Command and Operations Functions
- ☐ Seek outside resources when local resources are not adequate
- ☐ Meet critical resource needs despite interruptions or damage to public services
- ☐ See that all responders have food, water, toilet facilities, and protection from the weather conditions
- ☐ Provide response resources

#### II. Recovery

- ☐ Maintain accountability of the jurisdiction's use of resources



# **Finance**

## **Responsibilities**

### **I. Response**

- ☐ Is responsible for all financial considerations of the incident
- ☐ Prepare disaster declaration as required
- ☐ Is responsible for all costs and financial considerations of the incident
- ☐ Handle purchase orders, future payments, budgeting, cost documentation, etc

### **II. Recovery**

- ☐ Is responsible for financial documentation
- ☐ Is responsible for cost recovery

# Generic Incident Guide

The following six steps will help successfully resolve all types of incidents.

## 1. Size up (or assess) the situation.

- ☐ What is the nature of the incident?
- ☐ What hazards are present?
- ☐ How large of an area is affected?
- ☐ How can the area be isolated?
- ☐ What location would make a good staging area?
- ☐ What routes would be good for the flow of response personnel and equipment?
- ☐ What is the weather forecast?

## 2. Identify contingencies.

- ☐ Take into account not only the current situation but also any possible developments. What could happen?
- ☐ Nothing is as easy as it looks.
- ☐ Everything takes longer than you think it will.
- ☐ If anything can go wrong, it will.
- ☐ Remember routine calls for service will continue.

## 3. Determine Objectives.

- ☐ Decide what you want to do.
- ☐ Objectives may change as the incident progresses. (Incident Stabilization)
- ☐ Objectives are measurable, used to monitor progress, and establish priorities, based on size-up and contingencies.

## 4. Identify needed resources.

- ☐ What resources (people and equipment) are needed to accomplish the objectives?
- ☐ Where will you get them? How long will it take them to get here?
- ☐ What other agencies need to be involved? (Local, State, and/or Federal)
- ☐ Will multiple shifts of responders be required?
- ☐ What additional staffing, resources, and equipment will be required.

## 5. Build a plan and structure.

- ☐ Responsibilities and tasks: Who will do what?
- ☐ The chain of command: Who will report to whom? (Incident Command, Emergency Coordinator, Core Team Leaders, Outside Agencies)
- ☐ Coordination issues: How will different groups work together, and how will they communicate?

## 6. Take action.

- ☐ Incident control requires a continuous process of repeating steps 1-6.

This six-step process occurs continually throughout the response, enabling responders to take quick appropriate action.

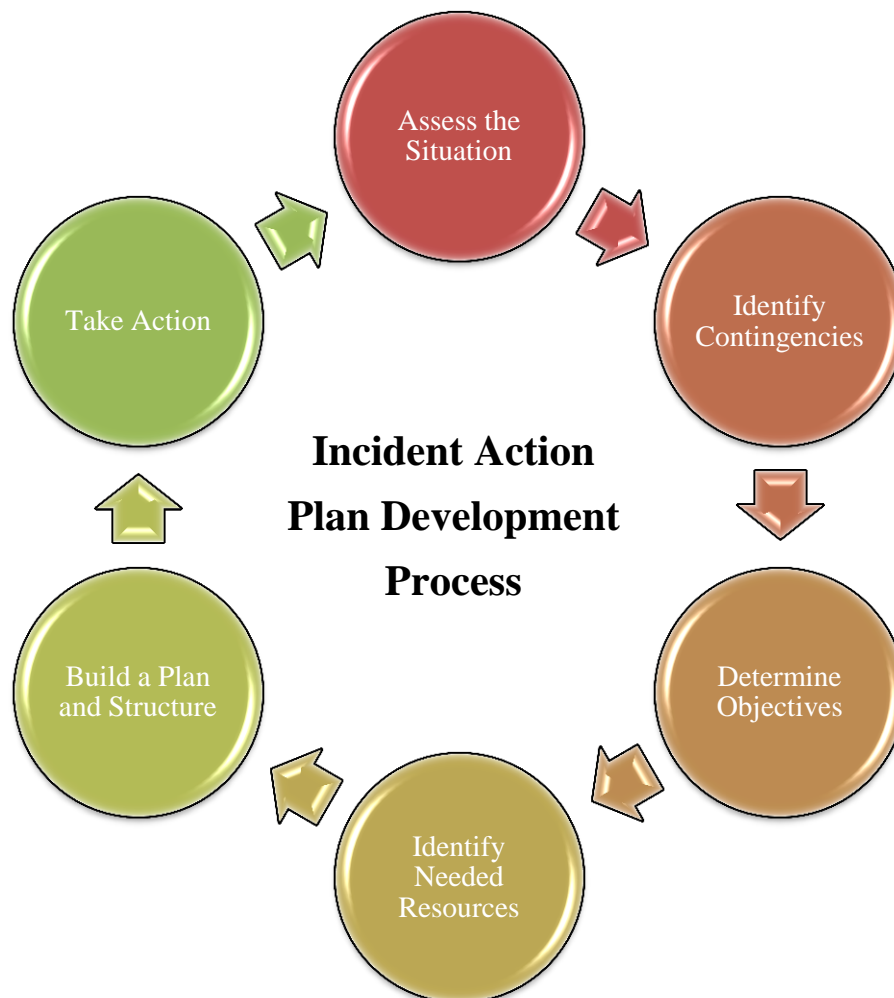
## Incident Action Plan Development

An Incident Action Plan is the central tool for planning during a response to an emergency incident. The Incident Action 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 response and revised continually throughout the response.

Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. In an initial response for an incident that is readily controlled, a written plan may not be necessary. Larger, more complex, incidents will require a written Incident Action Plan to coordinate activities. The level of detail required in an Incident Action Plan will vary according to the size and complexity of the response.

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 Standard Response Guides provide checklists and questions to facilitate the development of an Incident Action Plan. The cyclical plan development process is illustrated in the following figure.



The development of an Incident Action Plan follows the following steps:

- Assess the Situation
  - ☐ Determine the geographic size of the incident
  - ☐ Estimate the duration of the incident
  - ☐
- Identify Contingencies
- Determine Objectives
- Identify Needed Resources
- Build a Plan and Structure
- Take Action
- Repeat the Process

Each of the following standard response guides provides questions to aid in the development of an Incident Action Plan. The responses to the posed questions will compose the plan. The following template is to be used in the development of an Incident Action Plan.

## INCIDENT ACTION PLAN

Be brief and concise with your entries

<b>Location</b>	<b>Control Level</b>	<b>Operational Period</b>
		<b>From:</b> <b>To:</b>

<b>SITUATION</b>	Geographic Extent
	Estimated Duration
<b>CONTINGENCIES</b>	Response
	Public Safety
<b>OBJECTIVES</b>	

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

<b>COORDINATION ISSUES</b>	

<b>OTHER</b>	
<b>ATTACHMENTS</b>	
<b>PLAN DEVELOPERS</b>	
<b>APPROVAL</b>	

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# **Core Team Leadership**

## Fire & Rescue Services

ESF #4 Firefighting  
ESF #9 Search and Rescue  
ESF #10 Oil and Haz Mat

## Communications

ESF #2 Communications  
ESF #15 External Affairs

## Civil Services

ESF #1 Transportation  
ESF #3 Public Works & Engineering  
ESF #12 Energy

## Health Care

ESF #6 Mass Care, Emergency  
Assistance, Housing & Medical  
ESF # 8 Public Health & Medical  
Services  
ESF #11 Agriculture & Natural Resources

## Public Security

ESF #13 Public Safety & Security  
ESF #16 Military Support

## Logistics Support

ESF #5 Emergency Management  
ESF #7 Logistic Management  
ESF #14 Long Term Recovery

# **Fire & Rescue Core Team**

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# ESF 4 Firefighting

**Primary Coordinator:** Fire and Rescue Core Team Leader

**Supporting Agencies:** Inkom Fire District  
Lava Fire District  
McCammon Fire District  
City of Pocatello Fire Department  
City of Chubbuck Fire Department  
Pocatello Valley Fire Department  
Downey Fire Department  
Shoshone Bannock Tribes Fire Department  
North Bannock Fire District  
Arimo Fire District  
Idaho Department of Lands  
Bureau of Land Management  
U. S. Forest Service

## Introduction

### Purpose:

The purpose of ESF 4 is to provide a comprehensive mechanism to ensure appropriate utilization of local fire resources prior to, and after the impact of a disaster. These resources include, but are not limited to, the detection and suppression of urban, rural, and wild land fires resulting from, or occurring coincidentally with, a significant disaster condition or event.

### Scope:

ESF 4 is applicable to all firefighting organizations in Bannock County.

Firefighting support involves:

- Managing and coordinating firefighting resources.
- Detection of and suppression of fires.
- Mobilizing and coordinating personnel, equipment, and supplies.
- Interface with ESF 9 Search and Rescue and ESF 10 Oil and Hazardous Materials.

## Policies

All firefighting operations in Bannock County shall be conducted according to existing standard operating procedures and formal agreements.

- The fire department having jurisdiction over the fire scene is the primary ESF 4 agency. The fire chief, or designee of the appropriate department, will report to the EOC and conduct coordinated fire actions during disaster emergency, as required when requested by appropriate elected officials.
- All fire departments will operate within their legal jurisdictions unless responding to mutual aid as agreed.
- Request for out of County non-formal automatic aid or mutual assistance will be coordinated through the EOC and approved by the appropriate elected official.

- All requests for State and or Federal assistance will be coordinated through the EOC and directed to the Idaho Bureau of Homeland Security Southeast Idaho Area Field Officer.

**Planning Assumptions:**

- The Cities of Chubbuck and Pocatello have paid full time firefighters.
- The volunteer fire department personnel have differing levels of training.
- The Bannock County Ambulance District and the Pocatello Ambulance provide all Emergency Medical Services (EMS) transport for the County. There are several fire departments and quick response units that all provide non-transport EMS support
- Mutual and Automatic Aid Agreements provide for sufficient manpower, equipment, and supplies to address structural and wild land fires within most areas of Bannock County.

**Concept of Operations/Responsibilities****Response Actions:**

- The Fire Department(s) having jurisdiction will function as the incident commander and respond as directed in departmental standard operating procedures, and aid formal agreements will:
  - ☐ Manage department resources and direct fire department operations
  - ☐ Assist with warning the public as requested
  - ☐ Assist in evacuation and relocation actions
  - ☐ Assist in the organization, planning, and coordination of search and rescue operations in the County
  - ☐ Assist in decontamination procedures for hazardous materials incidents
  - ☐ Coordinate and assist with emergency communications as needed
  - ☐ Assist in initial damage assessment if personnel are available

# ESF 9 Search and Rescue

**Primary Coordinator: Fire and Rescue Core Team Leader**

**Support Agencies:** Bannock County Sheriff's Office  
Municipal Fire Departments  
Fire Districts  
Municipal Law Enforcement  
Municipal Public Works  
Bannock County Road and Bridge  
Swan Lake Highway District  
Bannock County Emergency Services

## Introduction

### Purpose:

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

### Scope:

- ESF 9 addresses both Urban Search and Rescue and Rural Search and Rescue within the incorporated and unincorporated areas of Bannock County.
- Urban Search and Rescue is defined as operations requiring technical rescue skills such as confined space, trench, high angle, or water rescue.
- Rural Search and Rescue is defined as operations in rural or back county areas specifically designed to locate missing individuals, such as missing hikers, skiers, snow machine riders, hunters, etc.

## Policies

- The Bannock County Sheriff's Office will coordinate all non-urban search and rescue and will provide an incident commander
- The Jurisdiction Having Authority will provide an Incident Commander for all Urban Search and Rescue in Bannock County.

### Planning Assumptions:

- Urban Search and Rescue, as described in this ESF, is limited to technical rescue, damaged structures, and collapsed buildings.
- As requested by the Fire and Rescue Core Team Leader, Secondary Agencies will respond to provide support based on existing capabilities. Capabilities may change from time to time depending on budget shortfalls.
- In the event of a major disaster, necessary search and rescue support will be available from State and Federal sources.
- Municipal and District Fire personnel have been trained in technical rescue techniques such as trench, high angle, confined space, and water.

## Concept of Operations/Responsibilities

### Organization:

- For Urban Search and Rescue the Jurisdiction Having Authority will identify an Incident Commander.
- Unified command may be necessary to direct specialized skills, established by separate fire departments and applied to tactical operations.

### Response Actions:

- The Jurisdiction Having Authority, upon notification of a need for Urban Search and Rescue will:
  - ☐ Determine the threat to rescuers
  - ☐ Establish a lookout and accountability system for rescuers before entering scene
  - ☐ Conduct rescue operations according to standard operating procedures
- The Bannock County Sheriff's Office upon notification of the need for Rural Search and Rescue will:
  - ☐ Recall rescue staff
  - ☐ Determine the threat to rescuers
  - ☐ Establish a lookout and accountability system for rescuers before entering scene.
  - ☐ Conduct rescue operations according to standard operating procedures.
- The Bannock County Coordinator of Emergency Services will:
  - ☐ Request activation of the EOC.
  - ☐ Declare a Disaster if necessary.
  - ☐ Coordinate support activities for the Fire and Rescue Core Team rescue mission with assistance of the other Core Teams as needed.
  - ☐ Request additional State and Federal assistance if needed.



# ESF 10 Oil and Hazardous Materials

**Primary Coordinating Agency:** Fire and Rescue Core Team Leader

**Support Agencies:** Southeast Regional Hazardous Materials Response Team  
Bannock County Sheriff's Office  
Municipal Law Enforcement  
Municipal and District Fire Departments  
Bannock County Ambulance District  
Portneuf Medical Center  
Private Industry Shippers of Hazardous Materials  
Local Emergency Responding Agency (LERA)

## Introduction

### Purpose:

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

### Scope:

- ESF 10 covers all Hazardous Materials Incidents in Bannock County and establishes roles and responsibilities among agencies that may be brought to bear in response actions.
- ESF 10 may be activated in response to a natural or other disaster with the potential for a hazardous materials impact, or in anticipation of a natural or other disaster that is expected to result in an impact to hazardous materials facilities, transporters, or technological disasters.

## Policies

- Idaho Code Title 39 Chapter 71, the Hazardous Materials Substance Emergency Response Act, requires the LERA to complete cost recovery and forward the information to the Idaho Bureau of Homeland Security for processing and legal action if necessary.
- Each jurisdiction must be self-sufficient and responsible for its own initial hazardous materials response capabilities.
- Most facilities under the Emergency Planning and Community Right-to-Know Act of 1986 provide the required documentation to the Bannock County LEPC, the Idaho Bureau of Homeland Security, and the local fire departments.
- Bannock County will utilize courses sponsored by the Federal and State governments, as well as private organizations to ensure that all first responders are trained to deal with the type and magnitude of hazardous material incidents that could occur within the County.
- Fixed-site hazardous material facilities will:
  - ☐ Assist fire department having authority to develop on-site contingency plans that specify notification and emergency response procedures and responsibilities.
  - ☐ Provide technical support to local response agencies.
  - ☐ Provide planning support to the Bannock County LEPC.
  - ☐ Provide liaison to the Bannock County EOC.

- ☐ Provide a representative to the incident command post.
  - ☐ Initiate notification to the County 911 Dispatch Center and/or the City of Pocatello Dispatch Center, the LEPC and State EMC Communications Center (1-800-632-8000).
  - ☐ Provide written follow-up in accordance with section 304(c) of SARA Title III.
  - ☐ The Local Emergency Response Authority (LERA), in the unincorporated areas of Bannock County, is the Bannock County Sheriff. The LERA, in the incorporated cities, is the City Fire Chief. Initial response, to include lifesaving and hazard mitigation, will be made by the local first responders. If needed, State and Federal experts will be called upon to assist in accordance with the Idaho Hazardous Materials Incident Command and Response Support Plan.
- The Department of Environmental Quality (DEQ) will oversee cleanup of hazardous waste, substances, and materials. DEQ will also contact the responsible party to initiate clean up and work with the County to recoup costs from the shipper or spiller.

**Planning Assumptions:**

- It must be assumed that hazardous materials are a factor in every emergency response situation.
- The amount of time available to determine the scope and magnitude of the incident impacts protective actions recommendations.
- Hazardous materials entering the sewage system may require the shutdown of treatment plants.
- A serious hazardous materials incident could exceed the response capabilities of the County.
- In the event of a serious hazardous materials incident, many residents in the “risk area” will evacuate spontaneously without official order or recommendation.
- Depending upon the seriousness of the incident, responses to protect the public could include sheltering in place, evacuation, and notification of contaminated water supplies.
- Hazardous material incident response operations within the County may involve City and County law enforcement organizations, City and rural fire units, the Southeast Idaho Regional Hazardous Materials Response Team, as well as the entire EOC staff and annex coordinators.
- The Portneuf Medical Center has the capability to treat victims exposed to hazardous materials.
- ISP has four Hazardous Materials Specialists and four Commercial Vehicle Safety Specialists who have hazardous materials training and response equipment. These Officers frequently work with the Regional Hazardous Materials Response Teams. They will respond anywhere that are requested in the State.
- In the event of an act of terrorism is suspected the 101<sup>st</sup> Civil Support Team would be able to respond if needed.
- Bannock County Emergency Services Coordinator will conduct and maintain a hazardous vulnerability analysis to include:

- ☐ Identification of fixed-site facilities.
- ☐ Identification of transportation routes.
- ☐ Identification of critical lifeline facilities that would be at risk as a result of a hazardous material incident.
- ☐ Identification of populations at risk from fixed-sites and transportation incidents.

## Concept of Operations/Responsibilities

### General:

- The Fire and Rescue Core Team Leader is the primary coordinator ESF 10.
- The Incident Commander will be the ranking emergency response official from the Jurisdiction Having Authority at the scene.
- The Incident Commander will coordinate all hazardous material incidents with State agencies, i.e., Department of Environmental Quality (DEQ), and the Bureau of Homeland Security (IBHS) through the State EMS Communications Center (1-800-632-8000). At this time incidents will be classified as Regulatory, Level I, II, or III. The classification will usually be made jointly by representatives from DEQ, the Incident Commander and/or the Local Emergency Response Authority and possibly a member of the Southeast Idaho Regional Hazardous Materials Response Team, based upon the threat posed by the incident and the ability of the local agencies to successfully deal with the situation. The initial “classification” discussion will most likely take place on a telephone bridge initiated by the Incident Commander and facilitated by the State EMS Communication Center (1-800-632-8000).
- An assigned radio talk group or channel will be assigned by dispatch for use during emergencies. This will allow the Incident Commander a dedicated frequency direct to the EOC. Additionally, all municipal and district Fire Departments and the Bannock County Emergency Services Office have permission from the Bureau of Homeland Security to operate on frequency 453.275 MHz, which is a State controlled on-scene command and coordination frequency.
- The Fire and Rescue Core Team will coordinate the utilization of appropriately trained and equipped personnel from Bannock County as well as State and Federal agencies.
- The Communications Core Team Leader, as described in ESF 15 Public Information will ensure coordination of public information between the EOC Public Information Officer and the Incident Commander.
- In case of an emergency condition at one of the fixed sites, attempts will be made to coordinate release of information between EOC Public Information and the facility public relations representative.

### Organization:

- The Incident Commander will be the Jurisdiction Having Authority’s senior officer on scene and will direct all immediate response efforts at the scene according to their department directives.
- The Board of County Commissioners will request the Fire and Rescue Core Team Leader coordinate support to the Incident Commander as described in ESF 10.

- The Idaho State Police will respond to all hazardous materials transportation incidents anywhere in the State they are requested to do so. If requested by the Incident Commander, the Southeast Idaho Regional Hazardous Materials Response Team will respond to incidents at any location.
- The Department of Environmental Quality (DEQ) as well as the Southeast Idaho Regional Hazardous Materials Response Team, the Idaho State Hazardous Materials Specialists, the Idaho Bureau of Homeland Security and private industry emergency response personnel will assist local jurisdictions to deal with hazardous materials emergencies.

**Response Actions:**

- The Board of County Commissioners will:
  - ☐ Request the Emergency Services Coordinator to report to the EOC when notified of an emergency situation.
  - ☐ Declare a disaster when appropriate.
  - ☐ Authorize activation of public warning systems by the Communications Core Team Leader as described in ESF 2 Communications and Warning,
  - ☐ Request evacuation coordination by the Fire and Rescue Core Team Leader of threatened areas,
  - ☐ Request the Health Services Core Team Leader to coordinate mass care as described in ESF 6
  - ☐ Request the Logistics Core Team Leader to coordinate logistics support as described in ESF 7 Resource Support and to incur expenditures as necessary.
- The Communications Core Team Leader will coordinate the ESF 2 Communications and Warning and ESF 15 Public Information to warn the public of actual or potential threats.
- The Fire and Rescue Core Team Leader, or a designated alternate, will report to the EOC upon its activation.
  - ☐ Obtain estimates of the area that may be affected.
  - ☐ Ensure that all essential operations are activated.
  - ☐ Determine whether to recommend a shelter in place strategy, or evacuation in coordination with on-scene authorities. See Attachment 1.
  - ☐ Coordinate evacuation with the executive authorities.
  - ☐ Coordinate, via the State EMS Communications Center (1-800-632-8000), with Federal, State, County, City, and industry responders, to request additional support if needed.
  - ☐ Contact the National Weather Service 1-208-233-0834 for wind direction and other weather information.
  - ☐ Notify nearby municipalities and counties that could be affected by a vapor cloud or liquid plume in the water supply.
- The Public Security Core Team Leader will coordinate security as described in ESF 13 Public Safety and Security will provide support requested by the Incident Commander and to the EOC.

- The Health Services Core Team Leader will coordinate emergency medical services (EMS) will provide support as requested by the Incident Commander and the EOC.
- Industry Emergency Response Services will:
  - ☐ Assist in determining if a hazardous chemical, petroleum product, or radioactive material is involved.
  - ☐ Provide information on chemicals manufactured or used at local plants.
  - ☐ Coordinate clean-up activities with DEQ.
- The Bannock County Emergency Services Coordinator will:
  - ☐ With County or local GIS assistance maintain situation map, post and update pertinent information on status boards and maps, and update plume projections as appropriate.
  - ☐ If appropriate, request the Communications Core Team Leader, as ESF 2 Communications, to release prepared messages designated for broadcast over the EAS.
- The Civil Services Core Team Leader will coordinate support as described in ESF 3 Public Works and Engineering, to protect the water supply and sewage treatment systems.
  - ☐ If there is a threat to the drinking water supply, notify the public and private system operators.
  - ☐ Coordinate the reentry of the evacuated population with the EOC Staff and executive authorities.

## **Attachments**

Hazardous Material Public Protection Decision Checklist

Hazardous Material Incident Report Form

# Hazmat Public Protection Decision Checklist

## BASIC FACTORS

1. Date: \_\_\_\_\_
2. Time: \_\_\_\_\_
3. Location: \_\_\_\_\_
4. Chemical Name: \_\_\_\_\_
5. Facility Classification: ☐ Minor Incident  
☐ Alert  
☐ Site Area Emergency  
☐ Community Emergency
6. Facility Protective Action Recommendation:  
☐ In-place Protection  
☐ Evacuation  
☐ Non Necessary  
☐ Non Given

## CHEMICAL FACTORS

7. Physical State: ☐ Gas  
☐ Liquid  
☐ Solid  
☐ Dust
8. Odor: ☐ Yes  
☐ No
9. Color: ☐ Yes  
☐ No
10. Visible: ☐ Yes  
☐ No
11. Vapors: ☐ Rise  
☐ Ground
12. Water Soluble: ☐ Yes  
☐ No
13. Flotation: ☐ Floats  
☐ Sinks

14. Flammable: ☐ Yes  
☐ No
15. Explosive: ☐ Yes  
☐ No
16. Reactivity: ☐ With Air  
☐ With Water  
☐ Other Materials
17. Combustion Toxic: ☐ Yes  
☐ No
18. Hazard: ☐ Highly Toxic  
☐ Toxic  
☐ Irritant  
☐ Acute/Chronic  
☐ Lungs  
☐ Eyes/Skin  
☐ Ingestion
19. Release: ☐ Continuous  
☐ Puff  
☐ Liquid Pool  
☐ Vapor  
☐ Dust  
☐ Elevated  
☐ Ground Hugging
20. Cause: ☐ Valve Failure  
☐ Tank Puncture  
☐ Seal Rupture  
☐ Pipeline Break  
☐ Other/unknown
21. Condition: ☐ Contained  
☐ Contained, Potential Release  
☐ Uncontained and Controlled  
☐ Uncontrolled

**WEATHER FACTORS**

22. Wind Speed: ☐ 0-3  
☐ 4-12  
☐ 13-25  
☐ 26-50  
☐ 50+
23. Direction From: ☐ N  
☐ NE

- ☐ E
- ☐ SE
- ☐ S
- ☐ SW
- ☐ W
- ☐ NW
- ☐ Variable

- 24. Temperature:**
- ☐ 32 or below
  - ☐ 33-60
  - ☐ 61-80
  - ☐ 81-95
  - ☐ 95+

- 25. Humidity:**
- ☐ High
  - ☐ Med.
  - ☐ Low

- 26. Moisture:**
- ☐ Rain
  - ☐ Snow
  - ☐ Fog
  - ☐ None

- 27. Visibility:**
- ☐ Daytime Sunlit
  - ☐ Daytime Cloudy/Hazy
  - ☐ Nighttime Moonlit
  - ☐ Nighttime Cloudy/Hazy

#### **AREA FACTORS (1-2 MI. RADIUS)**

- 28. Development:**
- ☐ Urban
  - ☐ Suburban
  - ☐ Rural

- 29. Land Use:**
- ☐ Residential
  - ☐ Commercial
  - ☐ Industrial
  - ☐ Agriculture

- 30. Specific Types:**
- ☐ Houses
  - ☐ Schools
  - ☐ Hospitals
  - ☐ Health Care Facilities
  - ☐ Correctional Facilities
  - ☐ Offices
  - ☐ Retail Stores
  - ☐ Shopping Malls
  - ☐ Industrial Plants
  - ☐ Government Buildings
  - ☐ Churches
  - ☐ Parks/Playgrounds



- ☐ Marinas
- ☐ Arenas/Stadiums

**31. Special Populations:**

- ☐ Mentally Handicapped
- ☐ Mobility Impaired
- ☐ Hearing Impaired
- ☐ Visually impaired
- ☐ Elderly
- ☐ Tourists
- ☐ Non-English Speaking
- ☐ Retirement Communities
- ☐ Resorts
- ☐ No automobile in Household

**32. Terrain:**

- ☐ Uphill
- ☐ Downhill
- ☐ Level
- ☐ Trees/Foliage
- ☐ No Trees/No Foliage
- ☐ Open Unobstructed

**PROTECTION FACTORS****33. In-place Protection****Yes No**

- ☐ ☐ Can public accept?
- ☐ ☐ Can use for short term protection?
- ☐ ☐ Can use for long term protection?
- ☐ ☐ Can accomplish quickly?
- ☐ ☐ Can provide for those without indoor structures available (marinas, parks, sport events, etc.)?
- ☐ ☐ Can turn off heating/air conditioning?
- ☐ ☐ Are fumes non-flammable or non-explosive indoors?
- ☐ ☐ Can provide public warning/clear instructions?

**34. Evacuation**

- ☐ ☐ Can use evacuation routes?
- ☐ ☐ Can set up traffic?
- ☐ ☐ Can secure evacuated area?
- ☐ ☐ Can establish public shelters?
- ☐ ☐ Can transport those without?
- ☐ ☐ Can close businesses?
- ☐ ☐ Can evacuate without harmful exposure?
- ☐ ☐ Can provide for transients (park, marinas)?
- ☐ ☐ Can provide clear public warning/clear instructions?
- ☐ ☐ Can handle liability and insurance issues?

**35. Time Estimates:**

Unprotected Exposure \_\_\_\_\_hrs

In-place Protection \_\_\_\_\_hrs

Evacuation\_\_\_\_\_ hrs

**DECISION****36.** ☐ In-place**37.** ☐ Evacuation**38.** ☐ Combination**39.** ☐ No Action

**PUBLIC PROTECTION DECISION MAKER CHECKLIST  
EXPLANATORY COMMENTS**

- |          |   |
|----------|---|
| Item 1-2 | Self-explanatory  |
| Item 3   | Facility name and address.  |
| Item 4   | PRINT accurately and completely the chemical name.  |
| Item 5   | Check off the classification assigned to the incident by the facility (this should be included in the emergency notification).  |
| Item 6   | Check off the public protection action suggested by the facility, if any. (This should be included in the emergency notification).  |
| Item 7   | The primary concern is airborne dispersion in concentration that could cause health effects of death. Gases typically become airborne more readily than liquids. Liquids and molten solids become airborne by evaporation. The surface area (pool size) of the spill, surface temperature, vapor pressure, and wind speed are major factors that affect the rate of evaporation. A higher vapor pressure, a larger surface area (pool size), a greater wind speed, or a higher temperature than ambient will provide a faster evaporation. Molten solids will volatilize and those in a solid state may not. Solids as powders or dust may only become airborne if propelled in the air by force, such as an explosion. |
| Item 8   | The existence of odor makes it easier to detect a presence of the chemical to emergency responders as well as the public. This will increase the perceived presence of danger. However, some chemicals (such as hydrogen sulfide) have a detectable odor (like rotten eggs) at a low ppm, but numb the sense of smell at higher lethal levels.  |
| Item 9   | The existence of color makes it easier to detect the presence of the chemical to emergency workers, as well as the public, as they will be able to see its location and extent.   |
| Item 10  | Visibility is affected by time of day, weather conditions, the existence of color. a chemical may not be visible if it is colorless, or one with color may not be visible at night. A chemical may also be masked by fog or snow if it is a similar whitish color. Perception of danger is reduced when invisible.  |
| Item 11  | Vapors that rise may be dispersed faster by winds, or if little or no wind may rise straight up and be a minimum problem to surrounding areas. Also, vapors rising straight up due to no surface wind could encounter above ground down winds and drop the vapors to areas beyond those immediately adjacent. Vapors that stay at ground level may settle into low-lying areas, into lakes and rivers, and into basements and stay for longer periods.  |
| Item 12  | Chemicals that are water-soluble may be absorbed by any water or moisture present on trees and foliage, lakes and streams in the plume, or by firefighting spray. However, they may also be absorbed by moisture present in human respiratory system, eyes, nasal passages, and skin.   |
| Item 13  | A chemical that floats atop a water area may be dammed up and absorbed. However, floating pools of chemicals on water may facilitate evaporation and may float downwind if blown by winds.  |

- Item 14 Flammable chemicals present a threat of fire if ignited and when burning may produce toxic airborne fumes and pollutant particles that may travel downwind.
- Item 15 Explosive chemicals present a threat of explosion if detonated which may provide instantaneous dispersion of toxic airborne fumes and pollutant particles.
- Item 16 Some substances generate heat when mixed with water. some strong acids may evolve into large amounts of fumes when in contact with water or moisture. This may consist of fine droplets of acid in air and acid vapors. Such fumes are usually highly irritating, corrosive, and heavier than air. Strong oxidizing or reducing agents are able to decompose organic materials and react with a variety of inorganic materials to generate heat, flammable gases, and possible toxic gases. Heat generated could be sufficient to ignite combustible materials or flammable gases resulting in fire or explosion. The combination of various chemicals may produce new chemicals quite different and more severe than the original materials.
- Item 17 Many substances become highly toxic when burned and some may form even more toxic materials when in combination with heat and water (if present from fire spray or otherwise).
- Item 18 Self-explanatory
- Item 19 Gases escaping under pressure from a tank or cylinder form a cloud or plume. A rapid release through pressure relief valves, punctures, or broken pipes may take several seconds to several minutes. On the other hand, a flow from a spill or leak at fittings, or tears or large punctures may take minutes to days. Liquids may flow along the ground as a stream while simultaneously vaporizing and being absorbed into the ground or other materials. A puff may occur with a release over a short period of time. A release that is elevated will mix with air and tend to disperse more quickly.
- Item 20 The cause may provide an indication of the potential for control and reduction of release duration and amounts. A valve failure may be easier to handle than a puncture, split, or crack in a tank.
- Item 21 A release that is contained is less of a problem, unless the containment is breached. On the other hand, a contained incident may not be an immediate problem, but has potential for release if corrective actions are not able to be accomplished in time or fail. Some incidents may be controlled, but uncontained. In such cases, the situation may be continuous, but may not get any worse. Others may be completely out-of-hand and out-of-control and maximum release of all contents will occur over a period of time.
- Item 22 Higher wind speeds will disperse gases quicker than low speeds. However, they will also result in higher concentration further downwind in a narrower band than lower speeds. Higher speed winds will also increase contaminated air infiltration into homes and buildings. Lower speed winds result in reduced dispersion and tend to spread contaminated air in multi-directions. Gusty winds are more unpredictable for dispersion than steady winds as wind eddies from hills, trees, and buildings may be in several different directions in adjacent areas.
- Item 23 Self-explanatory

- Item 24 Higher temperatures increase evaporation of liquids and expansion of gases. Most liquids become less active in temperatures below freezing.
- Item 25 High humidity increases air absorption of water-soluble chemicals. Also, high humidity conditions may be associated with stagnant air conditions and air inversions.
- Item 26 Rain or snow occurring will tend to purge the atmosphere of contamination. Heavy rain will drop contaminants in heavier concentrations and closer to the origin which could result in greater exposure close-in.
- Item 27 The amount of visibility has an influence on the ease or difficulty of accomplishing emergency response activities and public protection actions. These can be much more difficult to accomplish particularly at night and under low light conditions.
- Item 28 Urban and suburban areas will be more populated than rural areas. Even though rural areas may have less population to take protective actions, it may be much more difficult to warn them and monitor protective actions due to the scattered, widely spaced locations of homes and buildings.
- Item 29 Predominantly residential areas will be more populated at night, than between 7:00 AM - 6:00 PM. During these normal working hours, 2 out of every 3 residents (67%) will be at work, school, shopping, and at recreational activities (many of which will be out of the immediate area.) During these same hours, commercial, industrial, and school areas represent locations of highly concentrated populations.
- Item 30 Some affected areas, if large enough, may include many, if not all, of these types of facilities. Each may present different and unique methods of warning and evacuation/in-place protection needs. Tourists and recreational populations may be on boats, at marinas, in parks and campgrounds, and otherwise out-of-touch with radio, TV, and telephone communications.
- Item 31 Special populations, particularly the mobility impaired, may require transportation if an evacuation is to be conducted. Also, many special populations do not drive and do not have a private vehicle available and are usually solely dependent on public transportation.
- Item 32 The type of terrain will affect dispersal of airborne chemicals. Heavier than air contaminants will stay closer to the ground and flow downhill and settle in low lying areas. The reverse is true for lighter than air chemicals. Trees and foliage will serve as obstructions to dispersal and may even absorb some substances on leaves and branches. Buildings and structures in built up areas will also tend to obstruct dispersion and will result in some absorption through infiltration into the insides of buildings.
- Item 33-34 Self-explanatory
- Item 35 Develop general time estimates based on a review of all the above factors. Use best judgements and do not spend too much time. The time estimates for unprotected exposure should consider the amount and rate of release, the chemical and weather factors, and the travel distance to the potentially affected populations. The time estimates for both in-place protection and evacuation should be an addition of the warning time, preparation time, and the travel/movement time.

- Item 36-39      Based on a comparison of the time estimates and an overall review of the factors, SELECT an appropriate decision for public protection. IMPLEMENT this decision and file this worksheet for reference.

# Hazardous Materials Incident Report Form

INCIDENT # \_\_\_\_\_

## PART 1: INCIDENT INFORMATION -- DISPATCH COPY

### A. GENERAL (fill out in all cases)

1. Date of Call \_\_\_\_\_ Time of Call \_\_\_\_\_
2. Reporting Party \_\_\_\_\_ Callback Phone # \_\_\_\_\_
3. Incident Location \_\_\_\_\_
4. Situation Summary \_\_\_\_\_
5. Immediate Hazard: Major \_\_\_ Minor \_\_\_ Possible \_\_\_ None \_\_\_ Unknown \_\_\_\_\_

### B. MATERIAL IDENTIFICATION (fill out those which apply)

6. Chemical Name \_\_\_\_\_ Placard \_\_\_\_\_
7. ID #s: UN/NA \_\_\_\_\_ STCC \_\_\_\_\_ CAS \_\_\_\_\_ Other \_\_\_\_\_
8. NFPA 704: Health \_\_\_\_\_ Flammability \_\_\_\_\_ Reactivity \_\_\_\_\_ Info \_\_\_\_\_
9. Container Description (size, type, colors, markings, numbers) \_\_\_\_\_
10. Shipping Papers (location) \_\_\_\_\_ Product Color/Odor \_\_\_\_\_
11. Shipper/Manufacturer \_\_\_\_\_ Phone # \_\_\_\_\_

### C. SITE DETAILS (fill in as available)

12. Weather (wind, rain, temp., forecast, etc.) \_\_\_\_\_
13. Spill Status: None \_\_\_ Possible \_\_\_ Amount \_\_\_\_\_ Flow Rate \_\_\_\_\_
14. Medium in which release occurred: Air \_\_\_ Ground \_\_\_ Water \_\_\_ Drainage \_\_\_ Sewers \_\_\_\_\_
15. Exposures (occupancies, streets) \_\_\_\_\_
16. Safest Approach \_\_\_\_\_
17. Fire Service Response \_\_\_\_\_
18. Assistance Needed: Mutual Aid \_\_\_ Police \_\_\_ Health \_\_\_ Street Maintenance \_\_\_ Public Works \_\_\_\_\_ DOE \_\_\_ E \_\_\_\_\_
19. Verification of Notification from Dispatcher? \_\_\_\_\_

## PART 2: NOTIFICATION (\*means all incidents -- others if necessary)

		Date/Time	Person Notified
*	20. Appropriate Fire Department	_____	_____
	21. Appropriate Law Enforcement	_____	_____
	22. County Fire Services Coordinator	_____	_____
	23. Health Department	_____	_____
	24. County Emergency Management	_____	_____
*	25. IBHS (1-208-422-3040)	_____	_____
	26. Other _____	_____	_____

REPORT FORM COMPLETED BY \_\_\_\_\_ TIME \_\_\_\_\_

# Hazardous Materials Incident Report Form

INCIDENT # \_\_\_\_\_

**PART 1: INCIDENT INFORMATION -- FIELD OFFICER COPY****A. GENERAL** (fill out in all cases)

1. Date of Call \_\_\_\_\_ Time of Call \_\_\_\_\_
2. Reporting Party \_\_\_\_\_ Callback Phone # \_\_\_\_\_
3. Incident Location \_\_\_\_\_
4. Situation Summary \_\_\_\_\_
5. Immediate Hazard: Major \_\_\_ Minor \_\_\_ Possible \_\_\_ None \_\_\_ Unknown \_\_\_\_\_

**B. MATERIAL IDENTIFICATION** (fill out those which apply)

6. Chemical Name \_\_\_\_\_ Placard \_\_\_\_\_
7. ID #: UN/NA \_\_\_\_\_ STCC \_\_\_\_\_ CAS \_\_\_\_\_ Other \_\_\_\_\_
8. NFPA 704: Health \_\_\_\_\_ Flammability \_\_\_\_\_ Reactivity \_\_\_\_\_ Info \_\_\_\_\_
9. Container Description (size, type, colors, markings, numbers) \_\_\_\_\_
10. Shipping Papers (location) \_\_\_\_\_ Product Color/Odor \_\_\_\_\_
11. Shipper/Manufacturer \_\_\_\_\_ Phone # \_\_\_\_\_

**C. SITE DETAILS** (fill in as available)

12. Weather (wind, rain, temp., forecast, etc.) \_\_\_\_\_
13. Spill Status: None \_\_\_ Possible \_\_\_ Amount \_\_\_\_\_ Flow Rate \_\_\_\_\_
14. Medium in which release occurred: Air \_\_\_ Ground \_\_\_ Water \_\_\_ Drainage \_\_\_ Sewers \_\_\_\_\_
15. Exposures (occupancies, streets) \_\_\_\_\_
16. Safest Approach \_\_\_\_\_
17. Fire Service Response \_\_\_\_\_
18. Assistance Needed: Mutual Aid \_\_\_ Police \_\_\_ Health \_\_\_ Street Maintenance \_\_\_ Public Works \_\_\_  
DOE \_\_\_ EPA \_\_\_ USCG \_\_\_ ChemTrec \_\_\_ Private Industry \_\_\_ Clean-up Contractor  
Other \_\_\_\_\_
19. Verification of Notification from Dispatcher? \_\_\_\_\_

**PART 2: NOTIFICATION** (Field Officer -- relay above information to dispatch center.)



# Evacuations

## Purpose

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

## Assumptions

- 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.
- Some people will refuse to evacuate no matter what the threat. Evacuation will be primarily in family groups using private vehicles.
- Public transportation will also be required.
- Evacuation in emergency situations that occur with little or no warning will be implemented on an as needed basis. The individual responsible for implementing evacuation in this situation is the incident commander at the scene of the emergency, with support arranged through the EOC as necessary.
- The nature of the threat, the time available, adequacy of in place sheltering, the possibility of escalation, and the number of people affected will be considered when deciding if evacuation should be ordered. (See Attachments 1-4)
- Evacuation notices and recommended protective actions will be broadcast over the EAS, as well as local radio and TV stations. Depending upon the situation door to door notification and or announcements via public address systems on law enforcement/fire department vehicles may be made
- Security of evacuated areas will be provided by local law enforcement and in situations where local resources are exceeded; National Guard forces may be requested.

## Policies

- Orders to evacuate unincorporated areas of the County will be made by the County Sheriff. Mayors will issue evacuation orders for their respective cities.
- In an emergency situation, with little or no warning, authority to order an evacuation to save lives and protect property rests with the incident commander.
- Schools, nursing homes, hospitals, jails, and other institutions are responsible for evacuation of their populations.
- Emergency highway regulations will be put into effect in time of National or State declared disasters, by a team composed of personnel from the Idaho Transportation Department, Idaho State Police, and local government and law enforcement officials. The State Emergency Highway Traffic Regulation Center will have overall supervision of the emergency highway traffic regulations.
- The decision to allow the evacuated population to return will be made by County Sheriff.

## Organization and Responsibilities

- The County Sheriff as the Emergency Management Director will:
  - ❑ Issue evacuation orders when appropriate.
  - ❑ Determine the County's policy for dealing with people that do not comply with evacuation instructions.
  - ❑ Authorize return to evacuated areas when appropriate.
- The Bannock County Emergency Services Coordinator will:
  - ❑ Activate the EOC including necessary Core Teams.
  - ❑ Coordinate County assistance requirements with the Bureau of Homeland Security (IBHS).
  - ❑ Develop and maintain, with local and County GIS departments a County situation map showing damaged or destroyed highways and evacuation routes.
- Fire and Rescue Core Team Leader will:
  - ❑ When notified report to the EOC.
  - ❑ Review current information about the emergency situation and make recommendations on the appropriate evacuation options to implement.
  - ❑ Determine if the incident commander has already evacuated any area; if so, identify perimeters and verify extent of evacuation and need for security.
  - ❑ In support of evacuation.
    - Estimate traffic capacity of each designated evacuation route.
    - Select evacuation routes from risk area to designated mass care facilities.
    - Examine access to evacuation routes from each part of the risk area.
    - Prepare the evacuation movement control plan.
    - Coordinate with law enforcement officials in the field.
  - ❑ Identify assembly areas for pickup of people that require transportation.
  - ❑ Coordinate with the Health Services Core Team Leader, as described in ESF 11 for animal care to evacuate animals at risk during catastrophic emergency situations.
  - ❑ Coordinate with School Superintendents to:
    - Evacuate students from school buildings when necessary.
    - Close school facilities and release students from school when directed by appropriate authority.
    - Coordinate, when needed, the use of school buses and drivers to support the overall evacuation effort.
- Civil Services Core Team will:
  - ❑ Provide traffic control during evacuation operations. Operational considerations include:
    - Route assignment and departure scheduling.

- Road capacity expansion.
  - Entry control for outbound routes.
  - Perimeter control for inbound routes.
  - Verify the structural safety of routes (roads, bridges, etc.) that will be used to evacuate people.
  - During State or National emergencies, coordinate County and State highway use with Idaho Transportation Department District #5. Traffic flow, including dealing with breakdowns.
- The Public Security Core Team will:
  - Assist in the evacuation of the risk area, as necessary.
  - Protect property in the evacuated area.
  - Limit access to the evacuated area.
  - Inform the EOC of progress or problems relative to the evacuation.
- Communications Core Team will:
  - Disseminate information to the public to include.
    - Identification of areas to be evacuated.
    - Evacuation routes.
    - Departure times.
    - Pick-up points for people requiring transportation assistance.
    - Location of mass care facilities outside of the evacuation area.
  - Keep evacuees and the general public informed on evacuation activities and any actions they should take.
  - Disseminate information on appropriate actions to protect and care for pets and farm animals that are to be evacuated or left behind.
- G. Health Services Core Team will:
  - Activate staff and open mass care facilities outside the evacuation area, when directed to do so by appropriate authority.
  - Keep the EOC informed of conditions at mass care facilities.
  - Coordinate with hospitals, nursing homes, and other health care facilities that are to be evacuated.

## Attachments

Evacuation Pro and Con  
Shelter in Place Pro and Con

## 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 accidental release could be long term or when there is real potential for explosion.

### Con

1. Time Required. May take up to 2 to 4 hours 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 intensive care patients.
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 Exposure. If toxic fumes are present during the evacuation and wind changes speed/direction, evacuees could travel unaware into or through dangerous gases.
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, or where the area evacuated consists of several municipalities.
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. Transients. Those in parks, marinas, campgrounds, and outdoor sporting events may not have suitable shelter available and would have to travel to such.

### 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. 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.

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# **Communications Core Team**

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## ESF 2 Communications and Warning

**Primary Coordinator:** Communications Core Team

**Support Agencies:** County 911 Dispatch Center  
City of Pocatello 911 Dispatch Center  
City of Chubbuck 911 Dispatch Center  
City of Pocatello Police Department  
City of Chubbuck Police Department  
Idaho State Police  
ISU Public Safety  
Bannock County Sheriff's Office  
Bannock County Road & Bridge  
Idaho Transportation Department  
Municipal Public Works Departments  
District Fire Departments  
City of Pocatello Fire Department  
City of Chubbuck Fire Department  
Civil Air Patrol  
Pocatello/Chubbuck School District #25  
Marsh Valley School District #21

### Introduction

#### Purpose:

ESF 2 provides direction and coordination for establishing, maintaining, and augmenting communications and warning systems during emergency response operations.

#### Scope:

Communications are essential for adequate response to, and recovery from, emergency situations. ESF 2 describes the communications and warning systems that are available locally for the uninterrupted flow of information during the response and recovery phase of a disaster.

#### Policies:

The Communications Core Team Leader, in implementing ESF 2, will:

- Acquire, organize, coordinate, and deploy communications equipment, personnel, and resources to reestablish, and/or restore, communications/telecommunications capabilities following a disaster impact. Critical facilities shall be given priority service.
- Identify communications facilities, equipment, and personnel located in and outside the affected area(s) that could be made available to support recovery efforts.
- Identify actual and planned actions of local communications/telecommunications companies and providers to restore services.

#### Planning Assumptions:

- The Communications Core Team Leader will coordinate Secondary Agencies to respond based on existing capabilities. Capabilities may change from time to time depending on budget shortfalls.

*Communications:*

- Communications needs during a disaster will exceed normal capabilities.
- Telephone, Cellular, and Internet service may be interrupted or terminated.
- Radio communication assistance may be available through other public agencies.
- Amateur radio operators may be available to support emergency communications throughout the County.
- Geographic and weather conditions can limit communications.
- Radio reception is good throughout the County and can be relied upon for public warning.
- Bannock County also participates in the IDAHO SECURE HF Radio Network
- The Idaho Law Enforcement Teletype (ILETS) and telephone communications are available, but are vulnerable to outages as they depend upon fixed lines.
- The County Emergency Operations Center (EOC) has dedicated telephone lines.
- The telephone, fax, Internet, and County UHF/VHF and 700 MHz radio systems will be primary means of emergency communications.
- During most emergency conditions, tactical radio communications will emanate from the County 911 Dispatch Center and/or the Cities of Pocatello or Chubbuck 911 Dispatch Centers. Dedicated telephone line(s) between the EOC and the Dispatch Centers can be established.
- Radio nets of the Idaho State Police, Idaho Department of Transportation, Department of Fish and Game, U.S. Forest Service and the Bureau of Land Management may be utilized if additional radio systems are needed.
- Cellular telephones may be needed to supplement existing communications resources and free tactical radio frequencies.

*Warning:*

- The County has a Reverse 911 System, operated by the County Dispatch Center, which will allow timely notification of residents in emergency situations.
- The County operated Reverse 911 System is linked to the Graphical Information System (GIS) in the County Dispatch Center. The GIS mapping system can be used to identify notification areas, vulnerable populations, and critical services.
- Dissemination of warnings will be through the most expedient means available, including the County Reverse 911 System, radio, television, sirens, public address systems, and/or fire and law enforcement personnel.
- As necessary, the County 911 Dispatch Center and/or the City 911 Dispatch Centers will notify affected cities, institutions, and resident State and Federal agencies, request all law enforcement agencies and/or fire departments to disseminate warning to their municipality, alert officials to warn their staff, and contact and warn all major employers and schools who may be affected by the emergency.
- The Emergency Alert System (EAS) is activated to provide warning within the County via radio and television channels.

- Additional warning throughout the County and the Cities depends upon a deputy sheriff or municipal law enforcement officer via vehicle siren and public address system.
- Warning for catastrophic, widespread disasters, and national emergencies will be relayed from Idaho State Police Region 6 Dispatch via radio and the Idaho Law Enforcement Telecommunications System (ILETS) to the County 911 Dispatch Center.
- National Weather Service warning will be received by direct telephone link, by the National Oceanic Atmospheric Agency (NOAA) weather radio, by ILETS, television, and/or commercial radio.
- Warnings for hazardous material incidents/accidents, such as oil, chemical, or radiological material spills, when the incident presents a hazard to the public, will be announced on radio/TV, as well as through the EAS.

## Concept of Operations/Responsibilities

### Organization:

- The County Sheriff authorizes use of all County Communication and Warning resources to support emergency response operations and augmentation of the communications network, as required.
- The Communications Core Team Leader coordinates the emergency communications section of the EOC and supervises the personnel assigned to it.
- The EOC will be activated and the Communications Core Team Leader will coordinate communication and warning support and coordination within the EOC including:
  - Altering primary and support personnel/agencies.
  - Establishing and maintaining communications support for the other Core Teams.
  - Coordinate communications and warning activities with Federal and State EOCs.

### Response Actions:

#### *Communications:*

- The County Sheriff will:
  - ☐ Authorize use of all County communication resources to support emergency response operations.
  - ☐ Authorize augmentation of the communications network as required.
  - ☐ Authorize use of County employees to support the EOC communications requirements.
- The Communications Core Team Leader will:
  - ☐ Manage the emergency communications section of the EOC and supervise the personnel assigned to it.
  - ☐ Determine the status of communications systems and brief the EOC staff as needed.
  - ☐ Activate WebEOC
  - ☐ Coordinate activation of communications links between the EOC and mass care shelters, and other emergency operating locations.

- ☐ Ensure the communications section of the EOC has the capability to sustain 24-hour operations if required.
- ☐ Provide portable radios for communications between the IC and the EOC.
- Communications Operators will:
  - ☐ Follow established procedures and radio protocol for voice transmissions and message handling.
  - ☐ Screen and log information using WebEOC.

**Warning:**

- The County Sheriff will:
  - ☐ Specify who has authority to direct activation of the warning procedures to include the EAS.
  - ☐ Authorize EAS activation requests.
- The Communications Core Team Leader will:
  - ☐ Implement steps to alert emergency responders or provide situation updates
  - ☐ With the approval of commissioners/mayors, activate public warning procedures to include the EAS
  - ☐ Activate the County Reverse 911 System
  - ☐ Implement contingency plans to provide warnings if established system fails
  - ☐ Coordinate with ESF 15 Public Information to ensure pertinent warning information is provided to the media
  - Issue cancellation of the warning notice or otherwise ensure emergency responders and the public are aware of the fact that the emergency is terminated

**Attachments:**

Emergency Alert System activation procedures  
Disaster Messages

## Emergency Alert System (EAS) Activation Procedures

To activate the EAS take the following steps.

### Activation Sources

Authorized Officials\* may request activation of the EAS through the Central Activation Center (CAC) located at the State Communication Center (STATECOM) in Meridian Idaho at (208) 846-7610 or 1-800-632-8000. EAS message text may be faxed to the CAC at (208) 846-7620.

If unable to contact CAC, EAS activation may be requested through:

The Idaho State Police (ISP) District 3 Dispatch Center in Meridian, ID 1-208-846-7500 or the local emergency 736-3060. EAS message text may be faxed to the ISP at 1- (208) - 846-7520. ISP has a radio and microwave link with State Communications Center. If the links are down they cannot activate EAS at their location.

If unable to contact ISP, EAS activation may be requested through the National Weather Service (NWS) Pocatello Forecast Office at (208) 233-0834 or 1-800-877-1937 x2. EAS message text may be faxed to the NWS at (208) 233-2417.

**NOTE:** The National Weather Service will encode and activate the EAS directly from their facility at the Pocatello Airport.

### EAS activation procedures

Authorized Officials will use the following format when requesting EAS activation:

"This is (name/title) of (organization). I request that the Emergency Alert System be activated for the Eastern Idaho Local Area because of (Give description of emergency)."

***(Note that Authenticator Codes are no longer required.)***

Sample EAS Message forms are located in Attachment 2.

The Authorized Officials, requesting activation and EAS activation personnel, will determine transmission details (i.e., live or recorded, immediate, or delayed, and target zones for broadcasting the EAS message, whether text needs to be faxed). Requesting Officials should include a description of the emergency actions being taken by local government, and instructions to the public. The maximum messages length is limited to two minutes, which is the maximum recording time of EAS equipment.

Maintain contact with the EAS activation personnel until the message is recorded or transmitted.

\* The following are authorized to request activation of the EAS.

- Bannock County Commissioners
- Bannock County Sheriff
- Bannock County Coordinator of Emergency Services
- Bannock County 911 Dispatch Center
- Mayors of Incorporated Cities

## Disaster Messages

The following forms are to be used to prepare messages for Emergency Alert System (EAS) or local media broadcast if the EAS cannot be activated. See Attachment 1 for instructions on EAS contact and activation.

Instructions or prompts to the preparer are capitalized and in parentheses. These instructions/prompts should not be read over the air. Fill out the message completely before contacting State Communications Center or the local media outlet.

### **WARNING MESSAGE**

At **(Time)** \_\_\_\_\_ today, local officials reported an incident involving  
**(Description of the Situation)**

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The incident is occurring/has occurred at **(Location)** \_\_\_\_\_

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As a precautionary measure, all persons near this location should be prepared to take protective actions if recommended in the near future.

**(If This Is a Hazardous Chemical Incident Include the Following)**

Stay indoors, close all windows, doors, and vents, and stay tuned for further information.

"The preceding has been an announcement by the **(Agency)** \_\_\_\_\_

---

Stay tuned to this station for updates."

**SHELTER IN PLACE MESSAGE**

At **(Time)** \_\_\_\_\_ today, local officials reported a potentially serious condition involving (description of situation)

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---

The incident is occurring/has occurred at **(Location)** \_\_\_\_\_

---

All persons in **(Distance)** radius of **(Name Area or Location)**

---

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are advised to take the following protective actions:

- Go indoors and stay there until further notice.
- Bring pets inside.
- Close and lock all outside doors and windows.
- Turn off heating systems.
- Close or shut off any opening that might bring air in from the outside, such as any air conditioner, range fan, bathroom vent, clothes dryer, or fireplace damper.
- Use tape and paper, or aluminum foil, to seal any openings to the outside.
- Building superintendents should set all ventilation systems to 100 percent recirculation. If this is not possible, ventilation systems should be turned off.
- If you are in a vehicle in this/these area(s), close your windows, vents, and turn off your heater or air conditioner. Continue to your destination in an orderly fashion.
- Do not telephone government officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.

"The preceding has been an announcement by the **(Agency)** \_\_\_\_\_

---

Stay tuned to this station for updates."

**PREPARE TO EVACUATE MESSAGE**

At **(Time)** \_\_\_\_\_ today, local officials reported a potentially serious condition involving **(Description of Situation)**

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---

The incident is occurring/has occurred at **(Location)**

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---

---

All persons in **(Distance)** radius of **(Name Area or Location)** \_\_\_\_\_

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should stay indoors and prepare to evacuate.

If you are in your home, gather all necessary medications, clothing, and supplies.

**YOU DO NOT NEED TO EVACUATE AT THIS TIME**, but stay tuned for further instructions.

"The preceding has been an announcement by the **(Agency)** \_\_\_\_\_

---

Stay tuned to this station for updates."



**EVACUATION MESSAGE**

At **(Time)** \_\_\_\_\_ today, local officials reported an incident involving **(Description of Danger)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The incident is occurring/has occurred at **(Location and Time)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

"We are advising people **(Distance)** radius of **(Name Area or Location)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

to evacuate the area in an orderly manner.

Use **(Street Names)** \_\_\_\_\_ to the North, \_\_\_\_\_ to the East,  
\_\_\_\_\_ to the West, and \_\_\_\_\_ to the South as evacuation routes.

If you need transportation assemble at **(Name of Pick-Up Points)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

If you need special help call \_\_\_\_\_. Do not call 911 for assistance or information.

Public shelters will be set up at \_\_\_\_\_  
and \_\_\_\_\_.

"We are advising people to take the following protective actions:

- Leave as soon as possible.
- Take the following items with you:
  - ☐ special medications or dietary needs,
  - ☐ personal items,
  - ☐ infant's needs.
- If possible, use your own transportation. Help your neighbors, if you have room, take them with you.

- Keep your car windows and vents closed while traveling. Turn off your heater or air conditioner. Drive slowly and carefully obeying traffic laws and officials directing.
- Before leaving your home or business:
  - ☐ Turn off all lights and electrical appliances.
  - ☐ Turn down heating systems (or turn off air conditioners).
  - ☐ Secure your home or business.

"The preceding has been an announcement by (**Agency**) \_\_\_\_\_

---

Stay tuned to this station for updates."

# ESF 15 Public Information

**Primary Coordinator:** Communications Core Team Leader

**Support Agencies:** Municipalities' Designated Spokespersons  
School District Spokespersons  
Corporate Spokespersons

## Introduction

### Purpose:

ESF 15 describes the means, organization, and process by which the County will coordinate the provision of timely, accurate, and useful instructions to area residents during emergencies.

### Scope:

ESF 15 provides for public information activities during an actual or pending emergency and actively solicits information from all ESF's and municipal liaisons to ensure current and complete information is being disseminated.

## Policies

- The Communications Core Team Leader or designee will activate the EOC Public Information Officer and will designate staff to assist in that effort.
- The Communications Core Team Leader, as described in ESF 15 Public Information, will coordinate information concerning specific disasters, their associated threats, and protective actions to the news media and general public and will:
  - ☐ Manage and staff media and emergency public information telephone lines before, during, and after a disaster.
  - ☐ Release public information concerning needed volunteers and donations, re-entry, and other recovery issues.
  - ☐ Ensure media (both print and electronic) are monitored for correct and consistent informational releases.
  - ☐ Coordinate with the State of Idaho Bureau of Homeland Security Public Information Officer information regarding the Declaration of a Countywide Disaster and resources being supplied by the State of Idaho and Federal Agencies.
- A Joint Information Systems approach will be established whereby involved Public Information Officers will cooperatively release information, share media monitoring information, manage rumors, and provide unified messages to the public.
- The Public Information Officer (PIO) will serve as official spokesperson for the County and will coordinate all public information releases with the County Commissioners/Mayors, and assume responsibility for the organization and operation of the Joint Information System including information release approval.
- A continuing flow of emergency information and instructions will be provided to the public and the media through the Joint Information System.
- A rumor control function will operate in the Joint Information System to ensure that accurate information is disseminated immediately and regularly.

- Ongoing public education programs will be provided by County Emergency Services Coordinator, to increase the awareness of those hazards that Bannock County is particularly vulnerable to, and the mitigation, preparedness, response, and recovery activities associated with those hazards.

**Planning Assumptions:**

- A County Joint Information System will be activated.
- Telephone and/or power service may be interrupted, requiring alternate methods of communications.
- There is a need for a single source of reliable information during an emergency for both the public and the media.
- Bannock County has one daily newspaper, the Idaho State Journal
- Bannock County has a website ([www.co.bannock.id.us](http://www.co.bannock.id.us))
- Certain special populations (non-English speaking, hearing/vision impaired, elderly, or ill) will require extraordinary measures for alert/notification.
- In case of a disaster that generates extensive media interest, we will request the Bureau of Homeland Security (IBHS) to activate a Public Information Emergency Response Team to support the County effort.

**Concept of Operations/Responsibilities****General:**

- The Public Information Officer will be in communication with the Emergency Operations Center (EOC) with access to the responsible elected officials, current emergency information, and the media.
- The Public Information Officer will activate the County Joint Information System.
- The Public Information Officer will coordinate with the EOC staff, liaison agencies, local PIOs, and PIOs from the State and Federal government, as necessary.

**Organization:**

- The Communications Core Team Leader or designee will coordinate ESF 15 and accept public information functions delegated by the Board of County Commissioners and the County Sheriff.
- The County Emergency Services Coordinator will coordinate with IBHS if a Public Information Emergency Response Team is needed.
- All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Highway Districts, School Districts, and corporate public information officers that are directly involved in emergency operations, will support the Joint Information System by providing staff to support emergency information activities, as requested by the PIO.

**Response Actions:**

- ☐ The Communications Core Team Leader will:
  - ☐ Delegate Emergency Public Information to the County PIO as outlined in ESF 15
- ☐ The Public Information Officer will:

- ☐ Report to the EOC and manage all aspects of Public Information on behalf of the County.
- ☐ Assume public information functions Activate the Joint Information Center/System.
- ☐ Ensure timely preparation and dissemination of emergency information.
- ☐ Schedule news conferences, interviews, and other media access.
- ☐ Coordinate rumor control activity.
- ☐ When necessary, obtain media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donation policies, and other donations-related matters.
- ☐ Assign print and broadcast monitors to review all media reports for accuracy.
- ☐ Maintain a chronological record of disaster events.
- ☐ Coordinate with IBHS if a Public Information Emergency Response Team is needed.

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# **Civil Services Core Team**

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# **ESF 1 Transportation**

**Primary Coordinator: Civil Services Core Team Leader**

**Support Agencies:**     Bannock County Road and Bridge  
                                 Municipal Public Works Departments  
                                 Pocatello School District #25  
                                 Marsh Valley School District #21  
                                 Pocatello Regional Transit  
                                 Pocatello Regional Airport

## **Introduction**

### **Purpose:**

The purpose of ESF 1 is to ensure transportation system availability.

### **Scope:**

ESF 1 Transportation support includes

- Clearing, repair, or expedient construction of damaged emergency access routes necessary for the transportation of rescue personnel and supplies.
- Debris clearance and providing emergency ingress and egress to affected area(s).
- Performance of and assisting with traffic control in the event of evacuation and re-entry.
- Making temporary repairs and/or removing debris that is blocking transportation routes.
- Making temporary repairs to reopen airport and railroad facilities.

## **Policies**

The Civil Services Core Team Leader or his designee will coordinate ESF 1 functions.

### **Planning Assumptions:**

- Roadways may be damaged making it difficult to evacuate areas at risk.
- Evacuation routes may be blocked by various hazards.

## **Concept of Operations/Responsibilities**

### **Organization:**

- The County Emergency Management Director will coordinate all evacuation route repair work the Civil Services Core Team Leader who will coordinate the functions in ESF 1, ESF 3 Public Works and Engineering, and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
- ESF 1 will provide traffic control during evacuee movement to mass care facilities.
- ESF 15 Public Information in coordination with ESF 1 will make public announcements about status of the transportation system.

**Response Actions:**

- ESF 1 will Identifying passable evacuation routes with the assistance of local jurisdictional GIS departments.
  - ❑ Ensure that evacuation routes are passable.
  - ❑ Provide traffic control during evacuee movement
  - ❑ Remove debris and maintain access to evacuation routes.
- ESF 1 will use the following criteria to determine road clearance priorities
  - ❑ Primary consideration will be clearing roads for life safety needs, i.e. enable teams to conduct search and rescue, medical transport, and assess critical facilities.
  - ❑ Second, clearing roadways and debris removal, providing access for outside assistance, including resource staging areas, Disaster Recovery Centers, and so forth.
- ESF 15 Public Information will make public announcements through the media regarding the status of transportation routes and alternate transportation services.

# **ESF 3 Public Works and Engineering**

**Primary Coordinator: Civil Services Core Team Leader**

**Support Agencies:** Bannock County Road & Bridge Department  
Swan Lake Highway District  
Municipal Public Works Departments  
Bannock County Planning & Zoning Department  
Bannock County Engineer  
Municipal Planning and Zoning Department  
City and District Fire Department Building Inspectors

## **Introduction**

### **Purpose:**

The Civil Services Core Team Leader through ESF 3 Public Works and Engineering is responsible for the coordination and provision of technical advice and engineering evaluations, engineering services, emergency contacting, and emergency repair of potable water, wastewater, and solid waste facilities, removal and handling debris, opening and maintaining roadways within Bannock County.

### **Scope:**

ESF 3 Public Works and Engineering coordination includes technical advice, expertise and evaluations, engineering services, emergency contracting, emergency repair of potable water, wastewater, and solid waste facilities. ESF 3 activities include:

- Emergency assessment and restoration of critical public services and facilities.
- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Provide technical assistance and damage assessment.
- Recommend steps to conserve potable water.

## **Policies**

- The County GIS Department will develop maps of the County.

### **Planning Assumptions:**

- Assistance will be needed in clearing debris, performing damage assessments, structural evaluations, emergency repairs to public facilities, and meeting basic human health needs.
- Ground, air, and rail routes must be cleared to allow access to affected areas.
- Conducting preliminary needs and damage assessments of the affected area(s) will be necessary to determine potential workload.
- Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.

## **Concept of Operations/Responsibilities**

**Organization:**

- ESF 3 will direct and coordinate participating agency's resources, conduct damage assessments, orchestrate debris removal, and restore access and infrastructure. Support agencies, will provide, as requested through the EOC, personnel, engineers, equipment, operators, and materials.
- Each municipal public works department is responsible for conducting operations within their jurisdictions to maximum extent possible to include debris clearance and removal, damage assessment, and emergency restoration of critical facilities.
- Bannock County Building Department and municipal counterparts, as appropriate, will identify damaged facilities that may be designated as immediate hazards to public health and safety, alert the public of unsafe facilities, isolate or barricade unsafe buildings, and provide input on the appropriateness of demolition or stabilization of damaged facilities.

**Response Actions:**

- ESF 3 will:
  - ❑ Establish communications with their appropriate field personnel and ensure that they are ready for timely response.
  - ❑ Coordinate with support agencies to establish priorities and develop strategies for the initial response.
  - ❑ Coordinate with support agencies to identify available resources, personnel, and equipment.
  - ❑ Formalize plans for mobilization and deployment based upon established priorities.
  - ❑ Conduct initial damage assessment and communicate findings to the Damage Assessment Coordinator for the following:
    - Critical Structures
    - Water Systems – Culinary and Fire Water - Determine availability of potable and non-potable water supplies, including reclaimed water for firefighting purposes if necessary.
    - Sewer Systems – Waste Water
    - Solid Waste Disposal - Coordinate the debris removal and repair efforts of primary and support agencies, including local governments and public works companies.
  - ❑ Coordinate temporary restoration of critical infrastructure as listed above.
  - ❑ Reassess priorities/strategies concerning the most critical infrastructure needs.
  - ❑ Track resources committed to specific missions for possible redeployment if necessary. Provide updated information to the Coordinator County Emergency Services.
  - ❑ Evaluate and determine the need for outside resources.
  - ❑ Maintain records of all expenditures, labor, equipment usage, material and fuel expenditure, and other expenditures made throughout the event.
  - ❑ Process municipal requests for public works assistance.
  - ❑ Third, return to normalcy.

Recovery Actions

- ESF 3 will:
  - ☐ Review restoration and recovery actions and activities to ensure recovery and restoration strategies remain current.
  - ☐ Evaluate debris removal activities, open roadways, and status of temporary landfills.
  - ☐ Determine resource needs for temporary landfill sites including equipment, manpower, security and traffic control, traffic signage, and temporary office facilities.

***Note:** The site manager and assigned staffing are responsible to define areas for separation of debris. Sorting will be held to a minimum. Each site manager is responsible for documenting and logging activities*

- ☐ Notify Coordinator County Emergency Services and ESF 15 Public Information that the site is open for use so the media can inform the public.

# ESF 12 Energy

**Primary Coordinator: Civil Services Core Team Leader**

**Support Agencies:** Municipal Public Works  
Bannock County Road & Bridge  
Swan Lake Highway District  
Idaho Power  
Rocky Mountain Power  
Intermountain Gas  
Williams Pipeline Pocatello District  
Energy Product Suppliers  
Dig Line, Inc. (811)

## Introduction

### Purpose:

The purpose of ESF 12 is to coordinate the restoration of commercial or provision of emergency energy supplies during a declared disaster in Bannock County.

### Scope:

The Civil Services Core Team Leader through ESF 12 involves coordinating the provision of emergency energy supplies, transporting and delivering fuel, and the provision of emergency power to support immediate response operations as well as restoring power to normalize community functioning. ESF 12 will work closely with local, State, and Federal agencies including energy offices, energy suppliers, and distributors. This includes:

- Assessing energy system damage, energy supply, energy demand, and requirements to restore such systems.
- Assisting local agencies in obtaining fuel for transportation and emergency operations.
- Administering, as needed, statutory authorities for energy priorities and allocations.
- Recommend local actions to conserve fuel.
- Coordinate information with local, State, and Federal officials, and energy suppliers about available energy supply recovery assistance.
- Processing all fuel and power assistance requests received.

## Policies

- During a declared disaster, the Bannock County EOC will work with the independent highway districts, municipal public works departments, and private energy providers to coordinate the restoration of services to respond to the scope of anticipated needs during an energy shortage/outage, i.e. fuel (gasoline, natural gas, propane, etc.), electric generation, and so forth.

### Planning Assumptions:

- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- ESF 12, along with the county road and bridge, independent highway districts, municipal public works departments and private energy suppliers will coordinate efforts to remove debris and

restore power as efficiently as possible during a declared disaster. Private suppliers will restore power and gas service based on their existing response procedures.

- Local resources may be unavailable due to damage, inaccessibility, or insufficient supply(s) following a disaster. Coordination with the State agencies through the Idaho Bureau of Homeland Security Southeast Idaho Area Field Officer will be essential to begin the recovery process and meet emergency energy needs, as well as returning the community to pre-disaster conditions. ESF 12 resources will be used to assist with emergency efforts to provide fuel and power and other resources as necessary. Resource allocation considerations include response, recovery, and return to normalcy.
- Commercial Power Suppliers such as Idaho Power will be responsible for commercial power service restoration within their service areas.
- The natural gas supplier, Intermountain Gas, will be responsible for commercial gas service restoration.
- Other suppliers of energy products, such as diesel fuel, gasoline, and propane will coordinate with ESF 12 to manage the available resources during a declared disaster.
- State or Federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort.

## Concept of Operations

### Organization:

- The Civil Services Core Team Leader through ESF 12 will coordinate provisions of emergency power and all energy restoration and with the assistance of County or local GIS departments will maintain a status map of energy outages.
- ESF 12 and support agencies will coordinate activities to provide sufficient fuel supplies to emergency response organizations, by coordinating the provision of materials, supplies, and personnel for the support of emergency activities being conducted, including activities along evacuation routes and communicating with local utility organizations to coordinate emergency response and recovery needs.
- ESF 12 will coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services to identify emergency shelter electricity status/needs.

### Response Actions:

- ESF 12 will:
  - ☐ Contact electric, gas, telephone, water, and other utilities serving the emergency area to obtain information about damage and/or assistance needed in their areas of operation.
  - ☐ As required, determine local generating capacity, expected peak loads, expected duration of emergency event, explanation of utilities' actions, and recommendations of State and local agency actions in support of the utilities.
  - ☐ Coordinate with support agencies to establish priorities and develop strategies for the initial response.
  - ☐ Monitor the procedures followed by individual utilities during energy generating capacity shortages, to ensure consistent action and communication.

- ☐ Assign ESF 3 Public Works and Engineering and Damage Assessment Teams to the impacted areas, to determine possible affected areas, industries, and resources needed for energy restoration.
- ☐ As requested by ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, coordinate emergency power to relocation shelter(s).
- ☐ Provide information to ESF 15 Public Information regarding generating capacity shortfalls and outages.
- Energy Suppliers will coordinate service restoration with ESF 12.



# Damage Assessment

## Purpose

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

## Assumptions

- An initial damage assessment will be conducted by local personnel.
- Local damage assessment teams will be composed of personnel from the County Building Department, City Building Inspectors, and engineers.
- In the event of a major disaster, trained State and Federal personnel will be available to assist in detailed damage assessments.
- 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 or Federal assistance is required. Damage assessment information will be collected and summarized on Bureau of Homeland Security Damage Assessment Forms (Attachment 2).
- Although initial assessment of damages immediately following a disaster rests with Bannock County, it may be apparent that a request for a presidential declaration is necessary. As such, the County, through the State Bureau of Homeland Security, will request that the Federal Emergency Management Agency (FEMA) dispatch Federal representatives to assist the County in assessing damages to public and private properties.
- In the event agricultural areas are affected, the Commissioners may request through the Governor's office that a County Emergency Board perform a damage assessment.
- Damaged structures within the incorporated areas of Bannock County will be posted in accordance with the International Building Code 2003-Section 115 under the title "Unsafe Structures and Equipment, showing condition of the structure and it's suitability for continued occupation

## Organization and Responsibilities

- Civil Services Core Team will:
  - ❑ Authorize activation of the damage assessment function.
  - ❑ Authorize a request for State and/or Federal assistance in conducting damage assessment if appropriate.
  - ❑ Authorize posting of damaged structures will be done in accordance with the International Building Code 2003-Section 115 under the title "Unsafe Structures and Equipment."
  - ❑ Designate location of disaster debris disposal site.
  - ❑ Review, with the Damage Assessment Coordinator, appropriate local officials and EOC staff, damage assessment reports to determine if outside assistance is necessary.  
  
If assistance is required, coordinate damage assessment reports and needs with Bureau of Homeland Security (IBHS) Field Officer.
  - ❑ Prepare damage assessment reports and plot damaged areas on maps.
  - ❑ Develop and release damage assessment and if appropriate claims information to the public.

- ❑ Coordinate with ESF 3 Public Works and Engineering, highway district representatives to establish priorities for emergency repair to roads, bridges, buildings and debris removal.
- ❑ With the Damage Assessment Coordinator, develop procedures for conducting safety assessments of damaged facilities to include checklists and placards to indicate condition of inspected buildings. (Attachment 3)
- ❑ Coordinate procedures controlling entry into damaged buildings with the Damage Assessment Coordinator and elected officials.
- ❑ Implement a system to handle requests for inspection of damaged facilities. (Attachment 4)
- ❑ Create a database that will manage records of damaged buildings and provide timely reports of buildings' status as repairs are made.
- ❑ Coordinate with adjacent counties to determine how damage in these areas may impact the County.
- ❑ Coordinate with and assists State and/or Federal agencies in conducting Preliminary Damage Assessments.
- ❑ Provide initial and follow-up situation and damage reports to IBHS (Attachment 2).
- The Damage Assessment Coordinator (a member of the Building Department staff) will:
  - ❑ Form damage assessment teams and brief them on the following:
    - Current disaster status.
    - Damage assessment procedures, checklists, forms, etc. (Attachment 2)
    - Assign area of assessment responsibility with priority given to key facilities and infrastructure.
  - ❑ Compile, analyze, and track the data received from damage assessment teams.
  - ❑ Debrief damage assessment teams and provide information to the EOC staff. Ensure the EOC staff is aware of unsafe buildings, roads, bridges, and other facilities.
  - ❑ Provide a detailed account of damage sustained throughout the County by contacting all municipalities, Highway Districts, irrigation districts, and appropriate 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.
- The Civil Services Core Team Leader will report damage to roads, bridges, and public facilities to the EOC and assist with initial damage assessment effort.

**Attachments**

IBHS Damage Assessment Report Forms  
Conducting Building Safety Assessments  
Inspections Requests

## IBHS Damage Assessment Report Forms

This attachment contains Bureau of Homeland Security Damage assessment Report Forms.

<b>Idaho Damage Assessment: Public Damage Jurisdiction Totals</b>					
<b>Jurisdiction:</b>				<b>Date:</b>	
<b>Debris Loss Totals</b>			<b>Protective Measures</b>		
Debris Type	Qty. Cubic Yards	Cost Estimate	Type	Quantity and Unit of Measure	Cost Estimate
Roadways		\$	Sandbagging		\$
Public Property		\$	Barricades		\$
Pvt Property (Health)		\$	Overtime		\$
Stream Clearance		\$			\$
Other		\$			\$
					\$
					\$
					\$
<b>Property / Facility Loss Totals</b>					
Damage Type		Quantity and Unit of Measure		Loss Value	
Road Damage				\$	
Public Buildings Destroyed				\$	
Public Buildings Severely Damaged				\$	
Public Buildings Moderately Damaged				\$	
Public Buildings Affected					

Idaho Damage Assessment: Road Systems Damage						
Page # ____ / ____						
Agency:		Inspector/Team Leader:		Jurisdiction:		Date:
Location (Milepost, Address, GPS Coordinates)	Road Miles Affected Nearest 1/10 mile	Alt. Route Y/N?	# of homes / resident s affected	# of Businesses Affected	Repai r \$	Damage Description
Sheet Total	Amount				Cost in \$	
Summary – Local Resources Committed, Local Capability, Assistance Needed?						

Idaho Damage Assessment: Public Buildings, Facilities, Equipment					
Page # ____ / ____					
Agency:		Inspector / Team Leader:		Jurisdiction:	Date:
Location (Milepost, Address, GPS Coordinates)	Building/ Facility/ Equipment	Insured Y /N	Impact	Repair \$	Damage Description
<b>Sheet Total</b>	<b>Amount</b>			<b>Cost in \$</b>	
<b>Summary – Local Resources Committed, Local Capability, Assistance Needed?</b>					

Idaho Damage Assessment: Debris Removal											
Page # ____ / ____											
Agency:				Inspector / Team Leader:		Jurisdiction:				Date:	
Location (Milepost, Address, GPS Coordinates)	Roadways			Public Property		Private Property (Health Emergency Only)		Stream Clearance		Other	
	Distance Nearest 1/10 mile	Qty. Cubi c Yds.	\$	Qty. Cubi c Yds.	\$	Qty. Cubi c Yds.	\$	Qty. Cubi c Yds.	\$	Qty. Cubi c Yds.	\$
<b>Sheet Total</b>	<b>Amount of Debris in Cubic Yards</b>					<b>Cost in \$</b>					
<b>Summary – Local Resources Committed, Local Capability, Assistance Needed?</b>											

Idaho Damage Assessment: Protective Measures							
Page # ____ / ____							
Agency:			Inspector / Team Leader:		Jurisdiction:		Date:
Location (Milepost, Address, GPS Coordinates)	Sandbagging/ Expedient Flood Works		Barricade s		Overtime		Comments
	Distance Nearest 1/10 mile Yards or Feet	\$	Distance Nearest 1/10 mile Yards or Feet	\$	Extra Hours  Only	\$	
Sheet Total	Amount					Cost in \$	
Summary – Local Resources Committed, Local Capability, Assistance Needed?							



Idaho Damage Assessment: Individual Damage							
Agency:				Inspector / Team Leader:		Jurisdiction:	
						Date:	
Location (Milepost, Address, GPS Coordinates)	Damage Category 1-10	Insured Y/N	Dead/Injured/ Missing # <b>Circle One</b>	People Evacuated / Displaced #	Loss Est. \$ <b>Nearest 1K</b>	Damage Description	
			Dead Injured Missing				
			Dead Injured Missing				
			Dead Injured Missing				
			Dead Injured Missing				
			Dead Injured Missing				
			Dead Injured Missing				
			Dead Injured Missing				
			Dead Injured Missing				
			Dead Injured Missing				
			Dead Injured Missing				
<b>Sheet Total</b>	<b>Amount</b>			<b>Cost in \$</b>			
<b>Summary – Local Resources Committed, Local Capability, Assistance Needed?</b>							

Idaho Damage Assessment: Individual Damage Jurisdiction Totals				
Jurisdiction:			Date:	
<b>Residential Loss Totals</b>				
People Affected	Number	Homes / Multi-family Dwellings (MFD)	Number	Loss Value
Killed		Homes Destroyed		\$
Injured		Homes Severely Damaged		\$
Missing		Homes Moderately Damaged		\$
Evacuated		Homes Affected		\$
Sheltered		MFD Destroyed		\$
		MFD Severely Damaged		\$
		MFD Moderately Damaged		\$
		MFD Impacted		\$
<b>Business Loss Totals</b>				
People Affected	Number	Business	Number	Loss Value
Unemployed		Business Destroyed		\$
Reduced Hours		Business Severely Damaged		\$
		Business Moderately Damaged		\$
		Business Affected		\$
<b>Agriculture Loss Totals</b>				
Loss Type		Number	Loss Value	
Farm Buildings				
Farm Machinery / Equipment (pieces)				
Livestock (head)				
Crop Land (acres)				

## Conducting Building Safety Assessments

This Attachment contains Forms to conduct building safety assessments.

ATC-20 Rapid Evaluation Safety Assessment Form																																												
<b>Inspection</b> Inspector ID: _____ Inspection date and time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Affiliation: _____ Areas inspected: <input type="checkbox"/> Exterior only <input type="checkbox"/> Exterior and interior																																												
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Building Description</b>            Building name: _____            Address: _____            Building contact/phone: _____            Number of stories above ground: _____ below ground: _____            Approx. "Footprint area" (square feet): _____            Number of residential units: _____            Number of residential units not habitable: _____         </div> <div style="width: 50%;"> <b>Type of Construction</b>  <input type="checkbox"/> Wood frame <input type="checkbox"/> Concrete shear wall  <input type="checkbox"/> Steel frame <input type="checkbox"/> Unreinforced masonry  <input type="checkbox"/> Tilt-up concrete <input type="checkbox"/> Reinforced masonry  <input type="checkbox"/> Concrete frame <input type="checkbox"/> Other: _____   <b>Primary Occupancy</b>  <input type="checkbox"/> Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Government  <input type="checkbox"/> Other residential <input type="checkbox"/> Offices <input type="checkbox"/> Historic  <input type="checkbox"/> Public assembly <input type="checkbox"/> Industrial <input type="checkbox"/> School  <input type="checkbox"/> Emergency services <input type="checkbox"/> Other: _____         </div> </div>																																												
<b>Evaluation</b> Investigate the building for the conditions below and check the appropriate column. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 10%; text-align: center;">Minor/None</th> <th style="width: 10%; text-align: center;">Moderate</th> <th style="width: 10%; text-align: center;">Severe</th> <th style="width: 30%; text-align: center;">Estimated Building Damage (excluding contents)</th> </tr> </thead> <tbody> <tr> <td>Observed Conditions:</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/> None</td> </tr> <tr> <td>Collapse, partial collapse, or building off foundation</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> 0 – 1%</td> </tr> <tr> <td>Building or story leaning</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> 1 – 10%</td> </tr> <tr> <td>Racking damage to walls, other structural damage</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> 10 – 30%</td> </tr> <tr> <td>Chimney, parapet, or other falling hazard</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> 30 – 60%</td> </tr> <tr> <td>Ground slope movement or cracking</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> 60 – 100%</td> </tr> <tr> <td>Other (specify) _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> 100%</td> </tr> </tbody> </table> Comments: _____ _____						Minor/None	Moderate	Severe	Estimated Building Damage (excluding contents)	Observed Conditions:				<input type="checkbox"/> None	Collapse, partial collapse, or building off foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 0 – 1%	Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1 – 10%	Racking damage to walls, other structural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 10 – 30%	Chimney, parapet, or other falling hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 30 – 60%	Ground slope movement or cracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 60 – 100%	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100%
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<b>Posting</b> Choose a posting based on the evaluation and team judgment. <i>Severe</i> conditions endangering the overall building are grounds for an Unsafe posting. Localized <i>Severe</i> and overall <i>Moderate</i> conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.  <input type="checkbox"/> <b>INSPECTED</b> (Green placard) <input type="checkbox"/> <b>RESTRICTED USE</b> (Yellow placard) <input type="checkbox"/> <b>UNSAFE</b> (Red placard) Record any use and entry restrictions exactly as written on placard: _____ _____ _____																																												
<b>Further Actions</b> Check the boxes below only if further actions are needed. <input type="checkbox"/> Barricades needed in the following areas: _____ _____ <input type="checkbox"/> Detailed Evaluation recommended: <input type="checkbox"/> Structural <input type="checkbox"/> Geotechnical <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other recommendations: _____ Comments: _____ _____																																												

**ATC-20 Detailed Evaluation Safety Assessment Form****Inspection**

Inspector ID: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Inspection date and time: \_\_\_\_\_ ☐ AM ☐ PM**Final Posting**

from page 2

- ☐ Inspected  
☐ Restricted Use  
☐ Unsafe

**Building Description**

Building name: \_\_\_\_\_

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

Building contact/phone: \_\_\_\_\_

Number of stories above ground: \_\_\_\_\_ below ground: \_\_\_\_\_

Approx. "Footprint area" (square feet): \_\_\_\_\_

Number of residential units: \_\_\_\_\_

Number of residential units not habitable: \_\_\_\_\_

**Type of Construction**

- ☐ Wood frame ☐ Concrete shear wall  
☐ Steel frame ☐ Unreinforced masonry  
☐ Tilt-up concrete ☐ Reinforced masonry  
☐ Concrete frame ☐ Other: \_\_\_\_\_

**Primary Occupancy**

- ☐ Dwelling ☐ Commercial ☐ Government  
☐ Other residential ☐ Offices ☐ Historic  
☐ Public assembly ☐ Industrial ☐ School  
☐ Emergency services ☐ Other: \_\_\_\_\_

**Evaluation**

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
<b>Overall hazards:</b>				
Collapse or partial collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Structural hazards:</b>				
Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roofs, floors (vertical loads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Columns, pilasters, corbels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diaphragms, horizontal bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls, vertical bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Precast connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Nonstructural hazards:</b>				
Parapets, ornamentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cladding, glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ceilings, light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Interior walls, partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stairs, exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electric, gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Geotechnical hazards:</b>				
Slope failure, debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ground movement, fissures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**General Comments:** \_\_\_\_\_  
 \_\_\_\_\_

Continue on page 2

**ATC-20 Detailed Evaluation Safety Assessment Form**

Page 2

Building name: \_\_\_\_\_ Inspector ID: \_\_\_\_\_

### Sketch (optional)

Provide a sketch of the building or damaged portions. Indicate damage points.

### Estimated Building Damage

If requested by the jurisdiction, estimate building damage (repair cost ÷ replacement cost, excluding contents).

- ☐ None  
☐ 0–1%  
☐ 1–10%  
☐ 10–30%  
☐ 30–60%  
☐ 60–100%  
☐ 100%

[illegible]

## Posting

If there is an existing posting from a previous evaluation, check the appropriate box.

Previous posting: ☐ INSPECTED ☐ RESTRICTED USE ☐ UNSAFE Inspector ID: \_\_\_\_\_ Date: \_\_\_\_\_

If necessary, revise the posting based on the new evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Local *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Indicate the current posting below and at the top of page one.

☐ **INSPECTED** (Green placard)      ☐ **RESTRICTED USE** (Yellow placard)      ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: \_\_\_\_\_

**Further Actions** Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: \_\_\_\_\_

☐ Engineering Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: \_\_\_\_\_

☐ Other recommendations: \_\_\_\_\_

Comments: \_\_\_\_\_

# INSPECTED

## LAWFUL OCCUPANCY PERMITTED

This structure has been inspected (as indicated below) and no apparent structural hazard has been found.

☐ Inspected Exterior Only

☐ Inspected Exterior and Interior

Report any unsafe condition to local authorities; reinspection may be required.

Inspector Comments:

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

Facility Name and Address:

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

Date \_\_\_\_\_

Time \_\_\_\_\_

(**Caution:** Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

\_\_\_\_\_  
(Jurisdiction)

Inspector ID / Agency

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

**Do Not Remove, Alter, or Cover this Placard  
until Authorized by Governing Authority**

# RESTRICTED USE

**Caution:** This structure has been inspected and found to be damaged as described below:

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

**Entry, occupancy, and lawful use are restricted as indicated below:**

- ☐ Do not enter the following areas: \_\_\_\_\_  
\_\_\_\_\_  
☐ Brief entry allowed for access to contents: \_\_\_\_\_  
\_\_\_\_\_  
☐ Other restrictions: \_\_\_\_\_  
\_\_\_\_\_

Facility name and address:

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

Date \_\_\_\_\_

Time \_\_\_\_\_

(**Caution:** Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

\_\_\_\_\_  
(Jurisdiction)

Inspector ID / Agency

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

**Do Not Remove, Alter, or Cover this Placard  
until Authorized by Governing Authority**

# UNSAFE

**DO NOT ENTER OR OCCUPY  
(THIS PLACARD IS NOT A DEMOLITION ORDER)**

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below:

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

**Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.**

Facility Name and Address:

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

Date \_\_\_\_\_

Time \_\_\_\_\_

This facility was inspected under emergency conditions for:

\_\_\_\_\_  
(Jurisdiction)

Inspector ID / Agency

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

**Do Not Remove, Alter, or Cover this Placard  
until Authorized by Governing Authority**



## Inspection Request Standard Questions

Hello. I am about to ask you a series of questions about your building. Please respond only to the questions asked. This will help speed up your request for inspection.

1. What is the address of the building? \_\_\_\_\_ Unit no. \_\_\_\_\_
2. What is your name? \_\_\_\_\_
3. What is your telephone no? \_\_\_\_\_
4. Are you the:
 

☐ Owner      ☐ Tenant      ☐ Other  
☐ City Agency:      ☐ Fire ☐ Police      ☐ Other      ☐ Gas ☐ Electricity
5. How is the building used:
 

☐ Dwelling      ☐ Apartments      ☐ Office  
☐ Commercial      ☐ School      ☐ Government
6. How many stories? \_\_\_\_\_
7. What kind of construction is your building?
 

☐ Wood Frame   ☐ Masonry/Concrete   ☐ Steel   ☐ Other
8. Does the inspector need to go inside?                      (Y)      (N)  
 (If yes, someone to the inspector in)  
 Access Contact Person: \_\_\_\_\_
9. Is any part of your building collapsed?                      (Y)      (N)
10. Is any part of your building leaning or off the foundation?      (Y)      (N)
11. Is there any falling hazard?                      (Y)      (N)
12. Is there any severe cracking?                      (Y)      (N)
13. Are any of your utilities damaged?                      (Y)      (N)  
 (If yes, insure caller has reported damage to the appropriate utility.)
14. Is your building in any danger from buildings next door?      (Y)      (N)
15. Does the ground have any settlement or any cracks?      (Y)      (N)
16. Other than this inspection do you need any help?      (Y)      (N)  
 (If so, what kind?)

Thank you for helping me to speed up your inspection response. If you have any further questions please call the Department of Planning and Zoning.

List any pertinent information the field inspector may need:

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Taken by: \_\_\_\_\_ Date: \_\_\_\_\_

# **Health Services Core Team**

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

**Primary Coordinator**      **Health Services Core Team Leader**

**Supporting Agencies:**      Bannock County Sheriff's Office  
Municipal Law Enforcement  
Bannock County Road and Bridge  
Municipal Public Works  
The American Red Cross  
Salvation Army  
Pocatello School District #25  
Marsh Valley School District #21  
Religious and Community Volunteer Organizations  
State of Idaho Health and Welfare

## Introduction

### Purpose:

ESF 6 describes procedures that will be followed to ensure disaster victims receive temporary shelter, food, clothing, and essential life support needs, if they are displaced from their homes because of a disaster.

**Note:** Mass Care is defined as follows: Housing of disaster victims temporarily displaced from their homes that are able to care for their physical needs, but are in need of shelter, food, and/or clothing.

### Scope:

Provide sheltering including mass feeding to evacuees and responders during a disaster.

## Policies

- Mass care shelters will be established in public or commercial buildings such as schools, churches, and motels.
- ESF 6 will be activated by the Bannock County Emergency Services Coordinator, or designee. The request may be made prior to or following a disaster.
- ESF 6 activities will be coordinated through the Bannock County Emergency Operations Center (EOC).
- ESF 6 and support agencies will provide staff as appropriate in the EOC on a 24-hour basis for the duration of ESF 6 activation.
- Arrangements to use schools, churches, and other facilities for shelters is the responsibility of the County Emergency Services Coordinator in conjunction with support agencies such as Volunteer Organizations, Businesses, School Districts, Cities, and the Public Health District.

### Planning Assumptions:

- Local volunteer disaster assistance organizations will support the County with qualified, trained manpower to provide emergency shelter and lodging service until supplemented by national voluntary disaster assistance organizations.
- Cooking facilities will not be available in all shelters.
- Meals will be provided daily in mass care facilities and through mobile feeding facilities, as possible.
- Public utilities service, electricity, and gas may not be available.
- No buildings to be used as mass care facilities are stocked, and there is no current Federal, State, or local programs to do so.
- Families may be separated during the evacuation and relocation process.

## Concept of Operations/Responsibilities

### Organization:

- The County Emergency Services Coordinator will make recommendations to the County Commissioners and the Sheriff on the need and locations of mass care facilities.
- The County Emergency Services Coordinator will direct the Human Services Core Team Leader to activate ESF 6 to open mass care facilities when needed.
- Volunteer Organizations will make arrangements for use of facilities as mass care shelters and provide personnel to activate, staff, and manage mass care shelters.
- Shelter Operations will seek to reunite separated families using the American Red Cross procedures.
- ESF 6 is responsible for emergency feeding facilities and will be assisted by the support agencies.
- State of Idaho Health and Welfare will assist with the issuance of emergency food stamps to disaster victims.

### Response:

- The Health Services Core Team Leader Coordinator will:
  - ☐ Assess the situation, and in coordination with the volunteer representatives and support agencies, determine the number and locations of mass care facilities to be open.
  - ☐ Coordinate with the Communications Core Team to facilitate dissemination of information to the public on both the location of mass care facilities and directions to them
  - ☐ Identify food and water needs following a disaster or emergency, obtain and/or arrange for these resources, including transportation, as necessary.
  - ☐ Coordinate with relief efforts provided by volunteer organizations performing mass care functions.
  - ☐ Coordinate the establishment of a system to provide shelter registration data to appropriate authorities.
  - ☐ Coordinate the provision of emergency first aid in shelters and fixed feeding sites.
  - ☐ Coordinate with Public Security Core Team to provide shelter facility security.

- ☐ Coordinate with the Communications Core Team to ensure each shelter has a working communications system.
- ☐ Request assistance from the Civil Services Core Team to provide electricity and heat at shelter locations as necessary
- ESF 6 will:
  - ☐ Ensure that individual and family support services are provided at the mass care facility
  - ☐ Establish and maintain liaison with State, private, and volunteer support services for provisions and personnel required to augment staff.
  - ☐ Collect information from mass care facility managers to support the County's effort to respond to inquiries from family members about status of loved ones
  - ☐ Coordinate with ESF 11 Agriculture and Natural Resources to ensure that space is available for service animals that belong to people with disabilities. (see ESF 11 Attachment 1)
  - ☐ Submit mass care facility status report to the EOC for each operational period. The report should identify equipment and supplies used and any other problems or issues that need to be resolved.
  - ☐ Arrange for the transportation of evacuees to their homes, or to temporary housing
  - ☐ When appropriate, terminate operations and close the facility.
- The Volunteer Shelter Operations Staff will:
  - ☐ Implement registration procedures for all evacuees that enter the facility
  - ☐ Provide the ESF 6 with names and other appropriate information about people sheltered in the facility, to respond to family inquiries and to assist in the reuniting of separated families.
  - ☐ Maintain records of expended goods and services
  - ☐ See that the facility is cleaned and returned to its original condition

## Attachments

Attachment 1 Human Services

## Human Services

### Purpose

If resources are available, provide crisis counseling during emergency. During an emergency when mass care is not necessary, the capability of providing limited housing, food, and clothing will be coordinated by the Health Services Core Team.

### Assumptions

- Church and volunteer organizations, i.e. American Red Cross and the Salvation Army, have emergency welfare capabilities.
- Voluntary disaster assistance organizations will not be available to provide emergency human services on a national basis in a war-caused or wide-spread disaster.
- Mental health and crisis counseling may be locally available through the Idaho Health and Welfare Regional Office in Pocatello.
- In a Presidential declaration of disaster or emergency, the Federal Disaster Services Agency (FEMA) may provide crisis counseling assistance, if it is so requested, and upon the Governor's assessment.
- It may not be necessary to activate shelter or lodging facilities during or after an emergency, but there may be a need to provide temporary housing, food, and clothing to residents.

### Concept of Operations

- Human Services will be provided for, as needed, by the County.
- The American Red Cross, the ministers in the County, and other volunteer organizations will be heavily depended upon to provide crisis counseling, clothing, food, and housing when mass care is not needed.
- Additional assistance may be requested from the state, if required.
- Since state resources are limited, federal assistance would be requested in a widespread catastrophic disaster and would be obtained only if there were a Presidential declaration.

## IV. Organizations and Responsibilities

Human Services Coordinator: The Human Services Coordinator in Bannock County is appointed by the Health Services Core Team Leader. The Coordinator shall have the authority and responsibility for planning, coordinating, and supervising emergency human services for the County. These services will be provided by various federal, state, and county government agencies and volunteer disaster assistance organizations, as required by the type of disaster.

### Response Phase

- ☐ Report to Health Services Core Team Leader upon activation
- ☐ Contact and coordinate with participating federal, state, and volunteer support groups
- ☐ Assess the emotional needs for crisis counseling and for non-sheltering temporary housing, food, and clothing requirements and arrange for these as necessary.
- ☐ Release public information about available services through ESF 15 Public Information Officer (PIO).



- ☐ Open Disaster Application Centers, as necessary. (See ESF 14 Long Term Community Recovery)
- ☐ Provide needed assistance to the handicapped and senior citizens
- ☐ Provide human services assistance to the population housed in shelter and lodging facilities
- ☐ Apprise the Health Services Core Team Leader if State Health and Welfare assistance is needed.
- ☐ Apprise the Health Services Core Team Leader of the following information if it is decided that a request for a Declaration of Disaster is to be made:
  - The geographic areas for which crisis counseling will be needed
  - An estimate of the number of disaster victims requiring crisis counseling assistance (This should include the extent of physical, psychological, and social problems observed, the types of mental health problems encountered by victims, and a description of how the estimate was made.)
  - An estimate of the length of time services will be required.
- ☐ Coordinate with the Federal Emergency Management Agency (FEMA) on individual assistance programs in the case of a federal declaration of disaster.
- Recovery Phase
  - ☐ Maintain liaison with state, federal, and volunteer agencies
  - ☐ Assist in reuniting families
  - ☐ Coordinate the establishment of a post-emergency disaster services center, if required.
  - ☐ Prepare a closing report which would include the log, as well as comments and recommendations for future operations to be given to the Emergency Coordinator.
  - ☐ Participate in a critique of disaster operations

# ESF 8 Public Health and Medical Services

**Primary Coordinator:** Health Services Core Team Leader

**Support Agencies:** Bannock County Ambulance District  
Bannock County Emergency Services  
Southeastern Idaho Public Health  
Bannock County Coroner  
American Red Cross of Greater Idaho  
Portneuf Medical Center  
State of Idaho Health & Welfare

## Introduction

### Purpose:

ESF 8 describes policies and procedures for the coordinating, mobilizing, and managing health and medical services in the County under emergency or disaster conditions.

### Scope:

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

## Policies

- The EOC will provide oversight to all resources related to health and medical issues and shall monitor field deployment of medical personnel and resources.
- Each ESF 8 support organization will retain full control over its own resources and personnel.
- The EOC will not release medical information on individual patients to the general public to ensure patient confidentiality protection as per HIPPA.
- Appropriate non-specific information on casualties/patients will be provided to the Emergency Coordinator upon request.
- Following a disaster, Southeastern Idaho Public Health will initiate and oversee actions to prevent the spread of disease from contaminated water supplies, malfunctioning septic systems, spoiled or contaminated food, and lack of functional sanitary facilities.
- When necessary, an EMS official may be located at an established command post to coordinate responding medical units and establish communications links with the hospitals, the County 911 Dispatch Center, and the EOC.

### Planning Assumptions:

- There is one hospital in Bannock County, Portneuf Regional Medical Center (PMC). PMC has emergency power.
- Coordination with other hospitals will occur using the Hospital Bridge Call Process detailed in the Southeastern Idaho Public Health, Emergency Response Plan. (See Attachment 2)
- There are six (6) privately owned mortuaries in the County.

## Concept of Operations/Responsibilities

### Organization:

- The Health Services Core Team Leader will coordinate resources for Health and Medical Services with Bannock County Emergency Services Coordinator, PMC, and public health service.
- During mass fatality casualty incidents, EMS will establish patient triage, holding, treatment, and transportation areas
- During mass fatality incidents the Health Services Core Team Leader will provide support to the County Coroner to establish a temporary morgue, and facilitate identification, transportation, and disposal of the deceased (See Attachment 1)
- Southeastern Idaho Public Health will conduct surveillance for infectious diseases, implement control measures to prevent the spread of disease, and report their presence to appropriate State and Federal health authorities.
- At the Direction of the Emergency Coordinator, ESF 8 will be activated.

### Response Actions:

- The Bannock County Emergency Services Coordinator will request the Health Services Core Team Leader to report to the EOC to:
  - ☐ Assess health and medical needs throughout the County.
  - ☐ Coordinate with health and medical organizations to help them obtain resources and ensure that necessary services are provided.
  - ☐ Provide support as requested to the medical command post at the disaster scene
  - ☐ Coordinate with other hospitals and with EMS on the evacuation of patients from affected hospitals, if necessary
  - ☐ Provide patient identification information as prescribed by HIPPA to the EOC
- PMC will:
  - ☐ Implement their disaster plan and advise the EOC of conditions in the medical center and number and type of available beds
  - ☐ PMC Incident Command will notify the EOC when alternate Medical Care Sites are needed See Attachment 3
  - ☐ Establish and maintain communications with the field
  - ☐ Provide medical guidance as needed to EMS
  - ☐ Coordinate with EMS, other hospitals and medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facilities
- Southeastern Idaho Public Health will:
  - ☐ Activate the applicable Public Health Preparedness Emergency Operations Plans
  - ☐ Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical, radiological, or bacterial contamination

- ☐ Provide public health surveillance and instructions on communicable disease control
  - ☐ Provide epidemiological surveillance, case investigation, and follow-up
  - ☐ Execute the issuance of isolation or quarantine orders if required
  - ☐ Recommend actions to prevent or control flies, mosquitoes, and rodents
  - ☐ Coordinate health and medical support to those in shelters
  - ☐ Coordinate and assist the County Coroner with death certificates and resources for body bags.
  - ☐ Coordinate the purity and usability inspections of food, water, drugs, and other consumables that were exposed to the hazard
  - ☐ Coordinate with neighboring community health and medical organizations and with State and Federal officials on matters related to assistance from other jurisdictions
  - ☐ Coordinate response with incoming groups such as the American Red Cross, Medical Reserve Corps, Citizen Corps, and Disaster Medical Assistance Teams, as well as individual health and medical volunteers
  - ☐ Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources
- The Bannock County Coroner will provide for the collection, identification, and care of human remains, determine the cause of death, inventory and protect deceased's personal effects, and locate and notify next of kin.(See Attachment 1)
  - Agencies providing mental health services will arrange for appropriate mental health services as available for disaster victims, survivors, responders, and other community care givers during response and recovery. Services may include crisis counseling, critical incident stress debriefing, and education about normal, predictable reactions to a disaster experience and how to cope with them. (See Human )

## Attachments

Attachment 1: Mass Fatality Incidents

# Mass Fatalities

## (Excerpt from Bannock County Mass Fatality Plan)

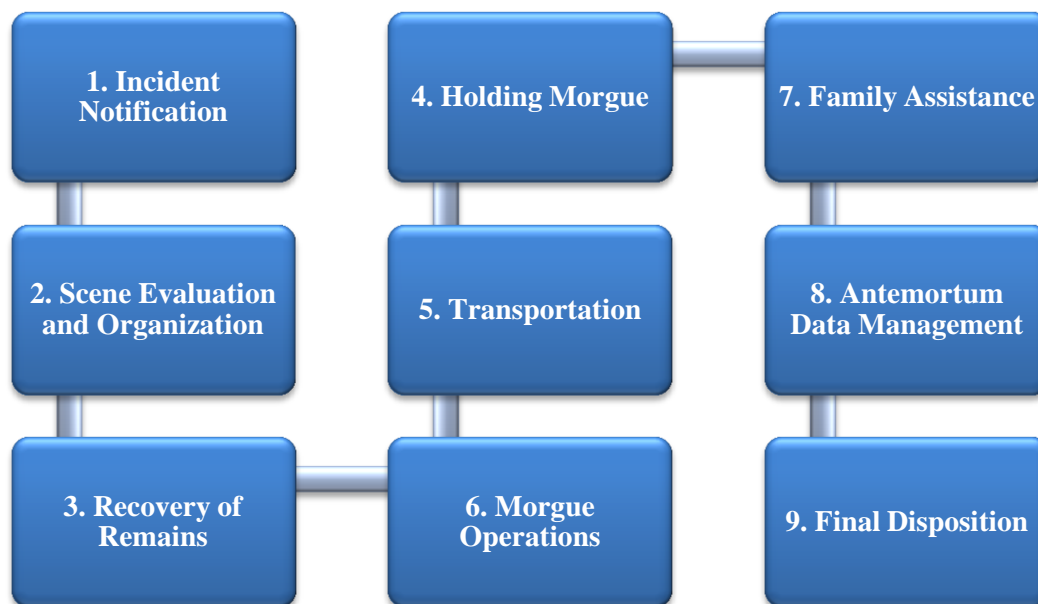
### Introduction

Cooperation and collaboration among all mass fatality response organizations is critical for effective mass fatality management. Successful management of a mass fatality incident involves public communication, vital records administration, mortuary operations, and decedent operations. The latter function entails human remains recovery, morgue services, and family assistance. These tasks fall under the auspices of the County Coroner. If any one of these operational areas is not able to carry out its critical function, the entire mass fatality infrastructure will be impacted.

### Scope:

The Bannock County Emergency Operations Center (EOC) will be activated in response to a mass fatality incident. The County EOC will oversee the coordination of the multiple local, regional, state and federal agencies and departments involved in the management of the incident.

This Mass Fatality Plan is based on the following standard response process for the management of human remains.



The Plan has been developed to fill the gap between those fatality incidents which can be managed by the Coroner's Office without assistance and those mass fatality incidents that cannot be handled locally and would require some form of regional assistance to fill the gap before requesting a federally activated Disaster Mortuary Operations Team. For the purpose of this Plan that gap is believed to be between 6 and 20 fatalities. The Plan has been written such that the County EOC and the Coroner's Office can easily transition to a full DMORT activation. The processes described and the forms dovetail directly into those that would be used by a DMORT if it was activated.

### Roles and Responsibilities:

- **Bannock County Coroner** – The County Coroner is responsible for search, recovery, identification, family notification, and disposal of mass fatality victims.

- **Bannock County Emergency Services Coordinator** – The Bannock County Emergency Services Coordinator is responsible for the request and coordination of resource and will assist the Coroner in the completion of his responsibilities as needed.
- **Bannock County Commission** – The Bannock County Commission will declare a disaster when necessary to activate regional, State, and Federal resources.
- **Fire Departments** – Fire Departments located in Bannock County or the Southeastern Idaho Regional Hazardous Materials (HazMat) Team is responsible for determining the best approach for mitigating hazardous material agent(s) while preserving remains, personal effects, and evidence.
- **Bannock County Search and Rescue** – Bannock County Search and Recovery personnel are responsible for the laborious physical removal and collection of human remains in whatever condition they may be found.\
- **Bannock County Sheriff** – The Bannock County Sheriff will provide public safety and security support to the Incident as ESF 13 and will also criminal investigations as required by State Law.
- **Idaho Bureau of Homeland Security Area Field Officer** – The Idaho IBHS Southeastern Idaho Area Field Officer will assist Bannock County to activate regional, State, and Federal resources.
- **Southeastern Idaho Public Health** – Southeastern Idaho Public Health will assist with potentially become a hazardous and toxic issue related to bio-waste and other bodily fluids from human remains during phases of recovery.
- **Federal Bureau of Investigation (FBI)** - The FBI is the lead investigation agency for any credible terrorist threat or situation that could potentially threaten the public. The FBI Evidence Response Team will staff and oversee the search and recovery of human remains, personal effects, and accident-related wreckage, with the local jurisdiction augmenting response. In this instance, they will respond with a scene evaluation team in addition to search and recovery teams.
- **DMORT Teams** - The Department of Health and Human Services has organized Disaster Mortuary Operation Response Teams (DMORT). Under this system, the country is divided into ten regions, each with a Regional Coordinator. Bannock County is served by the Region 10 team. For the duration of their service, DMORT members work under the local authorities of the disaster site and their professional licenses are recognized by all states.
- **Local Funeral Industry** – The local funeral industry will provide temporary refrigerated storage of remains. They can also provide transportation of remains to and from the incident scene as requested.

# ESF 11 Agriculture and Natural Resources

**Primary Coordinator:** Health Services Core Team Leader

**Support Agencies:** Municipal Animal Control Officers  
Private Animal Care Centers

## Introduction

### Purpose:

ESF 11 provides for the protection of croplands, livestock, and natural resources during a declared disaster in Bannock County.

### Scope:

ESF 11 is applicable to livestock and cropland owners and operators to ensure that they are provided protection information, and that protective measure implementation is coordinated with the appropriate ESFs.

## Policies

- The Health Services Core Team Leader will assist ESF 11 as much as possible; however, *human life-safety issues have first priority*. Animal owners are responsible and accountable for their pets/animals.
- Appropriate information on animal injuries/casualties and issues will be provided to EOC for inclusion in reports.
- Animal care, assistance and other pertinent information will be disseminated to the public by ESF 15 Public Information.
- ESF 11 will provide information to farmers and ranchers on the protection of croplands and livestock.

## Planning Assumptions:

- Bannock County has the capability to save lives and property in case of a disaster. While it is likely that outside assistance will be available in disaster situations, Bannock County must plan for and be prepared to save lives, protect property, and agricultural resources through independent disaster response and recovery operations.
- The Bannock County Animal Control will coordinate the relocation of domestic pets
- State or federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort.

## Concept of Operations/Responsibilities

### Response Actions:

- The Health Services Core Team Leader through ESF 11 will:
  - ☐ Establish a livestock relocation center(s) and communicate the location to the public through ESF 15 Public Information.

- ☐ Establish contact with the State of Idaho Department of Agriculture and request cropland assistance.
- ☐ Direct the Bannock County Animal Control to establish a pet relocation center.
- ☐ Provide public information through the Public Information Officer to media channels regarding the relocation of domestic pets, livestock, and the protection of croplands.
- ☐ Communicate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services on the status of relocated domestic pets.
- ☐ Request resources to feed and shelter domestic pets from ESF 7 Resource Support and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services
- The Bannock County Animal Control will coordinate an adequate food and water supply for relocated pets with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.



# **Public Security Core Team**

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# ESF 13 Public Safety and Security

**Primary Coordinating Agency:** Public Security Core Team Leader

**Support Agencies:** Bannock County Sheriff's Office  
 City of Pocatello Police Department  
 City of Chubbuck Police Department  
 City of Inkom Police Department  
 Idaho State Police  
 Idaho State Fish and Game  
 U.S. Marshalls  
 Bureau of Land Management  
 U.S. Forrest Service

## Introduction

### Purpose:

ESF 13 coordinates all law enforcement activities during a declared disaster in Bannock County, including interfacing with Federal and State Law Enforcement agencies and private security firms.

### Scope:

ESF 13 is applicable to all law enforcement and private security organizations in Bannock County as well as those from outside the County who may provide law enforcement support as outlined in Idaho State Code.

Law Enforcement support involves:

- Directing criminal investigations that may be a contributing factor to the declared disaster.
- Management of evidence.
- Mobilizing and coordinating personnel, equipment, and supplies.
- Maintaining security in evacuated areas.
- Directing traffic movements and assisting in the relocation of residents and visitors.
- Providing incident command for back County or rural search and rescue operations.

## Policies

- TITLE 31 COUNTIES AND COUNTY LAW CHAPTER 22 SHERIFF: The policy of the State of Idaho is that the primary duty of enforcing all penal provisions and statutes of the State is vested with the sheriff of each County as provided in section 31-2227, Idaho Code
- TITLE 50 MUNICIPAL CORPORATIONS CHAPTER 2 GENERAL PROVISIONS – GOVERNMENT – TERRITORY 50-209. POWERS OF POLICEMEN: The policemen of every City, should any be appointed, shall have power to arrest all offenders against the law of the State, or of the City, by day or by night, in the same manner as the sheriff.
- TITLE 67 STATE GOVERNMENT AND STATE AFFAIRS CHAPTER 29 IDAHO STATE POLICE 67-2901 (5) (a): The Idaho State Police shall have power to enforce all of the penal and regulatory laws of the State, to preserve order, and exercise any and all powers, duties and authority of any sheriff or other peace officer anywhere in the State of Idaho, in the same manner and with like authority as the sheriffs of the Counties.

**Planning Assumptions:**

- The Bannock County Sheriff is the chief law enforcement officer in the County.
- The Cities of Pocatello, Chubbuck, and Inkom provide law enforcement services to their respective jurisdiction.
- The Cities of Lava Hot Springs, McCammon, Downey, and Arimo, receive law enforcement services from the Bannock County Sheriff.
- The State of Idaho Police Region Headquarters is located in the County.
- The Sheriff's Office has sufficient officers to provide law enforcement services to the unincorporated areas of the County.
- All Law Enforcement Agencies in the County provide mutual aid to neighboring jurisdictions based on authorizations found in Idaho Code.
- Federal, State, and private security entities interface with the applicable law enforcement agencies within the County.

**Concept of Operations/Responsibilities**

The Bannock County Sheriff, an elected official, is the chief law enforcement officer in the County. The Sheriff's Office provides law enforcement in all unincorporated areas of the County and in incorporated areas as contracted or as required by statute. The Bannock County Sheriff is dispatched by the County 911 Dispatch Center.

**Organization:**

- The Public Security Core Team Leader, through the Bannock County Sheriff's Office is responsible to coordinate all countywide law enforcement activities in support of a declared disaster and to ensure that jurisdictional standard operating procedures for implementation of this ESF are compatible.
- The Chiefs of the Pocatello, Chubbuck, and Inkom Police Departments are responsible to cooperatively communicate, plan, and prepare with the Bannock County Sheriff's Office to ensure that the law enforcement requirements of the Bannock County Emergency Operations Plan and supporting ESF and Annexes can be implemented.

**Response Actions:**

- The Public Security Core Team Leader, through ESF 13 will fulfill all assigned functions in ESFs and Annexes as specified by:
  - ☐ Managing law enforcement resources and operations using jurisdiction standard operating procedures
  - ☐ Assisting with warning the public
  - ☐ Directing evacuation
  - ☐ Controlling and limiting access to disaster scenes and evacuated areas
  - ☐ Coordinating and assisting with emergency communications, as needed
  - ☐ Assisting in initial damage assessment if personnel are available

# ESF 16 Military Support

**Primary Coordinating Agency:** Public Security Core Team Leader

**Support Agencies:** Bannock County Board of County Commissioners  
State of Idaho Military Division  
Idaho Bureau of Homeland Security  
Idaho National Guard

## Introduction

### Purpose:

Idaho's Bureau of Homeland Security Emergency Operations Plan Military Support Annex outlines the tasking and responsibilities for integrating military support with disaster operations. Refer to the State plan for general guidance, policies and authorities.

### Scope:

ESF 16 supports the Bannock County EOP by outlining specific tasks, resources, locations, responsibilities to support the military presence in County during disaster operations. Military forces will consist primarily of Idaho National Guard and possibly active duty military forces. These forces may be used during disaster operations for missions within Bannock County in support of disaster relief. Bannock County may host military forces in support of missions in adjacent counties.

## Policies

Response to, or recovery from, a disaster event may require support and services from military sources. Similarly, military services may be called into action in event of national emergency or accident involving military property. Military affairs fall under the purview of the State of Idaho Military Division. Use of military assets will be coordinated through the State Military Division, Idaho Bureau of Homeland Security through the established mission assignment process. Such activities or requests for service will be coordinated through the Idaho Bureau of Homeland Security Southeast Idaho Area Field Officer and, if he is not available, directly through the Idaho Bureau of Homeland Security Emergency Operations Center.

### Planning Assumptions:

- While it is likely that outside assistance will be available in disaster situations, Bannock County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.
- State or Federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort.

## Concept of Operations/Responsibilities

### General:

- Military Affairs is not a local government function. Therefore, the Public Security Core Team Leader will coordinate any requests for, or use of military assets in times of emergency. Such coordination will occur through direct liaison and coordination with the Idaho Bureau of Homeland Security Southeast Idaho Area Field Officer.

- Requests for military support will be based upon identification of the task to be performed. Assignment of State military assets to fill such are assigned at the discretion of the State EOC and will be determined through the State mission assignment process.

**Organization:**

- Upon a Declaration of a Disaster the Public Security Core Team Leader will interface directly with the Idaho Bureau of Homeland Security Southeast Area Field Officer or State EOC to request support from the State of Idaho Military Division.
- Public Security Core Team Leader will post information provided by the Idaho National Guard, to include:
  - ☐ Location(s) of forces, status of forces, operation(s) areas, command post, billeting and messing areas.
  - ☐ County/State agency tasks and mission status.
  - ☐ Communication networks to include radio frequencies, telephone and pager numbers.
  - ☐ Staff meetings that include civilian and military attendees.

# **Logistics Core Team**

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# ESF 5 Emergency Management

**Primary Coordinator: Logistics Core Team Leader**

**Support Agencies:** Bannock County Clerk's Office  
Bannock County Road and Bridge  
Bannock County IT Department  
Pocatello School District #25  
Marsh Valley School District #21  
Municipal Public Works Departments  
American Red Cross  
Salvation Army  
Religious and Community Volunteer Organizations

## Introduction

### Purpose:

ESF 5 provides for the development and coordination of the Bannock County Emergency Operations Center including interface with local municipal jurisdictions and the State of Idaho Bureau of Homeland Security.

### Scope:

ESF 5 is a staff level function which provides planning and preparedness support to the Bannock County Emergency Management Organization, acts as the County Emergency Services Coordinator in the EOC, and coordinates support of response and recovery operations requested of the EOC.

## Policies

- The Bannock County Commissioners are responsible for all emergency management policy decisions in the County outside of incorporated cities. Mayors are responsible for emergency management policy and decisions within their cities. The County Emergency Management Organization will support cities within the County during emergency situations if requested by mayor(s).
- The Bannock County Sheriff will appoint a Coordinator for the Bannock County Emergency Services Office. The Coordinator shall be responsible for the coordination, development, management, and maintenance of the Bannock County Emergency Management Program.
- The Bannock County Emergency Services Coordinator is responsible for all development of County Emergency Management Plans, Procedures, and Directives.
- The Bannock County Emergency Services Coordinator is the official Point of Contact for Bureau of Homeland Security Grants.
- The Bannock County Emergency Management Program shall be coordinated with the Local Emergency Planning Committee (LEPC) to include the update and review of the Emergency Operations Plan, and Update, preparedness activities, training, exercises, and equipment acquisition.
- The Bannock County Emergency Services Coordinator chairs the Local Emergency Planning Committee (LEPC).
- The LEPC membership is comprised of representatives from each of the municipal fire and law enforcement departments, the County Sheriff's Office, the Rural Fire Districts, the Bureau of

Land Management, Southeastern Idaho Public Health, Independent Highway Districts, County School Districts, the media, service organizations, State Agencies such as ITD, Health and Welfare, and private industry. The meetings are open to the general public.

- The Bannock County Emergency Services Coordinator, in cooperation with Municipalities and County Agencies, will establish, equip, and during emergency situations, activate and man the Emergency Operations Center (EOC).

### **Planning Assumptions:**

- While it is likely that outside assistance will be available in disaster situations, Bannock County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.
- State or Federal disaster assistance may not be provided until local resources are fully committed to the response/recovery effort.

### **Concept of Operations/Responsibilities**

#### **Preparedness Actions:**

- The Bannock County Emergency Services Coordinator will conduct the following preparedness activities:
  - ☐ Analyze the Hazard Analysis and the reception and care facility listing and determine shelter, reception, and care requirements and shortfalls.
  - ☐ Establish liaison with school districts, American Red Cross, the Salvation Army, selected churches, institutions, and commercial facilities to utilize facilities, personnel, and resources.
  - ☐ Develop procedures for registering evacuees and assigning them to lodging and feeding sites.
  - ☐ Develop a record keeping system to monitor all disaster costs incurred while providing services.
  - ☐ Develop plans to maintain a master evacuee registration and locator file.
  - ☐ Develop an evacuation information program with the County PIO.
  - ☐ Determine potential requirements of personnel, resources, and supplies for mass feedings, reception, shelter, and lodging.
  - ☐ Plan for communications between shelters and the Emergency Operations Center (EOC).
  - ☐ Develop a community shelter plan with jurisdictional GIS departments and depict it on County and City maps.
- ☐ Develop procedures to identify, reserve, obtain, allocate, and distribute personnel, equipment, supplies, facilities, and other resources.
  - Identify and maintain a listing of local emergency resources and the agencies, businesses, and volunteer groups available to provide them.
  - Develop letters of understanding and mutual aid agreements with liaison
- ☐ Inventory fuel sources and storage capacities
- ☐ Conduct and maintain a hazardous materials vulnerability analysis to include:

- Identification of fixed-site facilities
  - Identification of transportation routes
  - Identification of critical lifeline facilities that would be at risk as a result of a hazardous materials incident
  - Identification of populations at risk from fixed sites and transportation incidents
- ☐ Recommend local actions, projects, ordinances, and resolutions to reduce the potential for, or the effects of, hazardous materials incidents
- ☐ Establish risk zones for each fixed hazardous material facility and along main transportation routes.
- ☐ Identify Tier II facilities for storage, treatment, recycling, and disposal of wastes resulting from a release.
- ☐ Coordinate with the State of Idaho Bureau of Homeland Security and the Local Emergency Planning Committee (LEPC) to insure that:
  - Title II 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 Public Safety and Security agencies
- ☐ Maintain fixed facilities contingency plans on file
- Civil Services Support Team Leader will:
  - ☐ Review Bannock County's Hazard Analysis to determine the County's vulnerability to possible hazards as it pertains to the responsibilities of ESF 3 and ESF 12.
  - ☐ Recommend local public works projects, resolutions, and ordinances as necessary to mitigate the effects of potential or anticipated disasters or emergencies.
  - ☐ Develop an alerting system for public works personnel
  - ☐ Maintain an inventory listing of locally available equipment, personnel, and materials. Coordinate this list with the ESF 7 Logistics Management and Resource Support.
  - ☐ Identify local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.
  - ☐ Develop a list prioritizing those facilities which would be vital to be repaired or maintained in case of a disaster (i.e. medical clinics, utilities, seat of government).
- The Communications Core Team Leader as ESF 2 Communications will:
  - ☐ Identify and designate public and private agencies, personnel, etc. available to augment the County's communications capabilities. Develop procedures and mutual aid agreements for their use.
  - ☐ In coordination with the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator, develop a shelter communications system.
  - ☐ Coordinate communications capabilities with neighboring counties. Establish mutual aid agreements.
  - ☐ Identify and designate private and public service agencies, personnel, equipment, and facilities that can augment the County's communications capabilities.
  - ☐ Develop warning dissemination procedures for emergencies

- ☐ Identify need for special warning procedures to ensure that warning information reaches special needs groups such as the visually and hearing impaired. Develop a systematic means to contact, educate, and warn special needs groups.
- The Communications Core Team Leader will complete preparedness activities to include the following:
  - ☐ Establish written or oral agreements with the media for dissemination of emergency public information and emergency warning.
  - ☐ Conduct public education programs on emergency response and recovery, evacuation routes, and warning signals.
  - ☐ Prepare emergency information packets for pre and post disaster.
  - ☐ Develop and maintain a file of predetermined news releases (i.e., warning system operations, emergency preparedness information, evacuation routes and procedures, shelter locations)
  - ☐ Develop plans for reaching special populations (visually or hearing impaired, handicapped, or elderly)
  - ☐ Assign an assistant PIO, rumor control, and other supporting staff, as required, and train as appropriate.
  - ☐ Develop measures for authenticating information source before broadcast or publication.
- In preparation for evacuations in Fire and Rescue Services Core Team Leader:
  - ☐ Plan for the evacuation of people with special needs, such as elderly, handicapped, bedridden, and prisoners.
  - ☐ Coordinate with ESF 7 Logistics for emergency use of school buses for evacuation.
  - ☐ Develop a system for transporting and guarding prisoners during an emergency evacuation.
  - ☐ Coordinate with County and local GIS departments to Develop and maintain County and city maps showing fire service facilities and equipment locations to include water sources, shut-off valves, and emergency water supplies. GIS information is available electronically in the EOC.
  - ☐ Coordinate priority for decontamination activities with ESF 10 Oil and Hazardous Materials.
- The Health Services Core Team Leader, will:
  - ☐ Establish liaison with pharmacists, veterinarians, funeral directors, and the American Red Cross
  - ☐ Coordinate with ESF 3 Public Works and Engineering to develop procedures for emergency handling of:
    - Sewage, garbage, and other solid waste
    - Protection of food, water, medicines, and other essential supplies against contamination
    - Identifying, preventing, and controlling epidemic disease
  - ☐ Establish procedures with County Coroner for handling mass fatalities (i.e., death certificates, burial, and storage) in cooperation with area funeral directors
  - ☐ Develop a victim identification plan

# ESF 7 Resource Support

**Primary Coordinator:** Logistics Core Team Leader

**Support Agencies:** Bannock County Clerk's Office  
Bannock County Road and Bridge  
Bannock County IT Department  
Pocatello School District #25  
Marsh Valley School District #21  
Municipal Public Works Departments  
American Red Cross  
Salvation Army  
Religious and Community Volunteer Organizations

## Introduction

### Purpose:

The purpose of ESF 7 is to provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts for the natural disasters, technological emergencies, and other catastrophic events.

### Scope:

The Logistic Core Team Leader as identified in ESF 7 will coordinate support to emergency response and recovery efforts. This support includes locating, procuring, and issuing resources such as supplies, office space, office equipment, fuel, communications, contracting services, personnel, heavy equipment, and transportation.

## Policies

- Resources requests will be filled from local inventories first. As resources are drawn down, out of County sources will be used. The following list of source preferences will be used, if practical:
  - ☐ Local government stocks.
  - ☐ Contracted supplies/vendors.
  - ☐ Other local commercial vendors.
  - ☐ Out of County sources, including the Idaho Bureau of Homeland Security.
- Procurement will be made in accordance with County, State, and Federal laws and regulations, including emergency procedures provided under Idaho Statute.
- Volunteers and donations will be utilized when available.
- Normal practices and procedures will be continued under emergency conditions to the extent possible.
- Every effort will be made to document each transaction sufficiently, so that complete records can be reconstructed and claims properly verified after the emergency period has passed.
- No administrative process will be permitted to interfere with operations essential to preventing injury.

**Planning Assumptions:**

- A local disaster declaration may obviate normal purchasing procedures
- Basic life safety resources have first priority.
- Resources restoring essential services have priority once life safety issues are satisfied.
- Recovery resources have priority once essential services are satisfied.

**Concept of Operations/Responsibilities****Organization:**

- Bannock County Emergency Services Coordinator is the primary lead for ESF 7 and is responsible for coordinating ESF 7 resources and support activities.
- The Logistics Core Team Leader is responsible for tracking and documenting costs and expenses.
- The County Purchasing Office is responsible for issuing purchase orders.
- ESF 7 will accommodate members of the Federal and State Advance Team (Federal – General Services Administration procurement officials) at the EOC or another location until the DFO is established.

**Response Actions:**

- ESF 7 will:
  - ☐ Procure buildings and parking areas large enough to be staging warehouses and locations and as needed.
  - ☐ Acquire replacement facilities for any damaged or destroyed facilities.
  - ☐ Coordinate transportation resources.
  - ☐ Establish a property tracking system and maintain records for all properties loaned in support of the event by the State or Federal government.
  - ☐ Coordinate contractual services between the County and the commercial sources.
  - ☐ Coordinate volunteer work force organization.

**Attachments**

Donated Goods Management

Volunteer Agency Support Matrix

# ESF 14 Long Term Community Recovery

**Primary Coordinator:** Logistics Core Team Leader

**Support Agencies:** Bureau of Homeland Security Southeast Idaho Area Field Officer  
American Red Cross  
Southeastern Idaho Public Health

## Introduction

### Purpose:

ESF 14 provides coordination, direction, and priority, focusing recovery efforts to receive and administer disaster aid and programs.

### Scope:

Many critical post-disaster concerns will be addressed following a disaster. A coordinated local, State, and Federal effort will be required to resolve local issues. ESF 14 establishes a detailed framework of government efforts to restore essential public and social services after a disaster.

## Policies

- County Recovery Assistance - Local government is the initial source of disaster response and recovery assistance. When local resources are insufficient to cope with the disaster, State and Federal programs may provide direct assistance to affected local governments and/or individuals. Bannock County must request this assistance.
- State Disaster Assistance - The State of Idaho Bureau of Homeland Security is charged with the responsibility for developing administrative rules to establish and implement the State disaster relief program. Once adopted, these rules will establish thresholds, allowable reimbursable costs, cost share ratios, and the like. Accompanying these rules will be an administrative plan that will detail the specifics of this State relief program. When promulgated, these rules should incorporate certain general considerations, including:
  - ☐ The magnitude of affected population.
  - ☐ The impact on a jurisdiction's existing financial resources.
  - ☐ The availability of other sources of relief.
  - ☐ The assistance to individuals.
  - ☐ The assistance to public entities.
  - ☐ The assistance to private businesses.
- Federal Disaster Assistance- "The Robert T. Stafford Disaster Relief and Emergency Assistance Act", Public Law 93-288, as amended (Stafford Act), was enacted by the Congress of United States to supplement the efforts of State and local governments during and after a Presidential Declaration for emergency or major disaster. The Stafford Act was not intended to provide 100% reimbursement for all damages incurred during an emergency or disaster, but permits Federal assistance, when the State and local governments have exhausted their resources and capabilities.
- Public Assistance - Following the President's declaration of a disaster, the Governor's Authorized Representative (GAR) will conduct meetings for all potential applicants for public disaster assistance. The GAR will notify each applicant of the date, time, and location of the briefing.

Applicants will file a Notice of Interest. The State Coordinating (SCO) establishes a Public Assistance Office at the Disaster Field Office (DFO). The County in turn will designate a point of contact and office for public and not-for-profit organizations to submit requests for public assistance.

- Individual Assistance Programs - The American Red Cross, Salvation Army and other mass care agencies typically handle immediate human needs (food, shelter and clothing) during the response phase. State and Federal recovery assistance is available to individuals, families and businesses by making application to FEMA and/or other appropriate agencies.
- Hazard Mitigation Grant Program - Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707, Public Law 103-181 (the Hazard Mitigation and Relocation Assistance Act of 1993), and Public Law 106-390, (the Disaster Mitigation Act of 2000). This section provides for increased Federal funding for hazard mitigation measures that follow disaster events, if an approved hazards mitigation plan is in place.
- Long Range Reconstruction - Long range reconstruction phase efforts focus on community redevelopment and restoring the economic viability of the disaster area(s). The reconstruction phase requires a substantial commitment of time and resources by government and non-government organizations. Much of the commitment goes beyond the scope of traditional Disaster activities and Federal disaster programs. Such activities are most often the result of a catastrophic event that has caused substantial long-term damages over a very large area. These efforts include, but are not limited to:
  - ☐ Long term restoration of public infrastructure and social services damaged by the emergency.
  - ☐ Re-establishment of an adequate supply of housing to replace that which was destroyed.
  - ☐ Restoration of jobs lost due to the disaster.
  - ☐ Restoration of the economic base of the disaster area(s).
- Record keeping -The County, municipalities and other eligible entities must maintain adequate disbursement and accounting records of the costs incurred on approved disaster work for reimbursement. State and Federal audits can occur. 44 CFR subpart H regulation delineates reimbursable expenses. Documentation must begin as soon as response begins. See Annex C Financial Management

### **Planning Assumptions:**

- Disasters, which result in large number of casualties and/or heavy damage to building structures, and the basic infrastructure, will require State and Federal assistance.
- A large-scale disaster can overwhelm any municipality, County, or State requiring Federal disaster assistance to individuals and governments.
- Accurate record keeping, documenting financial transactions and payroll accounting, and general correspondence are vital elements. Documentation is necessary to the post-event administration. Support and temporary personnel may be used considering the magnitude of the event and the need for full time employees to return to normalcy.
- Critical facilities are facilities essential to residents and/or local government.
- A damage assessment is needed as soon as practical to assess the life safety needs and magnitude of the disaster, and to determine eligibility for State and Federal aid. Damage assessment will be



continually refined and accomplished in phases. The Preliminary Damage Assessment (PDA) which scans the affected area to determine the width and breadth of damage is the initial phase.

- Settling claims between victims and insurance companies is a major part of disaster recovery. Disaster recovery is accelerated by claim settlements.

## Concept of Operations/Responsibilities

- The concept for Bannock County recovery operations is based upon a coordinated effort of Municipal, County, State, Federal, and private resources during the recovery phase. The Federal Response Plan and State of Idaho Emergency Operations Plan detail the Federal and State efforts to aid Bannock County should disaster strike. Refer to those plans for an explanation of post disaster response and recovery efforts.
- The Bannock County Disaster Recovery Organization consists of the County Commissioners, Mayors, and the County Emergency Management staff, members of County and City departments as well as local agencies, public and private. The Bannock County Emergency Services Coordinator is appointed by the County Commissioners and coordinates the Disaster Recovery organization.
- State and Federal programs exist to provide disaster victims with assistance. These programs include public assistance for government and nonprofit agencies, individual assistance for families and individuals, and hazard mitigation grant programs to help communities mitigate future disasters. A comprehensive explanation of these programs may be found in Disaster Assistance: A Guide to Recovery Programs FEMA 229.
- The Situation Report will be used as a means of advising the Governor of the extent of damages within Bannock County. If the emergency situation is beyond the capability of Municipal and County resources, this information will be used by the Governor to determine State assistance or possible request for Federal assistance and a Presidential Disaster Declaration.
- A DFO may be established within four days of a Presidential Disaster Declaration. A DFO will be established as close to the affected area as possible. The DFO could be located in Bannock County to support disaster efforts in other counties.
- Disaster Team Support - The EOC will assist and support County agencies administering disaster efforts along with assisting out-of-county teams arriving to assist.
- In the event of a major disaster, a Rapid Impact Assessment Team (RIAT) will arrive between 12 to 24 hours after the event. The RIAT conducts a damage assessment of pre-identified critical facilities. Local damage assessment determines the immediate needs of relief with findings reported to the State EOC. This assessment determines life safety and lifeline needs.
- Disaster Recovery Center (DRC) - A DRC will be opened in the disaster area to distribute Federal and State aid programs. The DRC will open to the public and remain open based on need. DRC(s) may be established in the County in a location central to multiple counties following a Presidential Declaration of a major disaster. Disaster victims may apply for all types of assistance at a single location. While many applications for individual assistance programs will be made at the (DRC), applications may also be made by tele-registration, or on line at <http://www.fema.gov/register.shtm>.
- Post-Disaster Public Information and Education Programs. Post-disaster public information is similar to pre-disaster activities. Surviving media will broadcast public service information as needed. As additional media becomes available greater dissemination of relief information is anticipated. ESF 15 Public Information will use the surviving local media to inform the public.

- Other teams may converge on the affected area. Each team will possess varied levels of self-sufficiency. As teams arrive, their service or expertise will be noted and dispatched to areas most suitable for their talents.

**Organization:**

- Coordination and communication between local, State and Federal resources will be significantly enhanced if decision-makers and support staffs are co-located in the DFO. Every effort will be made to procure sufficient space within or nearby the DFO to allow for the relocation of joint Federal and State command and ESF staff members. The Office of Emergency Services will provide a liaison when a DFO site is selected.
- Recovery Coordination - The EOC is the single point of contact for teams arriving in the area, landing zones, staging areas, and designated operating area locations. The Coordinator of Emergency Services plans, organizes, recommends, and monitors team arrival and departures.

**Disaster Outreach:**

- After disasters many victims are separated from help for geographic, language barriers, or lifeline disruption reasons. These victims may not seek assistance. Relief agencies must take the initiative to seek these people out.
- The disruption in normal communications and transportation systems will result in isolated pockets of disaster victims unaware of the availability of disaster assistance programs. Operating out of the Disaster Recovery Center (DRC), Federal, State and local officials will conduct "outreach" activities in an effort to inform disaster victims concerning what programs are available, location of the DRC, and hours of operations. Outreach will utilize all available media resources and the assembly and deployment of outreach teams through Human Services organizations to remote areas, to inform residents of assistance efforts. Outreach efforts will include verifying all affected residents are informed prior to closing DRC(s).
- Feeding and Resource Distribution Sites - Management of these sites helps ensure equitable and efficient distribution of disaster relief resources. The establishment of feeding and resource distribution sites must be a coordinated effort. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services and ESF 7 Resource Support are the primary agencies to determine where these sites are established.
- Temporary Shelters - Many victims will leave public shelters to return home to find their homes no longer habitable. Schools and churches can only house victims for short periods, usually no longer than several days. Longer-term shelters will be needed.
- Medical and Search and Rescue Priorities will be re-evaluated and upgraded. Medical services, like triage, may be implemented. Areas without communications or inaccessible until late into the event may stress the medical response. ESF 4 Firefighting, ESF 8 Public Health and Medical Services, and ESF 9 Search and Rescue will address these issues.

**Post-Disaster Priorities (0-12 hours)**

- The Civil Services Core Team will assess the Magnitude and Severity of the Disaster.
  - The Preliminary Damage Assessment (PDA) provides critical post-disaster information. Every agency has a responsibility to report damage information. The PDA captures initial damages; more detailed damages are reported when damage assessment teams are able to conduct a more thorough assessment.

- ☐ County/City Officials will receive and review damage assessment reports to determine the magnitude of the event. The Damage Assessment Coordinator will provide damage assessment and analysis support.
- ☐ The fastest, though least detailed damage assessments, are the aerial flyover and windshield surveys. Both may be conducted simultaneously. The flyover may be conducted using helicopters, fixed wing aircraft, and possibly satellites. Another option is Civil Air Patrol, if available. Local response forces can accomplish the windshield survey. Damage reports are forwarded to the Bannock County Emergency Services Coordinator in the EOC. The County will rely on a windshield survey to provide the immediate damage assessment if the flyover is not possible.
- ☐ The walk-through inspection involves a structure by structure damage assessment. County/City building inspectors and mutual aid augmenters conduct the walk-through inspection. This information is compiled through the Assessor's Office and EOC and relayed to State agencies. Information collected on both private and public damage is compiled by Emergency Services Coordinator. Determining the extent and level of damage is important in supporting a disaster declaration. Using the criteria for (minor, major, catastrophic) disaster, the Emergency Services Coordinator applies the current damage assessment to the situation. Damage to public structures, critical facilities, and impact to public welfare is also assessed. Using the State criteria for collecting damage information and critical facilities inventory allows estimates for determining damage impact on the population. When these assessments are developed, they are briefed to EOC and State officials. *(The Key to this particular damage assessment is preliminary to support declaration. Other more formal assessments will be conducted.)*
- ☐ The Assessor's Office will determine dollar cost damage and mapping as damage information is provided. They will assess economic injury using the following two methodologies:
  - Extrapolating actual damage against existing studies.
  - Actual surveys of recovered businesses and receipts.
- Situation Reports and other information are shared with State and Federal officials as needed. The Bannock County Emergency Services Coordinator will consolidate process and evaluate damage assessment information. This assessment is formatted using State Damage Assessment Forms to facilitate rapid dissemination of information.

#### Immediate Post-Disaster Priorities (12-48 hours)

- Coordinating with State counterparts to establish a system for collecting information on disaster victims and making that information available to family members outside the disaster area(s). This information will include the names of persons registered at shelters and listed on National Disaster Medical System (NDMS) and other casualty lists, and any other relevant information released through local hospitals and emergency operating centers. Any information related to Critical issues identified in the first 12 hours continues to completion. New recovery priorities emerge as issues are addressed.
- The Civil Services Core Team will assess:
  - ☐ Road and bridge status, including debris and the impact on ingress of relief teams.
  - ☐ Water supply, electric power, and telephone status.
  - ☐ Facilities and infrastructure. The process includes damaged and destroyed structures, cost estimates, insured/uninsured property, etc.

- In the event of a major disaster, the DRC will be established by FEMA. Bannock County supports the DRC by providing staff from:
  - ☐ Public Health Department.
  - ☐ Community Services Department.
  - ☐ Public Works Department.
  - ☐ Community Volunteer Organizations
- The DRC may close as the numbers of disaster victims applying for assistance declines. DRC(s) may be combined into a central regional location. State and Federal Public Information Officers (PIOs) will work with local PIOs to prepare press release(s) advising the public that a DRC site will close and new location if consolidation is undertaken. The effective date of the DRC closing, as well as a listing of remaining open RC sites, will be included in the release.

# Financial Management

## Purpose

This Annex describes the means, organization, and process by which the County will manage financial issues during a declared disaster.

## Assumptions

- Expenses incurred by a protracted event will exceed existing budget appropriations and agreements.
- Recovery expenses fall outside of the normal budget processes of the Cities and the County.

## Concept of Operations

- The financial management function will coordinate actions to track expenses incurred to combat the effects of a disaster. This may include overtime pay for response agencies, consumable supplies, contract services, and in some cases capital equipment purchases.
- Emergency service agencies will track their individual expenses and provide reports as outlined in the Annex to the Financial Management Coordinator.
- The Financial Manager (County Clerk), in consultation with the Incident Commander(s) and the EOC staff, will set specific expense reporting guidelines.
- Disaster victims will be responsible to work with individual insurance companies and, as necessary, file claims with the Disaster Recovery Center.
- Expenses, even when eligible for reimbursement, should be the responsibility of the requesting agency.
- If needs exceed County resources; detailed lists of what is needed will be passed on to the Idaho Bureau of Homeland Security.
- The Logistics Core Team Leader will implement procedures to determine needs, set priorities, obtain and distribute goods and services, and coordinate financial accountability with the Financial Manager.

## Organization and Responsibilities

- Logistics Core Team Leader will authorize activation of the financial management function.
- The Financial Management Coordinator (County Clerk) will:
  - ❑ Coordinate with the Logistics Core Team Leader to determine financial needs and the priority of those needs.
  - ❑ Track financial expenditures and recommend action to the Incident Commander(s) and EOC staff.
  - ❑ Expand the financial management staff to meet the demands of the emergency by calling upon County employees in procurement, payroll, personnel, and others as needed.
  - ❑ Oversee the financial aspects of meeting resource request, including record keeping and budgeting for procurement and transportation.

The Legal Advisor will:

- ❑ Advise the Financial Manager on contracts and questions of administrative law.
- ❑ Advise the Incident Commander(s) on legal requirements of financial management, to include acquisition, economic stabilization, and rationing of essential resources in the County.

## **Attachments**

Forms for Disaster Record Keeping

## Disaster Reimbursement Forms

### IDAHO BUREAU OF HOMELAND SECURITY STATE DISASTER COST RECOVERY CHECKLIST

To receive payment, complete and sign the documents specified below. If a form is not applicable, please enter N/A.

- \* Request for Advance or Reimbursement Form
- \* Force Account Labor Costs
  - Force Account Labor Record
  - Copies of Timesheets or Payroll Reports
- \* Force Account Equipment
  - Force Account Equipment Summary Record
  - Invoice referencing hourly cost of time the equipment is actually used
- \* Rented Equipment
  - Rented Equipment Record
  - Submit copy of invoice referencing hourly cost of equipment actually used
- \* Contract Work
  - Contract Work Record
  - Copies of Contract labor time sheets
  - Contract Agreement with Vendor: Submit copy of invoice detailing work performed and costs incurred
- \* Materials & Supplies
  - Material Summary Sheet
  - For purchased materials or supplies, copy of vendor invoice detailing supplies or materials used
  - If using existing inventory, invoice detailing supplies or materials used

*Contact BHS for Automated Excel File of these forms.*

## DATA ENTRY SHEET

**Fill out the highlighted areas only and it will fill in the additional forms**

APPLICANT NAME  
STATE DECLARATION/DISASTER NO.  
MISSION/PROJECT NO.  
LOCATION/SITE  
DESCRIPTION OF WORK PERFORMED  
PERIOD COVERING

<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b>		1. Type of Payment Requested (See Line 7 below)		For BHS Use Only	
		Advance	1	Approved by: _____	
		Partial Reimbursement	2	Approved Date: _____	
		Final Payment	3	Pay Request #: _____	
2. Applicant Name:					
0					
3. EMPLOYER IDENTIFICATION NUMBER		4. PERIOD COVERED BY THIS REQUEST			
		FROM (month, day, year)		TO (month, day, year)	
5. RECIPIENT ORGANIZATION		6. PAYEE (Where check is to be sent if different than item 5)			
Name:		Name:			
Number		Number			
and Street:		and Street:			
City, State, and ZIP Code:		City, State, and ZIP Code:			
7. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED					
Mission Assignment or Project Agreement Number:	0				TOTAL
Type of Payment Requested (Choose from #1 above)					
a. Eligible MA Costs Claimed					
b. MA Advance					
c. State Share to be requested (_____%)					
d. Local Share of PA (_____%)					
f. Total to be paid:					
8  I certify that to the best of my knowledge and belief the data is correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL			DATE REQUEST SUBMITTED:	
	TYPED OR PRINTED NAME AND TITLE			TELEPHONE (AREA CODE, NUMBER, EXTENSION)	



[illegible]

**The BHS Force Account Labor Summary Record is comparable to FEMA form 90-123**

There are other ways to calculate Fringe Benefits, this is only one.  
This is normally done for each employee or each pay grade.

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

Applicant: 0 \_\_\_\_\_

Mission/Project No. 0 \_\_\_\_\_

Disaster Number: 0 \_\_\_\_\_

Department: \_\_\_\_\_

All calculations are based on the amount that only the employer pays.

Most figures can be obtained from accounting dept.

Blocks that you fill in = |

Work hrs per year (2080 hrs is normal work year)

Pay / Hour

Basic Pay Annualized

#	<input type="text"/>
\$	<input type="text"/>
\$	0.00

Vacation - days/year	#	<input type="text"/>	days
Holidays - days/year	#	<input type="text"/>	days
Retirement (% of annual salary)		<input type="text"/>	
Social Security - fixed rate	%	<input type="text"/>	
Medicare	%	<input type="text"/>	
Sick Leave	%	<input type="text"/>	
Unemployment	%	<input type="text"/>	
Workman's Comp	%	<input type="text"/>	
Health Insurance	\$	<input type="text"/>	/ mo / employee
Life Insurance	\$	<input type="text"/>	/ mo / employee
Dental	\$	<input type="text"/>	/ mo / employee
Vision	\$	<input type="text"/>	/ mo / employee
401K		<input type="text"/>	
	%	<input type="text"/>	

Regular Time		Overtime	
	%		%
		*	
		*	
		*	
		*	
		*	
		*	
		*	
		*	

See note 1

Total Percent =

Transfer to Data Sheet for Employee  
Starting at row F35

Typical ranges 20-60 % 3-20 %

I certify that the information above was transcribed from payroll records or other documents which are available for audit.

Certified by: \_\_\_\_\_

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

Title: \_\_\_\_\_

Note 1: Vacation, Holidays and Insurance are not figured into overtime benefits.

401K plans or similar type plans sometimes are not included in Overtime.

Retirement, Unemployment and Workmans Comp are sometimes included in overtime benefits.

							PAGE _____ OF _____
LOCATION/SITE							
							PERIOD COVERING 0
<b>DESCRIPTION OF WORK PERFORMED</b>							
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM
							(CHECK ONE) INVOICE STOCK
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
<b>GRAND TOTAL</b>				<b>↑</b>			
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.							
CERTIFIED						DATE	
PRINT NAME							

The BUS Material Summary Form is comparable to FEMA form 90-124

APPLICANT 0	DISASTER NO. 0	MISSION/PROJECT NO. 0	PAGE <u>1</u> OF <u>1</u>
FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME	
HOLIDAYS			
VACATION LEAVE			
SICK LEAVE			
SOCIAL SECURITY			
MEDICARE			
UNEMPLOYMENT			
WORKERS'S COMP.			
RETIREMENT			
HEALTH BENEFITS			
LIFE INS. BENEFITS			
OTHER			
TOTAL in % of annual salary	0.00%	0.00%	
COMMENTS			
<p>I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE</p>			
CERTIFIED BY	TITLE		DATE
PRINT NAME			

The BHS Applicant Benefit Calculation Worksheet is comparable to FEMA Form No. 90-128

APPLICANT 0		DISASTER NO. 0		MISSION/PROJECT NO.		PAGE ____ OF ____		
LOCATION/SITE 0						PERIOD COVERING 0		
DESCRIPTION OF WORK PERFORMED 0								
TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower, Make and Models as Appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/O PR	W/OUT OPR					
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				<b>GRAND TOTAL</b>		<b>↑</b>		\$0.00
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED		TITLE				DATE		
PRINT NAME								

The BHS Rented Equipment Form is comparable to FEMA form 90-125

APPLICANT 0	DISASTER NO. 0	MISSION/PROJECT NO. 0	PAGE ____ OF ____ PERIOD COVERING 0
LOCATION/SITE 0			
DESCRIPTION OF WORK PERFORMED			
0			
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT
			COMMENTS - SCOPE
GRAND TOTAL		↑	\$0.00
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.			
CERTIFIED	TITLE		DATE
PRINT NAME			

The BHS Contract Work Summary Record is comparable to FEMA Form No. 90-126

APPLICANT 0		DISASTER NO. 0		MISSION/PROJECT NO. 0		PAGE ____ OF ____				
LOCATION/SITE 0						PERIOD COVERING 0				
DESCRIPTION OF WORK PERFORMED										
0										
Type of Equipment		Operator's Name				Dates and Hours Used Each Day		Costs		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE						DATE		TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
						Hours		0.0		\$0.00
						Hours		0.0		
						Hours		0.0		
						Hours		0.0		
						Hours		0.0		
						Hours		0.0		
						Hours		0.0		
						Hours		0.0		
<b>GRAND TOTALS</b>								0.0		\$0.00
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.										
CERTIFIED						TITLE		DATE		
PRINT NAME										

The BHS Force Account Equipment Summary is comparable to FEMA Form No. 90-127

# Critical Infrastructure and Key Resources (CI/KR)

## I. Purpose

The Critical Infrastructure and Key Resources Annex describes the policies, roles and responsibilities, and the concept of operations for assessing, prioritizing, protecting, and restoring critical Bannock County infrastructure and key resources (CIKR) during actual or potential domestic incidents. The annex details processes to ensure coordination and integration of CIKR-related activities among a wide array of public and private incident managers and CIKR security partners within immediate incident areas as well as at the state and national levels.

Specifically, this annex does the following:

- Describes roles and responsibilities for CIKR preparedness, protection, response, recovery, restoration, and continuity of operations relative to the Bannock County Emergency Operations Plan.
- Establishes a concept of operations for incident-related CIKR preparedness, protection, response, recovery and restoration.

## II. Scope

This annex addresses integration of the CIKR protection and restoration mission as a vital component of the County's unified approach to incident management. Critical infrastructure includes those assets, systems, networks, and functions - physical or virtual - so vital to the County that their incapacitation or destruction would have a debilitating impact on security, local economic security, public health or safety, or any combination of those matters. Key resources are publicly or privately controlled resources essential to minimal operation of the economy and the government.

Processes outlined herein apply to County departments and agencies during incidents with potential or actual CIKR impacts - and may apply to, or involve, incident managers and security partners at other levels of government and the private sector, including CIKR owners and operators.

## III. Objectives

The primary focus of the Bannock County CI/KR Annex revolves around the protection of the two important assets of any local government: critical facilities and infrastructure. This Annex will be revised at a later date to specifically examine protection of personal and data however; through protection of the facilities and infrastructure a foundation for protection and safety of personnel of data has been set.

The primary objective of this Annex is to establish policies and procedures to be used for recovery and restoration of use of critical facilities and infrastructure in the County. This includes establishing a risk based analysis of the potential facility and infrastructure losses and then establishing a pathway to recovery and restoration of service. The Annex seeks to accomplish the following additional objectives:

- Minimize the number of decisions which must be made during recovery planning
- Identify the resources needed to execute the actions defined by this Annex



- Identify actions to be undertaken by pre-designated teams
- Define the process for testing and maintaining this Annex and training for recovery teams.

#### **IV. Assumptions**

The following assumptions bound the CI/KR Recovery Annex.

- Facility damage falls within the expected parameters established by hazard analyses.
- Recovery Teams will be available to perform functions as assigned
- Supplies and Materials needed to perform repairs will be available
- Regulatory restrictions will support recovery and restoration of services
- Telecommunications connectivity and fiber optic cabling will be intact.
- All necessary Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs) have been executed.

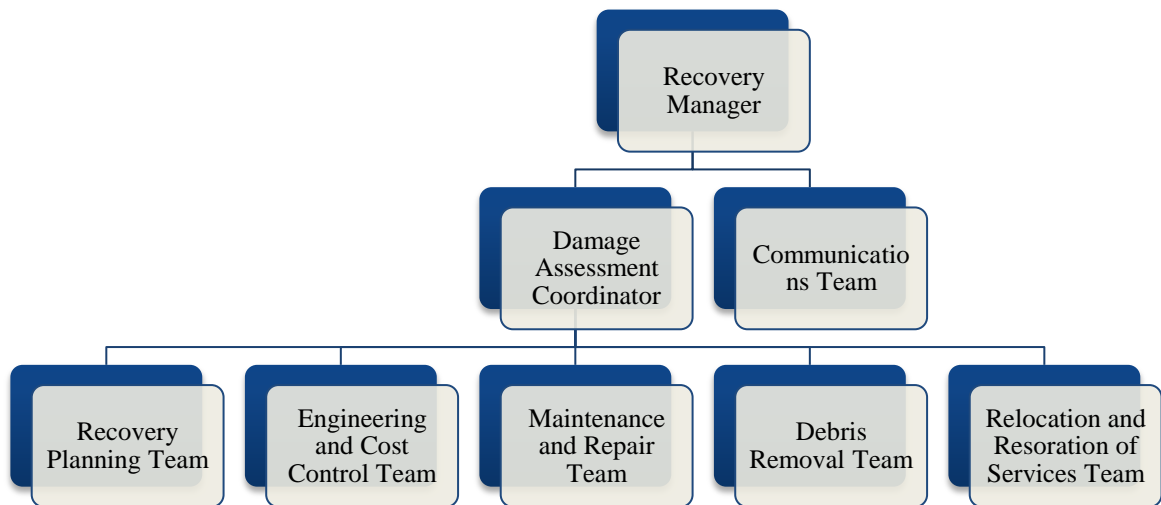
#### **V. Organization**

In the event of a disaster or other circumstances which bring about the need for CI/KR Recovery Operations the normal organization of the Bannock County will shift into that of the Recovery organization. The focus of the County will shift from the current structure and function of “business as usual” to the structure and function of an emergency response and recovery working towards the resumption of time-sensitive business operations. In this Plan, the Bannock County Recovery Organization will operate through phases of resumption, recovery, and restoration. Each phase involves exercising procedures of the both the Emergency Operations Plan and the Continuity of Operations Plan and the teams executing those plans. The teams associated with the Recovery Plan represent functions of a department or support functions developed to resume, recover, or restore operations at County owned facilities including and its affected systems. Each of the teams is comprised of individuals with specific responsibilities or tasks, which must be completed to fully execute the Plan. As identified in the Bannock County Emergency Operations Plan those that normally perform a given function are those who are responsible as assigned in this Plan, to lead each of the continuity teams.

Each team becomes a sub-unit of the County’s Continuity of Operations organization. Coordination teams may be singular for given facilities, whereas technical teams will likely be discipline specific. The teams are structured to provide dedicated, focused support in the areas of their particular experience and expertise for specific resumption and recovery tasks, responsibilities, and objectives. A high degree of interaction among all teams will be required to execute the County CI/KR Recovery Plan. Each team’s eventual goal is the resumption/recovery and the return to stable and normal governmental operations and services. Status and progress updates will be reported by each team leader to the County Recovery Manager. Close coordination must be maintained with each individual jurisdiction and the State of Idaho Bureau of Homeland Security throughout the resumption and recovery operations.

The Bannock County CI/KR Recovery organization's primary duties are:

- To protect employees and information assets until normal business operations are resumed.
- To ensure that a potential damage to facilities and infrastructure can be quickly determined during an incident.
- To integrate response and manage resumption, recovery, and restoration activities.
- To support and communicate with employees and the public the status of critical facilities and infrastructure
- To accomplish rapid and efficient resumption of time-sensitive governmental operations, and functional support areas.
- To exercise resumption and recovery expenditure decisions.
- To streamline the reporting of resumption and recovery progress between the teams, elected and appointed officials and the State of Idaho Bureau of Homeland Security.



## Teams

The following are suggested teams that will be assigned to execute the CI/KR Annex:

**Damage Assessment Team**

The Damage Assessment Team is a technical group responsible for assessing damage to the Facility and its components. It is composed of personnel with a thorough understanding of hardware and equipment and the authority to make decisions regarding the procurement and disposition of hardware and other assets. This team is primarily responsible for initial damage assessment, accounting of damage assessment, loss minimization, salvage and procurement of necessary replacement equipment and interfaces. This team should include vendor representatives.

The Damage Assessment Team will enter the facility as soon as they have received permission to do so from emergency services. A written detailed account should be made of the general status of the work area, with specific attention to the condition of hardware, software, furnishings, and fixtures. Recommendations should be made that all damaged equipment, media, and documentation be routed immediately to disaster recovery and restoration experts for a determination as to its ability to be salvaged or restored.

**Maintenance and Repair Team**

The Maintenance and Repair consists of technicians responsible for running emergency equipment and critical systems, ensuring that backup systems are function properly to ensure that data and other vital systems are in operations where possible. Also, the PC Support Team under the Maintenance and Repair Team is responsible for re-establishing microcomputer operations at the backup site or remote sites and for assisting with reinstating PC applications.

**Communications Team**

The Communications Team is composed of Bannock County communications specialists responsible for restoring voice, data, and video communications links between users and the computers, regardless of location in the event of a loss or outage. Communication vendor (carrier) input in designing and implementing the recovery plan is very important. Influential factors in developing recovery procedures for this team include: the type of network, the time requirement for restoration, percentage of the network to be recovered and budget considerations.

**Debris Removal Team**

The Debris Removal Team is responsible to remove damage materials and debris from the facility to the Bannock County Landfill assisted by ESF 3 Public Works and Engineering.

**Recovery Planning Team**

The Recovery Planning Team will put together the specific details of an Incident Recovery Action Plan based on this Plan and in close communications with ESF 14 Long Term Community Recovery.

**Relocation and Restoration of Services Team**

The Relocation and Restoration of Services team is composed of individuals with specific knowledge regarding the mission and services of the facility users. The team is made up

of major user area managers, production control, and personnel responsible for coordination and liaison, with the existing staff for service recovery and restoration including but not limited to data files and databases. Under the general leadership of the Relocation and Restoration of Services Team, governmental business staff and support information database administration sub-teams perform necessary application restoration activities. Setting priorities for applications recovery is a primary influence on procedures for this team and its subgroups.

## **VI. Concept of Operations**

The concept of operations describes approaches, processes, coordinating structures and incident-related actions required for the protection and restoration of CIKR assets, systems, networks, or functions within and outside the impacted area. The processes described herein are detailed further in standard operating procedures and other related guidance.

Specifically, the concept of operations focuses on processes and actions for CIKR related:

- Situational awareness.
- Impact assessments and analysis.
- Information sharing.
- Requests for assistance or information from private-sector CIKR owners and operators.

The Bannock County Recovery Manager, in conjunction with individual County department management will determine which Teams/Team members are responsible for each function during each phase. As tasking is assigned, additional responsibilities, teams, and task lists need to be created to address specific functions during a specific phase. (These actions are coordinated with the Bannock County Continuity of Operations Plan activation)

### **Response Phase**

- Establish an immediate and controlled presence at the incident site.
- Conduct a preliminary assessment of incident impact, known injuries, extent of damage, and disruption to the County's services and operations.
- Find and disseminate information on if or when access to the facility will be allowed.
- Provide emergency management with the facts necessary to make informed decisions regarding subsequent resumption and recovery activity.

### **Resumption Phase**

- Establish and organize a management control center and headquarters for the resumption operations.
- Mobilize and activate the support teams necessary to facilitate and support the resumption process.

- Notify and appraise time-sensitive governmental operation resumption team leaders of the situation.
- Alert employees, vendors and other internal and external individuals and organizations.

### **Recovery Phase**

- Prepare and implement procedures necessary to facilitate and support the recovery of time-sensitive governmental operations and services.
- Coordinate with elected and appointed officials to discern responsibilities that will fall upon individual Recovery Teams.
- Coordinate with employees, vendors, and other internal and external individuals and organizations.

### **Restoration Phase**

- Prepare procedures necessary to facilitate the relocation of governmental operations to the new or repaired facility.
  - Implement procedures necessary to mobilize operations, support and technology department relocation.
  - Manage the relocation effort as well as perform employee, vendor, and customer notification before, during, and after relocation.

## **VII. Critical Infrastructure Vulnerabilities**

When developing strategies for a CI/KR Annex, it is helpful to consider the entire range of probable and possible threats that present a risk to a County. From that range of threats, likely scenarios can be developed and appropriate strategies applied. A disaster recovery plan should be designed to be flexible enough to respond to extended business interruptions, as well as major disasters.

The best way to achieve this goal is to design a CI/KR Recovery Annex that could be used to address a major disaster, but is divided into sections that can be used to address extended business interruptions. While each of the identified threats could result in a disaster by itself, in a major disaster several of the threats might be present concurrently or occur sequentially, depending on the circumstances.

As a result, it is advisable to develop several levels of strategies that can be applied as needed. For example, a localized fire in the computing center may render some of that space unusable. An appropriate strategy for that event may be temporary relocation of personnel to another office within the Court House or in other suitable local office space in another office building. An event that required temporary evacuation of the computer center, such as a truck accident in the tunnel and a chemical spill that may require several days to resolve, may necessitate switchover capabilities and possible regional mirrored redundancy capabilities that would be transparent to the users. An event of greater magnitude, such as an explosion, may render the Bannock County Court House and Annex unusable for an extended duration of time and might necessitate a strategy based on mirrored redundancy as well as a secondary strategy involving a commercial

relocation site. Time sensitivity and mission criticality in conjunction with budgetary limitations, level of threat and degree of risk will be major factors in the development of recommended strategies.

The following tables and maps illustrate the range of risks as applied to those facilities that have been deemed as critical to Bannock County:

### Wildfire Annualized Loss

The annualized loss for the facilities was calculated using LANDFIRE Mean Fire Return Intervals. This dataset is the default FEMA standard value for developing a Benefit Cost Analysis (BCA). In the following table the Annualized Loss was calculated by dividing the value of the facility by the wildfire return interval.

Facility	Value	Jurisdiction	Return Interval (Years)	Annualized Loss
County Annex Building	\$0	Bannock County	112	\$0
Juvenile Court and Detention Center	\$0	Bannock County	112	\$0
Juvenile Probation/Public Defender Offices	\$0	Bannock County	112	\$0
House-Aid for Friends	\$97,500	Bannock County	112	\$871
Family Service Alliance Bldg	\$126,000	Bannock County	112	\$1,125
Probation Office	\$136,000	Bannock County	112	\$1,214
Road & Bridge Shop/Office	\$800,000	Bannock County	112	\$7,143
Road & Bridge Maintenance Shop	\$96,000	Bannock County	112	\$857
Road & Bridge Vehicle Storage	\$360,000	Bannock County	112	\$3,214
Bannock County Sheriff's Office/Jail	\$0	Bannock County	250	\$0
Search & Rescue Bldg	\$25,000	Bannock County	250	\$100
Landfill Office Bldg	\$142,500	Bannock County	750	\$190
City Hall	\$480,000	Downey	175	\$2,743
Well House	\$7,420	Lava Hot Springs	175	\$42
Ambulance Building	\$39,220	Lava Hot Springs	400	\$98
City Hall	\$148,400	Lava Hot Springs	400	\$371
District Office	\$1,900,000	Marsh Valley School District	112	\$16,964
Lava Hot Springs Elementary	\$3,000,000	Marsh Valley School District	175	\$17,143
Mountain View Elementary	\$3,650,000	Marsh Valley School District	175	\$20,857
Inkom Elementary School	\$3,100,000	Marsh Valley School District	175	\$17,714

Facility	Value	Jurisdiction	Return Interval (Years)	Annualized Loss
Downey Elementary School	\$3,300,000	Marsh Valley School District	175	\$18,857
City Hall	\$6,765,601	Pocatello City	112	\$60,407
Great Pocatello Senior Center	\$1,460,740	Pocatello City	112	\$13,042
Community Rec Center	\$2,920,181	Pocatello City	112	\$26,073
Alameda Water Shop	\$772,961	Pocatello City	112	\$6,901
Fire Station #1	\$1,299,811	Pocatello City	112	\$11,605
Fire Station #3	\$538,245	Pocatello City	112	\$4,806
Shop C Sanitation	\$987,885	Pocatello City	135	\$7,318
Street Dept Bldg	\$988,434	Pocatello City	135	\$7,322
Fire Station #5	\$682,826	Pocatello City	250	\$2,731
Claude A. Wilcox Elementary	\$5,982,760	Pocatello School District	95	\$62,976
Admin. Office/Bus Garage/Kitchen	\$5,011,187	Pocatello School District	112	\$44,743
Hawthorne Middle School	\$7,542,085	Pocatello School District	112	\$67,340
Technology Services Center	\$344,650	Pocatello School District	112	\$3,077
Lewis & Bannock Elementary Sch.	\$4,897,748	Pocatello School District	112	\$43,730
Tyhee Elementary School	\$6,656,140	Pocatello School District	112	\$59,430
Chubbuck Elementary School	\$4,557,012	Pocatello School District	112	\$40,688
Highland High School	\$23,161,181	Pocatello School District	135	\$171,564
Pocatello High School	\$13,281,241	Pocatello School District	135	\$98,380
Franklin Middle School/Gym	\$10,965,508	Pocatello School District	135	\$81,226
Bonneville Elementary School-Vacant	\$150,000	Pocatello School District	135	\$1,111
Edahow Elementary School	\$3,446,079	Pocatello School District	135	\$25,527
Rulon M. Ellis Elementary Sch.	\$4,638,405	Pocatello School District	135	\$34,359
Lincoln Elementary School	\$3,159,250	Pocatello School District	135	\$23,402
Syringa Elementary School	\$4,471,006	Pocatello School District	135	\$33,119
Tendoy Elementary School	\$2,466,651	Pocatello School District	135	\$18,271
Washington Elementary School	\$2,670,962	Pocatello School District	135	\$19,785
Gate City Elementary School	\$4,576,923	Pocatello School District	135	\$33,903
Jefferson Elementary School	\$4,221,595	Pocatello School District	175	\$24,123
Century High School	\$27,354,681	Pocatello School District	175	\$156,312
Irving Middle School/Gym	\$9,604,734	Pocatello School District	250	\$38,419

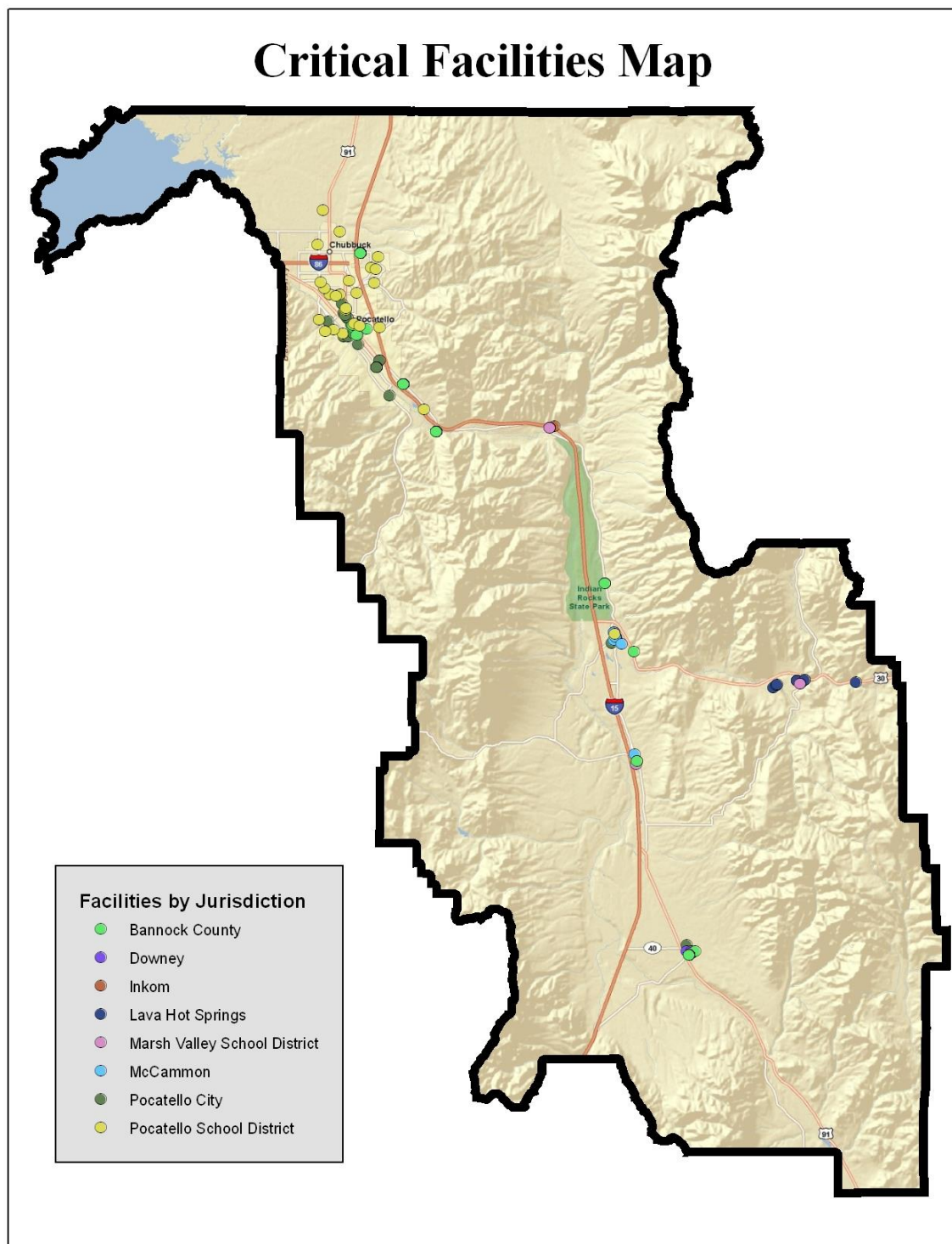
**Facilities in the FIRM 100 Year Floodplain**

Facility	Value	Jurisdiction
Fire Station #5	\$682,826	Pocatello City
Well Hours	\$14,480	Lava Hot Springs
Tendoy Elementary School	\$2,466,651	Pocatello School District

**Facilities in the FIRM 500 Year Floodplain**

Facility	Value	Jurisdiction
Community Rec Center	\$2,920,181	Pocatello City
Alameda Water Shop	\$772,961	Pocatello City
Street Dept Building	\$988,434	Pocatello City
Aquatic Complex Office	\$1,097,402	Pocatello City
Aquatic Control Building	\$350,913	Pocatello City
Water Park	\$1,760,433	Pocatello City
Ambulance Building	\$39,220	Lava Hot Springs
Storage Building	\$60,741	Lava Hot Springs
Landfill Shop	\$63,000	Bannock County
Administration Offices	\$5,011,187	Pocatello School District
Alameda Center	UNK	Pocatello School District
Technology Services Center	\$344,650	Pocatello School District
Lewis & Bannock Elementary School	\$4,897,748	Pocatello School District
Upper Maintenance Shop	\$705,641	Pocatello School District





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# Glossary of Key applicable NIMS Terms

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

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

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

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management

Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

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

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

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

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

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

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

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

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

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

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

**Continuity of Operations:** An effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

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

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

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

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

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

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

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

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

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

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

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

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and

related personnel, agencies, and authorities. (See section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as “emergency responder.”

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Hazardous Material:** For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal

organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

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

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

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

**Mission Assignment:** The vehicle used by DHS/EPR/FEMA to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work.

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

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

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

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

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

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

**National Disaster Medical System (NDMS):** A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a



public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

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

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

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

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

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

**Nongovernmental Organization (NGO):** A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; 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.

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

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

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

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

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

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

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

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

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

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

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

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

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and

to establish a common set of objectives and strategies and a single Incident Action Plan. (See page 10 for discussion on DOD forces.)

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

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

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

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

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

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

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

# NIMS Acronym List

<b>ALS</b>	Advanced Life Support
<b>APHIS</b>	Animal and Plant Health Inspection Service
<b>IBHS</b>	Bureau of Homeland Security
<b>CBO</b>	Community-Based Organization
<b>CERCLA</b>	Comprehensive Environmental Response, Compensation, and Liability Act
<b>CERT</b>	Community Emergency Response Team
<b>CFO</b>	Chief Financial Officer
<b>COOP</b>	Continuity of Operations
<b>DEQ</b>	Division of Environmental Quality
<b>DFO</b>	Disaster Field Office
<b>DHS</b>	Department of Homeland Security
<b>DMAT</b>	Disaster Medical Assistance Team
<b>DMORT</b>	Disaster Mortuary Operational Response Team
<b>EOC</b>	Department Operations Center
<b>EAS</b>	Emergency Assistance Personnel or Emergency Alert System
<b>EMAC</b>	Emergency Assistance Compact
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>EPA</b>	Environmental Protection Agency
<b>EPCRA</b>	Emergency Planning and Community Right-to-Know Act
<b>EPIO</b>	Emergency Public Information Officer
<b>ESF</b>	Emergency Support Function
<b>FBI</b>	Federal Bureau of Investigation
<b>FCO</b>	Federal Coordinating Officer
<b>FEMA</b>	Federal Emergency Management Agency
<b>FOG</b>	Field Operations Guide
<b>FRC</b>	Federal Resource Coordinator
<b>FRERP</b>	Federal Radiological Emergency Response Plan
<b>FRP</b>	Federal Response Plan
<b>GIS</b>	Geographical Information System
<b>HAZMAT</b>	Hazardous Materials
<b>HSPD-5</b>	Homeland Security Presidential Directive 5
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Command
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IMT</b>	Incident Management Team
<b>INL</b>	Idaho National Laboratory
<b>ISP</b>	Idaho State Police
<b>ITD</b>	Idaho Transportation Department
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>JOC</b>	Joint Operations Center
<b>LNO</b>	Liaison Officer
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>NASA</b>	National Aeronautics and Space Administration

<b>NAWAS</b>	National Warning System
<b>NCP</b>	National Oil and Hazardous Substances Pollution Contingency Plan
<b>NDMS</b>	National Disaster Medical System
<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NRC</b>	Nuclear Regulatory Commission
<b>NRP</b>	National Response Plan
<b>NVOAD</b>	National Voluntary Organizations Active in Disaster
<b>OSC</b>	On-Scene Coordinator
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer
<b>POLREP</b>	Pollution Report
<b>POC</b>	Point of Contact
<b>PVO</b>	Private Volunteer Organization
<b>R&amp;D</b>	Research and Development
<b>RA</b>	Reimbursable Agreement
<b>RCRA</b>	Resource Conservation and Recovery Act
<b>RESTAT</b>	Resource Status
<b>ROSS</b>	Resource Ordering and Status System
<b>SAR</b>	Search and Rescue
<b>SCO</b>	State Coordinating Officer
<b>SDO</b>	Standards Development Organization
<b>SFO</b>	Senior Federal Official
<b>SITREP</b>	Situation Report
<b>SO</b>	Safety Officer
<b>SO</b>	Sheriff's Office
<b>SOG</b>	Standard Operating Guideline
<b>SOP</b>	Standard Operating Procedure
<b>TSA</b>	Transportation Security Administration
<b>UC</b>	Unified Command
<b>US&amp;R</b>	Urban Search and Rescue
<b>WMD</b>	Weapons of Mass Destruction



## Maps

