

2024

Benewah County Emergency Operations Plan



Benewah County Emergency Management

7/2024

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Base Plan

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Preface

The Benewah 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 Services Agency (FEMA) as well as lessons learned from disasters and emergencies that have threatened Benewah 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 Benewah County has an established disaster management program, many individual departments in the County do not have detailed emergency operation procedures; therefore, this plan acts as fundamental guidance for emergency response by all agencies assigned specific functional responsibilities. 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. James Roletto
Director, Benewah County Emergency Management

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LETTER OF PROMULGATION

The Benewah County Emergency Operations Plan (EOP) dated July 2024 is hereby authorized to be the official plan for Benewah County intergovernmental emergency operations pursuant to Chapter 10, Title 46 Idaho Code.

This plan has been developed in the interest of providing protection to the local population. As such, it is written to address primarily the natural and person-made hazards and related disasters in Benewah County. In support of this plan, all County and private agencies are requested to develop directives, SOPs, checklists, or other supplemental guidance to insure its maximum effectiveness. Additionally, it is recommended that this plan, or parts thereof, be exercised on a regular basis to ensure executive familiarity with emergency functions.

Periodic exercises will be scheduled to provide familiarity with emergency procedures.

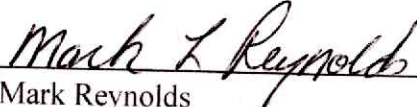
This plan supersedes Benewah County EOP dated April 2008 and becomes effective upon receipt. Signatures to the plan shall execute their acceptance in counterpart, originals of which shall be filed with the County Clerk.

Any signatory may withdraw its acceptance and participation in the Plan by giving 30 days written notice filed with the County Clerk

Approved:


Philip Lampert - Chairperson
Benewah County Commissioners

7-22-2024
Date


Mark Reynolds
Benewah County Commissioner

7/8/24
Date


Robert Short
Benewah County Commissioners

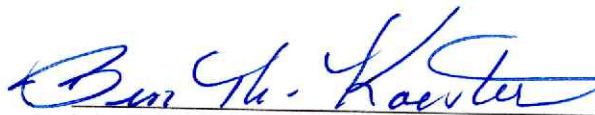
7/8/24
Date


Tom Carver
Mayor, City of St. Maries

7/24/24
Date


Christopher Dohrman
Mayor, City of Plummer

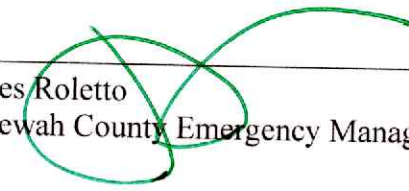
7/23/24
Date



Mayor, City of Tensed

5-16-24

Date



James Roletto
Benewah County Emergency Management Director

Date

Adopted by the Board of County Commissioners of Benewah County on the 22nd day
of JULY 2024.

Letter of Instruction

Implementation Guidance

The Benewah County Emergency Operations Plan (EOP) is effective upon signing by the Jurisdictions represented on the following notices 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.*

For those who have positions outlined in the roles and responsibilities section, please be familiar with your duties, and make sure you have a backup in case you are unavailable. Please be sure to teach this individual what that position's responsibilities are and ensure that the Director, Benewah County Emergency Management, knows who your backup is.

The County EOP is a living document, which requires constant updating, and should be revised at any time when better responses are identified, or when capabilities and resources change. As a user of the EOP, please make records of changes as received on the Record of Change page. An old plan is a weak plan.

Record of Distribution

[illegible]

A Master Copy is to be maintained in the Benewah County Emergency Management Director's Office.

Ongoing Plan Management & Maintenance

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The County Board of Commissioners and involved department heads will brief appropriate additional personnel, as appropriate. This plan will be published by the Benewah County Emergency Management Director and updated in its entirety every four years. Any changes resulting from this annual review will be published and distributed to agencies holding this plan.

Record of Changes & Review

When posting changes:

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

Change #	Date Posted	By (Print)	Signature

Record of Review

Review Date	Reviewed by	Signature

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Foreword

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

1. The Basic Plan

The Basic Plan describes the structure and processes comprising a countywide response to an incident. It includes the purpose, authorities, assumptions, concept of operations, and the disaster declaration process.

2. Roles & Responsibilities

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

3. Incident Annexes

The Incident Annexes contain guidelines for response to specific hazards that could happen in the County. These are:

- EOC Activation/Deactivation
- Any Type of Incident
- Bomb Threat/Civil Disobedience
- Earthquake
- Flood
- Hazardous Materials
- Power Failure
- Severe Weather
- Biological/Chemical
- Wildfire

4. Benewah County Emergency Support Functions (ESF)

These response guides organize agencies, departments, and organizations into emergency support functions. The structure of this section is required by Presidential Directive and is patterned after the National Response Plan. The plan is NIMS compliant. Each of these guides contains a method of operation and the responsibilities of the primary and support agencies that will respond during a multi-agency or multi-jurisdictional major emergency that can be called upon by the County to assist in responding to a specific need. Below is a description of each ESF in the Benewah County EOP.

ESF 1-Transportation

- Restoration / recovery of roads and bridges
- Transportation of Evacuees

ESF 2-Communications and Warning

- Methods of communicating
- Public warning information

ESF 3-Public Works and Engineering

- Infrastructure protection and emergency repair
- Infrastructure restoration

ESF 4-Firefighting

- Firefighting activities

ESF 5-Emergency Services

- Coordination of Emergency Services efforts
- Financial management

ESF 6-Mass Care

- Mass care
- Disaster housing
- Delivery of emergency food and water rations

ESF 7-Resources Support

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

ESF 8-Public Health and Medical Services

- Public Health
- Medical
- Mental health services
- Mortuary services

ESF 9-Search and Rescue

- Life-saving assistance
- Search and Rescue

ESF 10-Hazardous Material

- Hazardous materials response
- Environmental safety and short- and long-term cleanup

ESF 11- Agriculture and Natural Resources

- Relocation of livestock
- Cropland protection
- Care of domestic pets during a disaster

ESF 12-Energy

- Energy infrastructure assessment, repair, and restoration
- Energy industry utilities coordination

ESF 13-Law Enforcement

- Law enforcement support
- Support to access, traffic and crowd control

ESF 14-Community Recovery and Mitigation

- Short Term Recovery
- Recovery Transition
- Pre-Disaster Mitigation

ESF 15-Public Information

- Media Relations
- Community Information

ESF 16-Military Support

- State of Idaho Military Division activation

5. Support Annexes

The Support Annexes contain important information and procedures for managing an emergency. These include Damage Assessment, Evacuation, Financial Management, Human Services, and Terrorism.

6. Appendixes

The Appendixes include a glossary of key terms, an acronym list, and maps.

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Introduction

Purpose

The purpose of the Benewah County Emergency Operations Plan is to develop a simple Emergency Services capability that can take immediate steps to respond to the effects of an emergency, preserve life, minimize damage, provide necessary assistance, and coordinate in the County's recovery in an effort to return the community to its normal state of affairs.

This plan attempts 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 Benewah County. The County recognizes that mutual aid agreements/memorandums of understanding (MAA/MOUs) among signatory agencies, counties, and states are a critical component of interagency cooperation. These documents will identify and coordinate the use of resources and personnel between agencies during an emergency incident. Coordination with the OEM, LEPC, and other agencies identified in the Emergency Support Function of this plan will assist agencies in identifying collaborative partners. It is the responsibility of an agency to identify where resource shortfalls may be expected within their organization during an extended emergency event. When appropriate, these agreements should address the unique response requirements and resource needs associated with response to weapons of mass destruction that include chemical, biological, radiological, nuclear, and explosive weapons (CBRNE).

Citizens are also encouraged to be self-sufficient for at least seventy-two hours after a disaster. It is the policy of Benewah County that no services will be denied on the basis of race, color, religion, national origin, age, sex, marital status, veteran status, or the presence of any sensory, mental, or physical disability.

Scope and Limitations

The Benewah County Emergency Plan covers all emergency operations within the boundaries of Benewah 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.

No guarantee of a perfect system is implied by this plan. As resources and personnel may be overwhelmed, Benewah County can only endeavor to make a reasonable effort to respond to each emergency based on the situation, and on information and resources available at the time. Every effort possible will be made to prepare and train for such events in advance.

Situation and Assumptions

Situation

1. Benewah County is located in the southern part of the panhandle of northern Idaho. It is bounded on the north by Kootenai County, on the West by Washington State, on the south by Latah County, and on the east by Shoshone County. It was established in 1915 and was named after a Coeur d'Alene Chief. Some settlement began after the completion of the Mullan Road in 1860, but most settlers came to the area after the discovery of gold near St. Maries in 1880. Catholic missionaries settled in the St. Joe River Valley in 1846, and in the western part of the County, in Desmet, in 1877. The missionaries worked mainly with the Coeur d'Alene Indians on their reservation, which consisted of about half of the County until 1910. At this time the rich prairie lands were settled. Meanwhile major settlement activities took place in the forested area in the eastern part of the County. Although there were some early settlers in the meadows along streams, the main influx of European people did not begin until about 1900. It was then possible to acquire land as timber claims. Lumbering became the important industry, and settlement in relation to this industry, increased. Since the creation of the Coeur d'Alene Indian Reservation, settlement in this section has been comparatively rapid. Much of the land within the Indian Reservation is leased out for agricultural use. Most of the people reside mainly in the towns and communities in the County. Some live on farms scattered throughout the forested sections. The County was organized in 1915 with the County Seat at St. Maries.
2. As of the 2000 Census the County had a population of 9,171 (2005 estimate: 9,218). The county seat is St. Maries. Benewah County was formed on January 23, 1915 from sections of Kootenai County. According to the US Census Bureau, the County has a total area of 784 square miles, of which 776 square miles of it is land and 8 square miles of it is water. Twelve percent of the land is federally owned, 13% is State land, 10% is tribal, 1% is local government owned, and the remaining 69% is private ownership. There are currently 62,490 total acres used for agricultural production. Forest lands make up 76% of Benewah County, based on satellite imagery. It is part of the Palouse, a wide and rolling prairie-like region of the middle Columbia Basin. The flatter plains region on the western side of the County is the northern extent of the fertile Palouse Prairie. This area is known for having one of the highest rates of dry farmed wheat production in the world due to the deep loamy soils formed in loess, alluvium, or glacial outwash. Cattle ranching is also productive in this part of Benewah County. Benewah County has altitudes ranging from 2,044 feet to over 6,400 feet. The topography is extremely varied, from low elevation plains to high, steep mountainous terrain. Benewah County reported an increase of 1.45% per year in total population from 7,937 in 1990 to 9,171 in 2000 with approximately 4,238 housing units. Benewah County has three incorporated communities, St. Maries (pop. 2,652), Plummer (pop. 990), and Tensed (pop. 126). The population in Benewah County remains either relatively static or growing

slightly, although Tensed experienced a 40.0% increase in population between 1990 and 2000. Nearly 29% of the total county population resides in St. Maries. Unincorporated communities include Fernwood, Santa, Emida, Sanders, Chatcolet, St. Joe City, and Benewah. The total land area of the County is roughly 776.5 square miles (497,000 acres).

3. The main highways weaving through the County are US Highway 95 and State Highways 3, 5, and 6. US 95 is the sole route connecting northern and southern Idaho and traverses Benewah County along its western side. State Highway 5 is a relatively windy two-lane highway connecting St. Maries to Plummer while providing access to Heyburn State Park. The State Highways serve to connect the small mountain communities of Emida, Fernwood, and Santa to the more urban areas of St. Maries and Plummer. These two-lane highways are typically winding, fairly narrow, and generally bordered by timberlands. Heavy recreational and large truck traffic is particularly intense during the summer and fall months.
4. The two major rivers in the County are the St. Maries River and the St. Joe River. During the historic log drives of the 1930's and still today, the St. Joe River is a large financial entity in Benewah County providing many recreational and economic resources. Other important bodies of water in the County are the Chatcolet, Benewah, Round, Porret, Bell, and Swan Lakes. There are major dams and levees in the County. Flooding would occur if one of these dams failed.

Natural Disasters

Winter Storms

Winter storms are a relatively common experience for residents of Benewah County. Temperatures down to 30 degrees below zero with high winds and or snow can combine to close roads, disrupt utilities, limit access, impede emergency services or delivery of goods, and close businesses or medical facilities. These storms also create hazardous travel conditions, which can lead to increased vehicular accidents, stranded motorists or residents, and interrupt or delay air service. All of these conditions could cause major health risks such as medical, heat, food, shelter, or water to local residents, as well as the traveling public and livestock.

Flood

Historically, flooding has been a periodic problem for Benewah County, particularly in St. Maries. Chinook winds or a rain-on-snow event can reduce the snow pack in the surrounding mountain to heavy run-off in a matter of hours. Significant mitigation work, such as the Levee Restoration project, has reduced the area of potential impact. The abundance of rivers and lakes ensures some level of threat from flooding will always be present.

High Winds

Strong winds are common in the County. When combined with blowing dirt, rain or snow, the winds cause a threat to traffic, homes, businesses, medical services, crops, and utilities. Likewise, the threat of small tornadoes and microburst

remains, and although historically insignificant, still should be considered in emergency planning.

Wildland Fire

Wildland fires are common in the rural areas of Benewah County. Even though the majority of the larger fires are on public lands, it affects all residents in the County and State. Private landowners are affected significantly when their properties are damaged. Local fire departments and enforcement and protection agencies face increased responsibilities for public safety, and structural and wildland fire fighting responsibilities.

Earthquake and Seismic Activity

Catastrophic earthquakes are not common; however, less than catastrophic earthquakes can and have caused damage in the County. Seismic activity within the County is evident and continues to be a concern for emergency planning.

Landslide

Landslides often occur in conjunction with other types of natural disaster, such as earthquakes, floods, and volcanic eruptions. Evidence of landslide activity is apparent on many of the roadways and cliff faces in Benewah County. Consequences of landslides in Idaho generally occur directly at the site and down slope of the slide area, and in adjacent waterways. Temporary road closures and lengthy detours while debris is being cleared are the most likely difficulties.

Other Natural Disasters

Although not common to our area, other natural disasters in other areas of the country, and in fact the world, may impact the County residents, the local economy, and the environment. Severe drought and high heat, although not common, could place residents and our agriculture in danger.

Technological and Manmade Disasters

Power Failure

A long-term power outage (more than 24 hours) would create problems for the County. Home, medical, congregate care, law enforcement, fire services, industry, business, crops, and livestock could become threatened. This type of incident should be considered a major threat to our communities and should be part of a considerable emergency planning effort.

Hazardous Materials Releases

The County has a threat from a release of hazardous materials from both fixed and transportation incidents. It has become an ordinary part of our life, with its transport, storage, and use. Hazards range from a small spill on a rural farm road, to a major release on railways in a populated area. Illegal methamphetamine operations have become a concern in the County. Emergency Service Agencies are not funded, equipped, trained, nor ready for a major life-threatening release. The closest Level A team is located in Coeur d'Alene. Although highly trained and equipped, the State Hazmat Teams are at a minimum 2-3 hours away, causing great concern to planners and responders alike.

Civil Disobedience

Although in the strictest sense, civil disobedience is uncommon in the area, activities such as sporting events, parades, fairs, celebrations, gatherings, protests, or riots may be treated as civil disobedience events and monitored by the Law Enforcement Agency.

Terrorism

Terrorism could occur within the County. State and Federal Law Enforcement are the lead agencies responsible for terrorism. They should coordinate the emergency planning effort and assist local agencies in training and preparation for acts of terrorism.

Mass Casualty

A mass casualty event, such as a major explosion, fire, underground mine fire or collapse, or school bus accident, can create special problems and should be considered in the planning process.

Authorities and References

- Federal Emergency Management 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 Services.
- 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.
- Benewah County All Hazard Mitigation Plan (2005)
- Benewah County Resolution of Adoption of the National Incident Management System (NIMS) and the Incident Command System (ICS)
- Benewah County Resolution establishing a local disaster preparedness organization.
- Panhandle Health District All Hazards Public Health Preparedness and Response Plan
- Panhandle Health District Communications Plan

Planning Assumptions & Considerations

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

- Incident management activities will be initiated and conducted using the principles contained in the NIMS Incident Command System.
- The combined expertise and capabilities of the municipalities, Benewah County, and the State of Idaho will be required to prevent, prepare for, respond to, and recover from emergencies.
- County Government has the primary responsibility for Emergency Management in Benewah County and will continue to lead and coordinate planning for disaster prevention/mitigation, response, and recovery.
- County and Municipal governments and community preparedness partners will cooperate to maximize the benefits of this plan.
- The Benewah County Local Emergency Planning Committee (LEPC) is the principal coordinating body for coordination of this plan and operates under the guidance of the Benewah County Emergency Management Director.
- These responsibilities necessitate the development of a multi-hazard plan that activates Emergency Support Functions (ESF) and detailed procedures, supported by local jurisdictions and private industry emergency plans.
- A disaster, producing casualties and wide spread damage, may occur with little or no warning.
- Depending upon the severity of the situation, local governments may be quickly overwhelmed with the emergency.
- State assistance may be available through Idaho Department of Homeland Security.
- If the situation warrants, the Governor of Idaho may declare a *STATE OF EMERGENCY* and request immediate Federal assistance.
- Top priorities for incident management are to:
 - Save lives of both the responders and the public.
 - Ensure security.
 - Protect and restore critical services.
 - Protect property.
 - Facilitate recovery.

Preparedness

Training and Exercises

The Emergency Management Director is tasked to ensure that 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 Benewah County Emergency Management Director and are addressed in ESF 5-Emergency Services.

Plan Maintenance

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

Concept of Operations

General

It is the responsibility of the Benewah County government to undertake Emergency Services 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 individuals or groups involved in Emergency Services 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 Benewah County Board of County Commissioners.

Phases of Management

- **Mitigation:** Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. These functions are not part of this planning effort; however, Benewah County Emergency Services will continue to address mitigation issues within the County.
- **Preparedness:** Preparedness activities develop the response capabilities needed if an emergency should arise. Planning, training, and exercises are among the activities conducted under this phase.
- **Response:** Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage, and to speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.
- **Recovery:** Recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, condition. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be provision of temporary housing and food, restoration of vital government services, and reconstruction of damaged areas.

Direction and Control

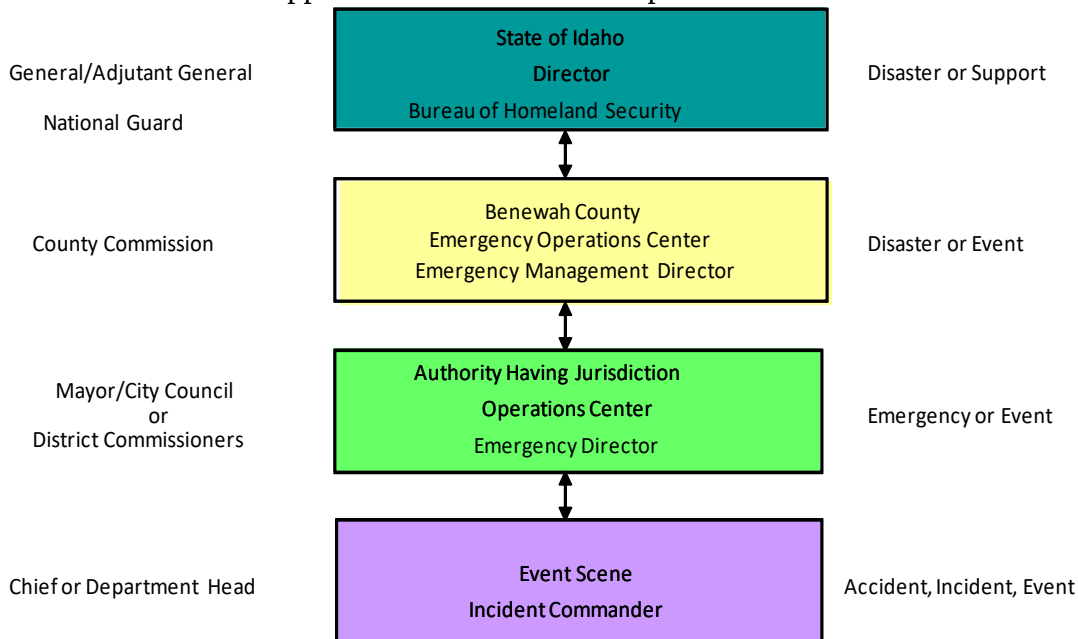
The final responsibility for all Emergency Services belongs to the senior elected official. The elected officials are responsible for all policy-level decisions. They are also required to be the approving agency for public information releases to the public. During response operations, the elected officials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

The Benewah County Sheriff has responsibility for coordinating the entire Emergency Management program within the County and can make routine decisions within the limits of disaster authority. The Benewah County Emergency Management Director works directly under his authority to assist with operations. During emergency operations, the Director should ensure that all parties are working in a concerted, integrated, and supportive effort to overcome the disaster. Specific organizations or departments are responsible for fulfilling their obligations as presented in the basic plan.

The following flow chart illustrates the relationship between the Benewah 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 Benewah County and the State of Idaho.

Organization

The County concept of operations is based on the Incident Command System (ICS) and the Emergency Operations Center (EOC) team. The Incident Commander (IC) is the first responder on a given scene until relieved by higher authority or by mutual agreement. The IC is responsible for the immediate tactical actions to control the incident. The EOC is made up of personnel with varied skills and functions from County, City, and Private Organizations and Groups, managed by the Emergency Management Director, who is appointed by the County Commission. While the Incident Command System is employed at almost every response event in this County, the EOC is activated only in those events which exceed the normal capabilities of responding agencies, or involve multiple agencies and a coordination effort is required. A major power failure or severe winter storm could be an example of the need for EOC support to an incident or multiple incident scenes.



The sequence of events that would require EOC activation would normally be:

1. Event occurs.
2. Event requires multiple agency response.
3. EOC is activated upon request of the IC, Emergency Management Director, or the County Commissioners.
4. Emergency Management Director decides and notifies what staffing is required for support of the incident.
5. EOC provides coordination, support, and executive guidance as necessary to support the incident.
6. Event concludes or becomes manageable by local agencies and EOC de-activates.

The capabilities of the responders, number of casualties or amount of property damage, and the magnitude and duration of the event dictate the scope of any emergency response. Activation of the EOC and the Emergency Management team associated with it is only contemplated for an event that exceeds the normal capabilities of local response agencies, or when executive guidance and authority is required. The success of the EOC and the ICS is dependent upon teamwork, training, and exercising together.

Specific functions are described and detailed in the following sections. Response protocols for specific hazards associated with the County are outlined in the appendices. Forms, lists, sample declarations, and checklists are included in the index.

Continuity of Government

Succession of Command

- The Chairman of the Board of Commissioners
- Commissioners
- Sheriff
- Clerk
- Assessor
- Treasurer
- Prosecuting Attorney
- Coroner

Preservation of Records

In order to develop after-action reports, all messages and logs will be maintained and submitted to the Benewah County Emergency Management Director 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.

Disaster Declaration Process

The provisions of this plan are applicable, but not limited, to all disasters that require 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 Benewah County Emergency Management Director 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.

Benewah County

1. Upon receipt of the proclamation of a local emergency, the Benewah 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 Benewah County Emergency Management Director will notify the Idaho BHS that the County has declared a disaster emergency, and that the County has implemented its Emergency Operations Plan. The notification should also state that the County has committed all available County resources 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 Attachment 1)

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

Attachment 1: Disaster Declaration

WHEREAS, there is threat to life and property in **BENEWAH 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 **BENEWAH COUNTY**, due to the imminent threat to life and property created by _____,

and

WHEREAS, Section 46-1011, Idaho Code, authorizes the Commissioners of **BENEWAH 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 **BENEWAH COUNTY**, Idaho Board of Commissioners, as follows:

1. A disaster emergency is hereby declared to exist within **BENEWAH 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

Commission Chairman

Commissioner

Commissioner

ATTESTED:

Clerk

Attachment 2: EOC Activation Levels

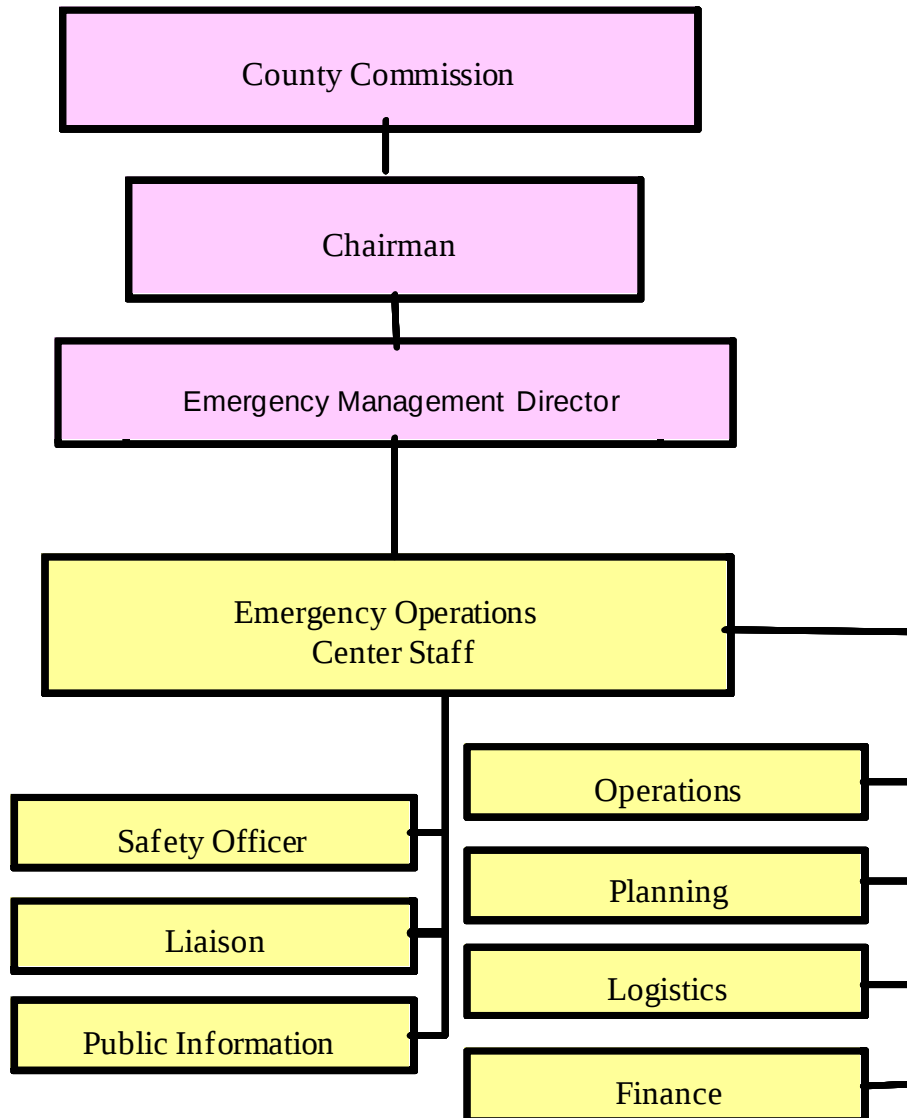
- Level I:** This is typically a “monitoring” phase. Emergency Management will staff the EOC to monitor the situation and/or coordinate requests for outside assistance.
- Level II:** This is a limited activation. Emergency Management will staff the EOC and, if appropriate, ask the emergency agencies involved in the response to provide a representative to the EOC. Emergency Support Function (ESF) coordinators may be alerted if appropriate.
- Level III:** Full-scale activation of the EOC with staffing by elected officials, ESF coordinators, and support staff. This activation may require 24 hours a day, full staff manning of the EOC during response phases of the disaster.

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Roles and Responsibilities

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Benewah County Emergency Response Organization



The Benewah 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.

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Elected Officials

Responsibilities

I. Preparation

- ☐ Set policy for the Emergency Response Organization.
- ☐ Authorize mitigation strategy in coordination with the State of Idaho.
- ☐ Identify by title or position the individuals responsible for serving as coordinators.
- ☐ Identify EOC staff.
- ☐ Participate in disaster training, exercises, and tabletops.
- ☐ Coordinate with adjacent communities and the State of Idaho.

II. Response

- ☐ Activate the EOC if needed. (See Attachment 2, page 29)
- ☐ 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. (See Attachment 1)
- ☐ 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.
- ☐ Make evacuation decisions.
- ☐ Authorize procurement of resources.

III. Recovery

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

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Emergency Management Director

Responsibilities

I. Preparation

- ☐ Direct the development of a County response capability.
- ☐ Coordinate with response efforts of other jurisdictions.
- ☐ Train the EOC staff.
- ☐ Assist the EOC Manager in preparing the EOC.
- ☐ Participate in disaster training, exercises, and tabletops.
- ☐ Identify resources needs and provide resources.
- ☐ Assure appropriate warning to the public can be accomplished.
- ☐ Publicize mass care locations/procedures.

II. 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. (See Attachment 2, page 29)
- ☐ Notify the Commission of the emergency situation and brief them upon their arrival at the EOC.
- ☐ Activate EOC staff.
- ☐ Assist the EOC Manager as requested.
- ☐ Assure significant events log is maintained.
- ☐ Work with ESF 3 Public Works and Engineering to collect and disseminate damage assessment information.
- ☐ Submit Situation Reports and Damage Assessment Information to BHS.
- ☐ Assist with ESF 7 Resource Support and logistics delivery.
- ☐ Implement ESF 2 Emergency Communications and Warning procedures.
- ☐ Act as, or designate, an ESF 15 Public Information Public Information Officer.
- ☐ Make evacuation recommendations in coordination with the Incident Commander.
- ☐ Direct the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator to activate mass care/shelter.

- ☐ Coordinate with ESF 7 Resource Support and the Resource/Logistics Manager on procurement and delivery.
- ☐ Ensure significant events log is maintained.

III. Recovery

- ☐ Activate Annex A and collect and disseminate damage assessment information.
- ☐ Submit Situation Reports and Damage Assessment Information to BHS.
- ☐ Coordinate with BHS on administration of State and Federal assistance program delivery.

EOC Manager

Responsibilities

I. Preparation

- ☐ See that supplies and equipment in the EOC are stocked, maintained, and ready for an event.
- ☐ Work with all EOC staff so they are trained in their duties and responsibilities.
- ☐ Participate in disaster training, exercises, and tabletops.
- ☐ Conduct EOC setup drills and exercises with appropriate staff.

II. Response

- ☐ Activate the EOC. (See Attachment 2, page 29)
- ☐ Activate call out list and notify EOC staff and ESF coordinators of emergency.
- ☐ Notify the Commissioners of the emergency situation and brief them upon their arrival at the EOC.
- ☐ Develop staffing plan to maintain extended or 24-hour operations if needed.
- ☐ Ensure the EOC runs smoothly.
- ☐ Oversee the administrative staff and ensure that clerical help is available during activation.

III. Recovery

- ☐ Transition EOC into Recovery Coordination Center.
- ☐ Develop Recovery staffing plan.

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Public Information Officer

Responsibilities

I. Preparation

- ☐ Develop public education programs.
- ☐ Maintain current media lists, appropriate plans and standard operation procedures, and participate in County exercises.
- ☐ Participate in disaster training, exercises, and tabletops.

II. Response

- ☐ Report to EOC.
- ☐ Activate the Joint Information Center or System.
- ☐ Coordinate ESF 15 Public Information activities with the 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 Attachment 2 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 ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
- ☐ 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 Commissioners in emergency information releases, response, and all public information.

III. Recovery

- ☐ Maintain rumor control procedures.
- ☐ Advertise aid and recovery center's 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 Chief Elected Official

Liaison Officer

Responsibilities

I. Preparation

- ☐ Have a good working knowledge of local EOC and ICS structures, policies, and procedures.
- ☐ Learn what area agencies and organizations might assist in an event, and what their roles, responsibilities, and needs would be.
- ☐ Participate in disaster training, exercises, and tabletops.

II. 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.

III. 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.

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Planning and Assessment

Responsibilities

I. Preparation

- ☐ Know the capabilities and resources of your local Emergency Response Organizations.
- ☐ Study incidents reported in the media to learn what can happen and how other agencies handle different situations.
- ☐ Participate in disaster training, exercises, and tabletops.

II. 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 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.

III. Recovery

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

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Operations/Coordination

Responsibilities

I. Preparation

- ☐ Know the capabilities of your local emergency response organizations.
- ☐ Study incidents reported in the media to learn what can happen and how other agencies handle different situations.
- ☐ Participate in disaster training, exercises, and tabletops.

II. 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 Director 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 Director about the overall incident action plan.
- ☐ Keep the Command Function and the EOC staff informed of the situation and resource status.
- ☐ Work with the Resource/Logistics Manager, ESF 4 Firefighting, ESF 9 Search and Rescue, ESF 10 Oil and Hazardous Materials, or ESF 13 Public Safety and Security as required.
- ☐ Assign priorities for resources.

III. Recovery

- ☐ Same as response only with recovery objectives.

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Resource/Logistics Management

Responsibilities

I. Preparation

- ☐ Provide a complete picture of resources available by working with ESF 7 Resource Support.
- ☐ Maintain a resource inventory of locally available resources.
- ☐ Be aware of resources available through mutual aid agreements.
- ☐ Participate in disaster training, exercises, and tabletops.

II. Response

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

III. Recovery

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

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Legal & Finance

Responsibilities

I. Preparation

- ☐ Know the State and local statutes concerning disaster and emergency operations.
- ☐ Review County emergency plans for compliance with legal statutes.
- ☐ Know the policies, laws, procedures, and resources for emergency expenditures.
- ☐ Participate in disaster training, exercises, and tabletops.

II. Response

- ☐ Is responsible for all legal 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.

III. Recovery

- ☐ Is responsible for legal documentation.
- ☐ Is responsible for cost recovery.

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Standard Response Guides

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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
 1. Elected Officials
 2. Emergency Director
 3. EOC Manager
 4. Operations Coordinator
 5. Planning Coordinator
 6. Logistic/Resources Coordinator
 7. Finance/Legal Coordinator
 8. Public Information Officer
 9. County Clerk/Secretary

Incident Priorities

- ☐ Life Safety
- ☐ Incident Stabilization
- ☐ Environmental Protection

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.
 - 1. Develop an Incident Action Plan.
 - 2. Estimate the potential course and harm considering the following:
 - a. Magnitude of the incident.
 - b. Spread of fire or hazardous materials.
 - c. Life hazards.
 - d. Vulnerable exposures.
 - e. Impact on population.
 - f. Impact on the environment.
 - g. Safety factors and considerations.
- ☐ Isolate the Area.
 - 1. Establish perimeter and control zones.
 - 2. Deny entry to non-essential personnel.
- ☐ Provide Protection to Public.
 - 1. Activate area evacuations as necessary.
- ☐ Conduct Notification (Crisis Communications).
- ☐ Procure and Manage Equipment.
- ☐ Approve activation of Specialized Operations.
 - 1. Refer to specific Hazard Specific Response Guides.
 - 2. Determine in advance the actions required to mitigate the situation.
 - 3. Determine and gather the resources necessary to accomplish tactical objectives.
- ☐ Establish Recovery and Termination Criteria.
 - 1. 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 person debriefing 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 any 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 the cost of the response, 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 practical, 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.

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Any Type of Incident

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 Support Functions, Annex Coordinators, 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.

Bomb Threat/Civil Disobedience

1. Size up (or assess) the situation

- ☐ What is the nature of the incident?
- ☐ What hazards are present?
 - ◇ What hazards exist for response personnel and the public?
 - ◇ Are there secondary events (fire, structural collapse, etc.)?
 - ◇ Do warnings need to be issued?
 - ◇ Are there injured people who need to be treated or assisted?
 - ◇ Is evacuation required?
- ☐ How large of an area is affected?
 - ◇ Are emergency services functioning? (Fire, EMS, Police)
 - ◇ Has the incident effected communications, transportation, or other services?
 - ◇ Will the area be isolated?
- ☐ Where will you establish a Command Post and Staging Area? Are multiple sites needed?
- ☐ Consider and establish entrance and exit routes for flow of response personnel and equipment.

Note: Always assume that there is a secondary device present!

2. Identify contingencies

- ☐ Is this a terrorist act?
- ☐ Are additional incidents/threats anticipated?
- ☐ Are additional security/enforcement personnel required?
- ☐ Are area medical facilities sufficient?
- ☐ Is airlift or other evacuation assistance required?
- ☐ Can additional damage or injury be expected?
- ☐ Do we need to set up a community shelter?
- ☐ Are long term community sheltering resources needed i.e. food, toilets, water, etc.?

3. Determine objectives

- ☐ What do we need to do to save lives and prevent injuries?
- ☐ What services can we provide?
- ☐ Write our objectives down and prioritize.
- ☐ Assign a Public Information Officer.
- ☐ Monitor media reports.
- ☐ Declare a disaster if needed.
- ☐ Notify BHS Area Field Officer of situation.
- ☐ Disseminate self-help information, and information on how to get emergency help.

4. Identify needed resources

- ☐ What resources (people and equipment) are needed to accomplish the objectives?

- ☐ Is technical expertise or specialized resources required (bomb squad, chemical specialists, Search & Rescue)?
- ☐ Where will you get them? How long will it take them to get here?
- ☐ What other agencies need to be involved? (FBI is lead Federal agency for investigation of terrorist incidents.)

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 Support Functions, Annex Coordinators, Outside Agencies)
- ☐ Coordination issues: How will different groups work together, and how will they communicate?

6. Take action

- ☐ Establish command structure.
- ☐ Mobilize resources.
- ☐ Set up staging.
- ☐ Isolate the area.
- ☐ Treat/assist injured.
- ☐ Establish entrance and exit routes.
- ☐ Establish safe zones/routes.
- ☐ Issue warnings.
- ☐ Initiate evacuation as required.
- ☐ Establish liaison with necessary agencies (Cities, State, military, FBI, etc.).
- ☐ Deploy emergency communications assets as required.
- ☐ Incident control requires a continuous process of repeating steps 1-6.

Earthquake

Notify the IOEM Area Field officer by calling State Communications Center.

1-800-632-8000

The State Communications Center will be able to contact the Bureau of Homeland Security, notify the BHS Area Field Officer, and give you information about the location and magnitude of the earthquake, in addition to calling out other emergency responders. If phone lines are out, they can be reached by radio on EMS Emergency Medical Services Radio frequencies. BHS can also be contacted via the HF band. The State SECURE Net meets on the following frequencies, 5.135 KHz (channel 6) and 7.477 KHz (channel 9) simultaneously on the micron radio.

1. Size up (or assess) the situation

- ☐ How large of an area is affected?
- ☐ How much and what type of damage is there?
- ☐ Damage assessment should be done in two phases:
 1. An assessment of the entire County with emphasis on areas that require lifesaving response. Data must be gathered to set priorities and request help.
 2. An assessment of total County wide damage to determine recovery needs and costs.
- ☐ Are emergency services functioning? (Fire, EMS, Police)
- ☐ What is the status of: water, sewer, communications, and heating, in the affected area?
- ☐ Is anyone in danger? (Home heating, migrants, elderly, electric medical equipment, etc.)
- ☐ After shocks will cause more damage and could cause damaged buildings to collapse and endanger rescuers.

2. Identify contingencies (What if the Power is out for an extended period of time?)

- ☐ How long before emergency and essential services will be restored or overwhelmed?
- ☐ How long before the public will be seriously impacted?
- ☐ How do we get fuel for emergency vehicles?
- ☐ What secondary damage will result? (Fire, flooding, etc.)
- ☐ Do we need to set up a community shelter?

3. Determine objectives

- ☐ What do we need to do to save lives and prevent injuries?
- ☐ What services can we provide?
- ☐ Write our objectives down and prioritize.
- ☐ Monitor media reports.
- ☐ Declare a disaster if needed.
- ☐ Notify BHS Area Field Officer of situation.
- ☐ Disseminate self help information, and information on how to get emergency help.

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?

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 Support Functions, Annex Coordinators, Outside Agencies)
- ☐ Coordination issues: How will different groups work together, and how will they communicate?
- ☐ If buildings or structures have been damaged, how will you control access? Who will inspect buildings for safety?

6. Take action

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

Flood

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

Bureau of Homeland Security

BHS is responsible for coordinating all State and Federal emergency aid to Counties. This includes National Guard, Transportation Department, Fish & Game, or other State agencies, and Army Corps of Engineers, and FEMA.

Notify the BHS Area Field officer by calling State Communications Center
1-800-632-8000

Army Corps of Engineers, Seattle District

Office	1-206-764-3406
Fax	1-206-764-3319
Primary contact: Doug Weber	1-206-719-1502
Fax	1-206-764-3319

National Weather Service (NOAA)

Please see the "Severe Weather" section of this manual.

1. Size up (or assess) the situation

- ☐ What is the cause of the flooding?
- ☐ How long will it last? How much water will there be?
- ☐ What hazards are present besides flooding?
- ☐ How large of an area is affected?
- ☐ How can the area be isolated and protected?
- ☐ What location would make a good staging area?
- ☐ What routes would be good for the flow of response personnel and equipment?
- ☐ Are any vital services or facilities threatened?

2. Identify contingencies

- ☐ What could make the situation worse? (Weather?)
- ☐ The water will come; how can we redirect or divert it to minimize or prevent damage.
- ☐ If the water lasts a long time, will dikes or sandbags fail?
- ☐ If our original plan fails, what is our fallback plan, or optional plan.
- ☐ Can someone be injured or killed? Flood damage is insignificant compared to health and safety of citizens or responders. If you flood the whole County, but no one is injured or killed, you have succeeded.

3. Determine objectives

- ☐ Decide what you want to do. Is the damage potential less than the cost of a flood fight?
- ☐ Who is responsible for the flood response? City, County, or Private Individuals?
- ☐ Will the County protect public facilities (roads etc.), and private property owners must protect themselves?
- ☐ Objectives may change as the incident progresses.
- ☐ Declare a disaster if needed.
- ☐ Notify BHS Area Field Officer of situation.

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?

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 Support Functions, Annex Coordinators, 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.
- ☐ Flooding requires continued monitoring and damage assessment.
- ☐ The damage and damage potential are vital in getting assistance in your flood fight.
- ☐ **Water is powerful and dangerous. Life safety is the most important issue!**

This six-step process occurs continually throughout the response and recovery enabling everyone to take quick appropriate action.

Hazardous Materials

Response to a hazardous materials incident should be cautious and tiered to scale up to the incident for safety purposes. Local responders have limited equipment and experience in dealing with HazMat and must rely upon the Southwest Idaho Regional Response Team. The County responders are to stabilize and contain the situation, not dangerous chemicals. The spiller/owner will be responsible for cleanup. If rescue is required, advice from the State team is available on appropriate protective equipment, to be utilized before entering a hazardous area. The policy and procedures to use are outlined in the State “HAZARDOUS MATERIALS Incident Command and Response Support Plan”.

THE FOLLOWING ITEMS SHOULD BE DONE:

1. **Remain upwind, uphill, or upstream of the incident. From a safe distance, assess the situation.** *Use binoculars to view the scene. If possible, determine if radiological materials or other hazardous materials are present.*
 - ☐ How large of an area is affected?
 - ☐ Effects on people, animals, and the environment?
 - ☐ Container types, markings, placards, and labels. (Use the “North American Emergency Response Guidebook”)
 - ☐ Signs of any released or discharged materials or any odors? Move if you detect odors and you are not sure it is safe.
 - ☐ Observe and report the distance and direction of nearby dwellings, other occupied buildings, and surface water.
 - ☐ Do not enter an area where you may become a victim, **even to rescue another.**
2. **Notify StateCom at 1-800-632-8000** - *StateCom will provide the following services:*
 - ☐ Provide for medical response or hazardous materials assistance.
 - ☐ Notify the appropriate Local and State Responders.
 - ☐ State Communications will notify the Rapid Response Team (RRT).
 - ☐ Advise the appropriate Local, State, and Federal Agencies of the incident.
 - ☐ Set up a conference phone call for the Incident Commander to obtain information and help, and to provide for multi-agency coordination.
3. **EOC Functions**
 - ☐ How can we help the IC to save lives and prevent injuries?
 - ☐ Are there victims? If yes, do family members need assistance?
 - ☐ Rumor control by monitoring the media and providing correct information.
 - ☐ Review the Incident Commander’s action plan.
 - ☐ Identify contingencies.
 - ☐ Determine community wide objectives, develop an action plan, identify and provide needed resources, and complete a damage assessment.
 - ☐ Declare a disaster if needed.
 - ☐ Notify BHS Area Field Officer of situation.

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Utility Failure

1. Size up (or assess) the situation

1. How large of an area is affected?
2. How long will the utility be out?
3. Are emergency services functioning? (Fire, EMS, Police)
4. What is the status of water, sewer, communications, and heating in the affected area?
5. Is anyone in danger? (Home heating, migrants, elderly, electric medical equipment, etc.)

2. Identify contingencies (What if the utility is out for an extended period of time?)

- ☐ How long before emergency and essential services will be impacted?
- ☐ How long before the public will be seriously impacted?
- ☐ How do we get fuel for emergency vehicles?
- ☐ What property damage will result from this utility outage?
- ☐ Do we need to set up a community shelter?

3. Determine objectives

- ☐ What do we need to do to save lives and prevent injuries?
- ☐ What services can we provide?
- ☐ Is there a need, and can we provide temporary utility services to anyone?
- ☐ Write our objectives down and prioritize.
- ☐ Monitor media reports.
- ☐ Declare a disaster if needed.
- ☐ Notify BHS Area Field Officer of situation.
- ☐ Disseminate self-help information, and information on how to get emergency help.

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?

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 Support Functions, Annex Coordinators, 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.

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Severe Weather

Winter storms are common in Idaho. However, in the event of an extremely severe or extended winter storm, citizens and agencies may need assistance in coping with the emergency. There is also the potential for damaging winds, microburst, tornados, lightning, and heavy rain or hail. Weather warnings and information can be obtained from the National Weather Service in Spokane.

National Weather Service Spokane Office:

Front Desk.....509-244-6395
 Fax.....509-244-0554
 Forecast Desk.....509-244-0537
 Toll free number 1-800-483-4532
 Internet address <http://www.wrh.noaa.gov/otx/>

1. Size up (or assess) the situation

- ☐ How large of an area is affected?
- ☐ Don't assume that the damage you know about is all the damage. Other areas may have damage and be unable to report it. You must investigate so that you know all of the damage in the County.
- ☐ Is the weather situation over, ongoing, or expected to get worse?
- ☐ What is the status of water, sewer, communications, and heating in the affected area?
- ☐ Is anyone in danger? (Home heating, migrants, elderly, electric medical equipment, etc.)
- ☐ What indirect damage or complications must be considered?

2. Identify contingencies (What if the power is out for an extended period of time?)

- ☐ How long before emergency and essential services will be impacted?
- ☐ How long before the public will be seriously impacted?
- ☐ What property damage will result from this weather?
- ☐ Do we need to set up a community shelter?

3. Determine objectives

- ☐ What do we need to do to save lives and prevent injuries?
- ☐ What services can we provide?
- ☐ Write our objectives down and prioritize.
- ☐ Monitor weather reports and forecasts reports.
- ☐ Declare a disaster if needed.
- ☐ Notify BHS Area Field Officer of situation.
- ☐ Disseminate self-help information, and information on how to get emergency help.

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?

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 Support Functions, Annex Coordinators, 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.

Biological/Chemical Agents

1. Size up (or assess) the situation

- ☐ What is the nature of the incident?
- ☐ What hazards are present?
 - ◇ What hazards exist for response personnel and the public?
 - ◇ Do warnings need to be issued?
 - ◇ Are there injured people who need to be treated or assisted?
 - ◇ Is evacuation required?
- ☐ How large of an area is affected?
 - ◇ Are emergency services functioning? (Fire, EMS, Police)
 - ◇ Has the incident effected communications, transportation or other services?
 - ◇ Will the area be isolated?
- ☐ Where will you establish a Command Post and Staging Area? Are multiple sites needed?
- ☐ Consider and establish entrance and exit routes for flow of response personnel and equipment.

2. Identify contingencies

- ☐ Is this a terrorist act?
- ☐ Are additional incidents/threats anticipated?
- ☐ Are additional security/enforcement personnel required?
- ☐ Are area medical facilities sufficient?
- ☐ Is transportation, crowd control, or other evacuation assistance required?
- ☐ Can additional damage or injury be expected?
- ☐ Do we need to set up a community shelter?
- ☐ Does a Strategic National Stockpile (SNS) Point of Dispensing (POD) need to be activated?

3. Determine objectives

- ☐ What do we need to do to save lives and prevent additional illness/injuries?
- ☐ What services can we provide?
- ☐ Write our objectives down and prioritize.
- ☐ Monitor media reports.
- ☐ Declare a Disaster if needed.
- ☐ Notify BHS Area Field Officer of situation.
- ☐ Disseminate self-help information, and information on how to get emergency help.

4. Identify needed resources

- ☐ What resources (people and equipment) are needed to accomplish the objectives?
- ☐ Is technical expertise or specialized resources required (bomb squad, chemical specialists, Health District)?
- ☐ Where will you get them? How long will it take them to get here?
- ☐ What other agencies need to be involved? (FBI is lead Federal agency for investigation of terrorist incidents).

5. Build a plan and structure

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

6. Take action

- ☐ Establish command structure.
- ☐ Mobilize resources.
- ☐ Set up staging.
- ☐ Isolate the area.
- ☐ Treat/assist ill/injured.
- ☐ Establish entrance and exit routes.
- ☐ Establish safe zones/routes.
- ☐ Issue warnings.
- ☐ Initiate evacuation as required.
- ☐ Establish liaison with necessary agencies (Hospitals/Medical Center, Neighboring Cities, State of Utah, State of Idaho, military, FBI, etc.).
- ☐ Deploy emergency communications assets as required.
- ☐ Incident control requires a continuous process of repeating steps 1-6.

Wildfire

In the event of a Wildland Fire within the boundaries of Benewah County, the EOC may be activated as needed. The County will be able to contact the National Interagency Fire Center who can give you information about the location and magnitude of the fire, in addition to calling out additional emergency responders.

1. Size up (or assess) the situation

- ☐ How large of an area is affected?
- ☐ Where is the fire located?
- ☐ Threat assessment should be done in two phases:
 1. An assessment of the entire County with emphasis on areas that require lifesaving response. Data must be gathered to set priorities and request help.
 2. An assessment of Benewah County to determine lifesaving response.
- ☐ Are emergency services functioning? (Fire, EMS, Police)
- ☐ What is the status of water, power, sewer, communications, and heating, in the affected area?
- ☐ Is anyone in danger? (Residents, Visitors, workers, elderly)
- ☐ Smoke may cause more damage and will cause more of an area to be impacted.

2. Identify contingencies (What if the County is isolated for an extended period of time?)

- ☐ How long before emergency and essential services will be restored or overwhelmed?
- ☐ How long before the public will be seriously impacted?
- ☐ How do we get fuel for emergency vehicles?
- ☐ What secondary damage will result? (traffic accidents, medical)
- ☐ Do we need to set up a community shelter?

3. Determine objectives

- ☐ What do we need to do to save lives and prevent injuries?
- ☐ What services can we provide?
- ☐ Write our objectives down and prioritize.
- ☐ Monitor media reports.
- ☐ Declare a disaster if needed.
- ☐ Notify BHS Area Field Officer of situation.
- ☐ Disseminate self-help information, and information on how to get emergency help.

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?

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 Support Functions, Annex Coordinators, Outside Agencies)
- ☐ Coordination issues: How will different groups work together, and how will they communicate?
- ☐ If buildings or structures have been damaged, how will you control access? Who will inspect buildings for safety?

6. Take action.

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

Emergency Support Functions

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ESF 1 Transportation

Primary Coordinating Agency: Benewah County Road and Bridge or Highway District with Jurisdiction (Plummer - Gateway/Tribe)

Support Agencies:

County	Benewah County Central Dispatch Benewah County Sheriff's Office Benewah County Sheriff's Marine Division Benewah County School Districts Plummer-Worley School District #44 St Maries Joint School District #41 Coeur d'Alene Indian Reservation School District Benewah County Transportation System St. Maries Airport Office of Emergency Management
Municipalities	Municipal Police Departments Municipal Public Works Departments
Tribe	CDA Tribal Marine Division CDA Police
Volunteers	Civil Air Patrol (CAP)

Introduction

Purpose:

The purpose of ESF 1 is to ensure transportation system availability and to provide transport services for the relocation of Benewah County residents and visitors in the event of an evacuation.

Scope:

ESF 1 Transportation support includes

- Processing all transportation assistance requests and tasks received in the EOC.
- Prioritizing transportation resources for the transportation of people, materials, and services.
- Performance of, and assisting with, evacuation and re-entry.
- Making temporary repairs and/or removing debris that is blocking transportation routes.

Policies

The Benewah County Road and Bridge Department or Highway District with jurisdiction is the primary ESF 1 coordinating agency. The Department/District will prepare and maintain call lists to contact personnel, transportation and repair equipment, inventory listing, local vendors, and evacuation maps of the County. ESF 1 will keep the Emergency Management Director and EOC staff apprised of activities, actions, and status.

Situation**Disaster Condition:**

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require transportation support to include floods, earthquakes, hazardous materials spills, and severe storms.

A major disaster emergency could severely damage the Benewah County transportation system in the impact area. Local transportation activities could be hampered by damaged facilities, equipment, and infrastructure, as well as by disrupted communications. At the same time, the disaster will create significant demand on County resources to provide relief and recovery. State assistance may be required to meet these demands for essential services, as well as clearing and restoring the transportation system.

Planning 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.
- Roughly 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels, rather than use government mass care facilities.
- 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. Evacuation instructions will be based on known or assumed health risks associated with the hazard.
- Roadways may be damaged making it difficult to evacuate areas at risk.
- Evacuation routes may be blocked by various hazards.

Concept of Operations/Responsibilities**General:**

The Supervisor, Benewah County Road and Bridge or Highway District with Jurisdiction

or designee, will coordinate the ESF 1 function. ESF 1 will notify the transport services agencies to prepare to relocate vulnerable populations. ESF 1 and City public works departments will provide assistance to temporarily repair or clear designated evacuation routes.

Mobilization preparation will be made to ensure rapid availability of resources including pre-positioning and/or staging of resources prior to the onset of dangerous conditions. ESF 3 Public Works and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will assist in developing strategies if necessary.

Organization:

- The Chief Elected Official(s) will direct the Benewah County Emergency Management Director to activate ESF 1.
- The Benewah County Emergency Management Director will coordinate all evacuation route repair work and relocation of residents and visitors with ESF 1, ESF 3 Public Works and Engineering, and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
- Benewah County Road and Bridge or Highway District with Jurisdiction, as ESF 1 will, in coordination with Incident Commander, make recommendations to the Chief Elected Official on the need to relocate vulnerable populations and will assist in maintaining evacuation routes by removing debris and conducting temporary repairs.
- The Plummer-Worley School District #44, St Maries Joint School District #41, and Coeur d'Alene Indian Reservation Transportation Coordinators will assist with the relocation of students, residents, and visitors as requested by ESF 1.
- Law Enforcement, functioning as ESF 13, 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.

Notification:

- ESF 1 will be notified by the Benewah County Central Dispatch Center through pager, telephone, radio, or e-mail.
- ESF 1 will notify support agencies on an as needed basis.
- ESF 1 will notify ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 13 Public Safety and Security, and ESF 15 Public Information for assistance.

Response Actions:**Initial**

- ESF 1 will coordinate the transportation for vulnerable populations and will:

- ❑ Assess the situation and, in coordination with the Incident Commander and Evacuation Coordinator, determine the number of persons to be relocated based on the following:
 - Location, extent, and nature of the hazard or disaster.
 - Locations in relation to evacuation routes.
 - Availability of evacuation routes.
 - Services available in the area.
 - Input from the EOC Staff.
- ❑ As directed by the Chief Elected Official, coordinate the transportation of vulnerable populations by:
 - Identifying passable evacuation routes.
 - Requesting the dispatch of transport vehicles by the Secondary Agencies.
 - Notification of ESF 6 to open Mass Care Facilities.
 - Coordinating with ESF 15 Public Information to facilitate dissemination of information to the public on the need to relocate, the means of transportation, the place for pickup, and the location of mass care facilities.
- ESF 6 the Mass Care Facility Manager will coordinate the opening of the facility(s), receiving of evacuees, and providing for their health and welfare.
- ESF 3 Public Works and Engineering will ensure that evacuation routes are passable.
- ESF 13 Public Safety and Security will provide traffic control during evacuee movement to mass care facilities.
- ESF 15 Public Information in coordination with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will make public announcements about locations of and availability of mass care facilities.

Continuous

- ESF 3 Public Works and Engineering will continue to remove debris and maintain access to evacuation routes.
- ESF 15 Public Information will make public announcements through the media regarding the status of transportation routes and alternate transportation services.
- At the appropriate time, ESF 1 will coordinate the transportation of evacuees to their homes, or to temporary housing.

Agency Resources

See Agency Resource Lists maintained by individual agencies.

Resources: Jack Buell Trucking
Unite Parcel Service (UPS)
Federal Express (Fed Ex)
J & E Solid Waste
Hagadone Hospitalities Co.
Harrison Dock Builders
Civil Air Patrol

ESF 1 TRANSPORTATION

Approved:

Benewah County Road and Bridge Supervisor	Date
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Plummer-Gateway Highway District Supervisor	Date
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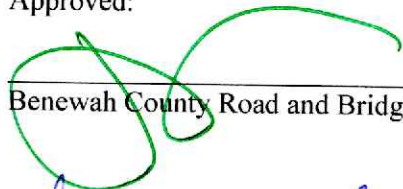
CDA Tribal Highway District	Date
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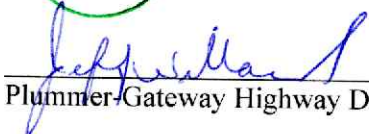
James Roletto	Date
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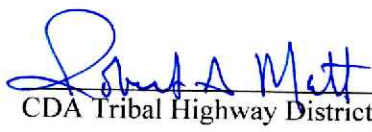
Benewah County Emergency Management Director

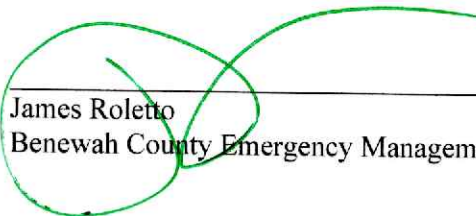
ESF 1 Transportation

Approved:


Benewah County Road and Bridge Supervisor
Date 1/30/24


Plummer Gateway Highway District Supervisor
Date 5/15/24


CDA Tribal Highway District
Date 5/14/24


James Roletto
Benewah County Emergency Management Director
Date 1/30/24

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ESF 2 Communications and Warning

Primary Coordinating Agencies: Benewah County Central Dispatch
Benewah County Sheriff's Department
Office of Emergency Management

Support Agencies:

County	Fire Protection Districts Panhandle Health District Benewah County Road and Bridge Plummer – Worley Highway District Benewah Community Hospital
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Municipalities	Municipal Police Department
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Tribe	CDA Police Department
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Volunteers	Amateur Radio (RACES) Benewah County Search and Rescue Inland Northwest Local Emergency Communications Committee
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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 un-interrupted flow of information during the response and recovery phase of a disaster.

Policies:

- ESF 2 is under the operational control of the Board of County Commissioners during emergency operations and will exercise control of the actions as outlined below. There will be full coordination with the Commissioners, the Emergency Management Director, other Emergency Support Functions, and Annex Coordinators. The ESF 2 will take action to supplement the emergency operations staff and other resources as required.
- The issuances of Benewah County Warnings are done under the direction of the Board of County Commissioners. When this plan is activated, the Warning

Coordinator, as appointed, will exercise direction and control over the warning actions contained in this Emergency Support Function. There will be full coordination of warnings with the Commissioners, the Emergency Management Director, other Emergency Support Functions and Annex Coordinators.

- The telephone and the ILETS will be the primary communications systems to be utilized by the Emergency Operations Organization to outside the County.
- The telephone and the Law Enforcement radio system will be used as the primary methods of emergency communications within the County.
- During most disaster conditions, including radioactive fallout, radio and teletype communications will emanate from the Benewah County Central Dispatch Center located in the Federal Building.
- Radio nets of the Idaho State Police, Idaho Fish and Game, Forest Service, and Idaho Department of Transportation and other Support Agencies will be utilized as additional methods of radio communication.

Additionally, 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.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require communication and warning system activation to include floods, earthquakes, pandemics, agroterrorism incidents, hazardous materials spills, and severe storms.

Planning Assumptions:

Communications:

- The Law Enforcement radio net is the command-and-control radio communication system for the County.
- The Idaho Law Enforcement Teletype System (ILETS) and telephone communications are available, but are vulnerable to outages due to landline dependency.
- The County EOC facility does not have provisions for permanent emergency radio communications. A mobile EOC (a Sheriff's patrol car) with radio communications is available-through the Sheriff's Department.

- Geographical and weather conditions create limits to communications.
- Communication systems within the County are not protected against a nuclear Electromagnetic Pulse (EMP).
- The County EOC has an emergency power generator.
- Amateur radio operators in Benewah County are organized as a RACES Organization.
- Communications needed during a disaster will often exceed normal capabilities.
- Telephone and teletype service may be interrupted or terminated.
- Radio communication assistance will be available through other public agencies.

Warning:

- Warning is the emergency notification to government personnel and the general public in Benewah County of a threat or actual occurrence of a disaster.
- There is a warning whistle for flood on the Potlatch Mill.
- There is no method currently in practice of alerting and warning the rural or the hearing-impaired population except for personal visits by the sheriff's office or other personnel; this may not be too timely.
- There may be radio warning from the State or National sources in the event of a commercial power failure.
- Radio reception is unreliable in the County and cannot be relied upon for warning.
- The need to warn the general public is common to all hazards.
- Time available for warning may vary from ample to none.
- In the event of a detonation of a nuclear weapon, warning will be disseminated over the National Warning System (NAWAS) and relayed through Idaho State Communications if it is in operation.
- Warnings of a natural or a peacetime disaster will come from local sources.
- Many rural residents, tourists, and sportsmen would not receive a timely warning in case of an emergency or disaster.
- Warning by telephone could be severely impaired because of natural disaster or nuclear attack with either lines being down or jammed.
- It could be difficult to warn the rural population by law enforcement vehicles, house-to-house notification, or telephone in a timely manner.
- There are residents who could not be reached by commercial radio and /or television warning.
- Some citizens will ignore, not hear, or not understand warnings of impending disasters broadcast over commercial radio or television or that sounded by local siren systems.

- The Emergency Alert System (EAS) is activated to provide warning within the County via radio and television channels.
- Electronic reader boards placed on highways are used for emergency information relay.
- The extent of the warning is dependent on the scale of the emergency.

Concept of Operations/Responsibilities

General:

Communications:

- The telephone, fax, internet, and County UHF/VHF radio systems will be primary means of emergency communications.
- During most emergency conditions, tactical radio communications will emanate from the Benewah County Central Dispatch Center. 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, the Bureau of Land Management and Support Agencies 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:

- When time permits, the Benewah County Emergency Management Director will discuss implementation of appropriate warning systems with commissioners and/or mayors.
- The extent of the warning is dependent on the scale of the emergency; however, a national emergency involving a possible nuclear attack would call for a countywide warning system in conjunction with State and Federal systems.
- To facilitate dissemination of warning, the State of Idaho has established official warning points. The Idaho State Communications Center in Boise is the designated warning point for Benewah County.
- Warnings for catastrophic, widespread disasters and national emergency will be relayed from the ISP District Office via ISP radio and the Idaho Law Enforcement Telecommunications System (ILETS) to the Benewah County Sheriff's Office. Warning will come into the Emergency Operations Center only if the time permits and/or the situation warrants.
- Dissemination of warning will be the most expedient means available, including telephone, radio, television, public address systems, and/or official dispatchers.
- The dispatcher on duty who receives the warning is delegated the authority to initiate warning (warning network) within the County in case of impending disaster

event. The dispatcher should contact the Sheriff or the senior member of the Department that is on duty in the event of a natural or manmade hazard.

- The ESF 15 Public Information Officer will be utilized in the dissemination of warning through all the media.
- National Weather Service warnings will be received by direct telephone link, by the National Oceanic Atmospheric Agency (NOAA) weather radio, by ILETS, television, or by 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.
- As necessary, the Benewah County Central Dispatch Center will notify affected cities, institutions, the CDA Tribe, 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.
- ESF 15 Public Information will disseminate warning information to the media, if time allows. In immediate danger, the dispatcher will contact the media.

Organization:

- The Chief Elected Official(s) authorizes use of all County Communication and Warning resources to support emergency response operations and augmentation of the communications network, as required.
- The Benewah County Sheriff's Department, as ESF 2, manages the emergency communications and warning section of the EOC and supervises the personnel assigned to it.
- The EOC will be activated and ESF 2 will provide communication and warning support and coordination within the EOC. Communications Services Consists of:
 - ESF 2 is responsible for altering primary and support personnel/agencies.
 - ESF 2 will establish and maintain liaison with the other ESFs.
 - ESF 2 will coordinate communications and warning activities with Federal and State EOCs.

Notification:

- Upon receipt of notification of approaching severe weather (i.e., tornadoes, thunderstorms, floods, etc.) from the National Weather Service, storm watch personnel, other communities in the County, or any other official source, the Benewah County Central Dispatch supervisor will immediately notify the Emergency Management Director or Sheriff to determine the need to implement warning procedures.

- If communications with the Emergency Management Director cannot be established, or if there is not adequate time, Benewah County Central Dispatch personnel are authorized to activate the warning procedures.

Response Actions:Initial*Communications:*

- The Chief Elected Official(s) 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 Benewah County Sheriff's Department as ESF 2 will assign a Communications Coordinator. The Communications Coordinator, typically is a deputy, appointed by the Sheriff, with responsible for emergency communication and will:
 - ❑ Assign a Communication Operators: The operators are the Sheriff's Office dispatchers. They are responsible for operating communications equipment in support of county emergency operations.
 - ❑ 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 the EOC message system.
 - ❑ Coordinate activation of supplemental communications systems if required.
 - ❑ Analyze emergency communications capability in relation to potential hazards and disaster conditions.
 - ❑ Identify emergency radio, telephone, and other communications resources available.
 - ❑ Identify alternate (backup) power requirements and resources. Develop plans for implementation.
 - ❑ Supplement emergency communications for the County EOC.
 - ❑ Coordinate with the Emergency Management Director to develop a message distribution system to support EOC operations.
 - ❑ Coordinate with the commercial telephone communications carrier to provide telephone service and maintenance necessary to support the EOC.
 - ❑ Develop a training program for EOC staff and liaison agencies regarding emergency communications procedures.

- ☐ Provide for expedient maintenance/repair of equipment.
- ☐ Plan for emergency restoration of communications.
- ☐ Identify sources of Citizens Band radios that could be used for communications with shelter facilities.
- ☐ Establish communications with the Idaho Transportation Department District #1, EOC in Boise.
- ☐ Develop a training program for the EOC Staff and Liaison Agencies regarding emergency telephone procedures.
- ☐ Ensure the communications section of the EOC has the capability to sustain 24-hour operations if required.
- ☐ Ensure the Incident Commander is provided the portable radios for communications with the EOC.
- Communications Operators will:
 - ☐ When notified, report to the EOC and operate the communications system.
 - ☐ Determine status of communications systems and brief the EOC staff.
 - ☐ Establish EOC communications.
 - ☐ Implement alternate systems. Establish and maintain communications with State, Federal, and adjacent county agencies.
 - ☐ Activate the EOC message distribution system.
 - ☐ Divert media calls to the ESF 15 Public Information Offices.
 - ☐ Maintain a log of activities.
 - ☐ Maintain a record of expenses incurred and submit to Legal/Finance in EOC.
 - ☐ Establish and maintain communication links and liaison between operating elements of the County emergency organization.
 - ☐ Assist with dissemination of warning.
 - ☐ To the extent possible establish and maintain communication links and liaison with shelters and lodging facilities and other emergency operating locations.
 - ☐ Follow established procedures and radio protocol for voice transmissions and message handling.
 - ☐ Screen and log information when appropriate and route incoming messages to the appropriate sections in the EOC, using the manual or computerized system.

Continuous

- All Tasked Organizations will:

Note: This includes organizations such as Fire Districts, Law Enforcement, Public Works, Road and Bridge Department, Highway Districts, and

School Districts that are directly involved, or support emergency response operations that should be involved.

- ❑ Maintain their existing equipment and follow normal communications procedures. All organizations should maintain a communications link with the EOC. This will normally be accomplished through UHF/VHF radios in the EOC.
- ❑ Provide a backup communications link between the EOC and mass care facilities as needed.
- ❑ Provide backup communications capabilities for the EOC.
- ❑ Assess damage to communications resources. Provide information to the Damage Assessment Coordinator. (Annex A)
- ❑ Brief communications status to the EOC staff.
- ❑ Prepare a report on communications and emergency response activities during the disaster situation for the Emergency Management Director.
- ❑ Maintain emergency communications systems support as long as necessary.
- ❑ Phase down operations as necessary.
- ❑ Participate in a hotwash of emergency operations.

Initial

Warning:

- The Chief Elected Official(s) will:
 - ❑ Specify who has authority to direct activation of the warning procedures to include the EAS.
 - ❑ Authorize EAS activation requests.
- The Benewah County Sheriff's Department as ESF 2 is responsible for all county directed warning services in coordination with municipal and rural fire districts, cities, the CDA Tribe, and the Benewah County Sheriff's Department. ESF 2 will:
 - ❑ Ensure that the ESF 15 Public Information Officer acts as the contact with the media.
 - ❑ Review the county's Hazard Analysis to determine the potential vulnerability to the warning system.
 - ❑ Assess warning capability and identify requirements.
 - ❑ Make changes, as necessary, to improve the effectiveness of the existing warning system.
 - ❑ Continue communications links and operational liaison with the ISP District Office, EOC Staff, and City governments.
 - ❑ Upon proper notification, the emergency warning system is automatically activated by the Benewah County Central dispatcher. The County

Commissioners, Sheriff's Department staff, Emergency Management Director, and the Public Information Officer are contacted.

- ❑ As necessary, the dispatcher will call affected cities and/or the Tribe and request all law enforcement agencies and/or fire departments to disseminate warning to their municipality and alert officials to warn their staff. Contact all major employers and schools.
- ❑ The ESF 15 Public Information Officer will disseminate warning information to the media, if time allows. In immediate danger, the dispatcher would contact the media.
- ❑ In the case of a natural or manmade disaster notification, it will be determined whether the information is pertinent to the area, and if it should be disseminated further. If the Warning Coordinator determines there should be further alerting, weather warnings, and other information, it will be disseminated exactly as received.
- ❑ Record all warning information received or disseminated in a chronological log.
- ❑ Implement steps to alert emergency responders or provide situation updates.
- ❑ With the approval of commissioners/mayors, activate public warning procedures to include the EAS.
- ❑ Implement contingency plans to provide warnings if established system fails.
- ❑ Issue cancellation of the warning notice or otherwise ensure emergency responders and the public are aware of the fact that the emergency is terminated.

Continuous

- The dispatcher will terminate the warning by notifying those involved.
 - ❑ Prepare a final report evaluating the warning system and the emergency to the Emergency Management Director.
 - ❑ Participate in the critique of emergency operations.
 - ❑ Notify the general public about the termination of warning through the PIO.

- All Tasked Organizations will:

Note: This includes organizations such as Fire Districts, Law Enforcement, Public Works, County Road and Bridge Department, Highway Districts, and School Districts that are directly involved or support emergency response operations that should be involved.

- ❑ Alert employees.
- ❑ If requested, augment the warning effort through use of vehicle equipped public address systems, sirens, or employees going door to door.

Continuity of Government

Communications

- The Senior Sheriff's Department Deputy on duty will direct emergency communications operations in the event of the absence of the Sheriff.
- The Sheriff, or a designated representative, will relocate with the EOC staff to an alternate EOC if the situation so warrants.
- All essential records will be protected from destruction and loss.

Warning

- The Senior Sheriff's Department Deputy will direct emergency warning services in the absence of the Sheriff.
- The Sheriff will relocate with the EOC staff to an alternate EOC if the situation so warrants.
- All essential records will be protected from destruction and loss.

Administration and Logistics

Communication/Warning

- Normal communications practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and supplies for communications activities, during EOC operations will be provided by the Benewah County Clerk's Office.
- A communications log will be maintained during EOC operations. Additionally, every effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified.
- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.
- The EOC will be established by the Emergency Management Director.

Maintenance

Communication/Warning

- The ESF 2 Communications and Warning will annually review this Emergency Support Function and Attachment and update and modify, as necessary, in coordination with the Emergency Management Director.
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps and demographic information will be developed and maintained and appended to this Emergency Support Function by the ESF 2. They will be annually reviewed and updated as necessary.

Maintenance

Communication/Warning

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Agency Resources

See individual Agency Resource maintained by the individual agencies.

Resources: Amateur Radio (RACES)
Benewah County Search and Rescue
Inland Northwest Local Emergency Communications Committee

Attachments:

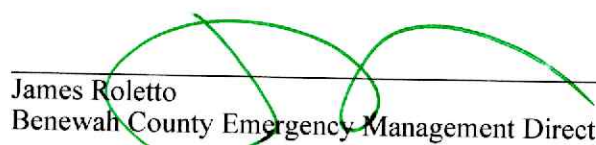
Attachment 1: Emergency Alert System activation procedures

Attachment 2: Disaster Messages

ESF 2 Communications and Warning

Approved:

 2-21-2024
Benewah County Sheriff Date

 1/30/24
James Roletto Date
Benewah County Emergency Management Director

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Attachment 1: Benewah County Emergency Broadcast System (EBS) Activation Procedures

To activate the EBS take the following steps.

Activation Sources

Authorized Officials* may request activation of the EBS 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. EBS message text may be faxed to the CAC at (208) 846-7620.

If unable to contact CAC, EBS 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. EBS 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 EBS at their location.

If unable to contact ISP, EBS activation may be requested through the National Weather Service (NWS) Spokane Forecast Office at 509-244-6395. EBS message text may be faxed to the NWS at 509-244-0554.

NOTE: The National Weather Service will encode and activate the EBS directly from their facility at Spokane.

EBS activation procedures

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

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

(Note that Authenticator Codes are no longer required.)

Sample EBS Message forms are located in Attachment 2.

The Authorized Officials, requesting activation and EBS activation personnel, will determine transmission details (i.e., live or recorded, immediate, or delayed, and target zones for broadcasting the EBS 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 EBS equipment.

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

* The following are authorized to request activation of the EBS.

Benewah County Commissioners

Benewah County Sheriff

Benewah County Emergency Management Director

Benewah County Central Dispatch Center

Mayors of Incorporated Cities

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Attachment 2: Disaster Messages

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

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

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)

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

—

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

are advised to take the following protective actions:

1. Go indoors and stay there until further notice.
2. Bring pets inside.
3. Close and lock all outside doors and windows.
4. Turn off heating systems.
5. 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.
6. Use tape and paper, or aluminum foil, to seal any openings to the outside.
7. Building superintendents should set all ventilation systems to 100 percent recirculation. If this is not possible, ventilation systems should be turned off.
8. 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.
9. 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)**

The incident is occurring/has occurred at (Location)

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

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:

1. Leave as soon as possible.
2. Take the following items with you:
 - special medications or dietary needs,
 - personal items,
 - infant's needs.

3. If possible, use your own transportation. Help your neighbors, if you have room, take them with you.
4. 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.
5. 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."

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ESF 3 Public Works and Engineering

Primary Coordinating Agency: Benewah County Road and Bridge

Support Agencies:

County	Benewah County Central Dispatch Plummer – Worley Highway District Emergency Management Department
Municipalities :	Municipal Wastewater Services Municipal/Rural Water Districts Municipal Public Departments
Tribe	CDA Highway District
Business	Jack Buell Trucking J & E Solid Waste

Introduction

Purpose:

ESF 3 Public Works and Engineering is responsible for the coordination and provision of technical advice and engineering evaluations, engineering services, emergency contracting, and emergency repair of potable water, wastewater, and solid waste facilities, removal of and handling debris, and opening and maintaining roadways within Benewah 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:

- Debris clearance and providing emergency ingress and egress to affected area(s).
- Clearing, repair, or expedient construction of damaged emergency access routes necessary for the transportation of rescue personnel and supplies.
- Emergency restoration of critical public services and facilities.
- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Provide technical assistance and damage assessment.

Policies

- The Benewah County Road and Bridge Department will exercise direction and control over the actions contained in this Emergency Support Function. The ESF 3 will take action to supplement staff and other resources as required. Full coordination will be provided at all times to the EOC staff and the Emergency Management Director.

- The Benewah County Road and Bridge Department is the primary ESF 3 coordinating agency. The Department will prepare and maintain call down lists to contact personnel, equipment inventory listing, local vendors, and maps of the County. All other supporting agencies will cooperate with ESF 3. ESF 3 will keep the Benewah County Emergency Management Director and staff apprised of activities, actions, and status.
- The Municipal and Rural Water Districts and Public Works Departments have personnel and equipment for conducting public works services under emergency conditions.
- County and city equipment and other engineering resources necessary to accomplish emergency tasks provided in this plan can be supplemented by Federal, State, and adjacent county, city, tribal, and private agencies when authorized by the appropriate authority.

Situation

Disaster Condition:

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

Planning Assumptions:

- County and city road department related resources may not be sufficient to cope with a large-scale disaster.
- A natural disaster (i.e. earthquake, landslide, flood, severe winter storm, avalanche, and wildfire) could severely damage roads, bridges, utilities, water systems, and sewage systems.
- 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.

- ESF 3 will provide inventories of available vehicles, personnel, and materials located at the County Road and Bridge compounds that can be accessed during an emergency to ESF 5 Emergency Management by April of each year.
- Each agency is responsible for 24-hour staffing for the duration of the event.

Concept of Operations/Responsibilities

General:

The Supervisor of the Benewah County Road and Bridge Department will coordinate the ESF 3 functions. The representative will identify which support agencies for ESF 3 is needed. ESF 3 will respond to local requests for public works and engineering assistance.

Organization:

The primary agency for ESF 3 is the Benewah County Road and Bridge Department assisted by the Highway Districts and municipal public works departments. ESF 3 will direct and coordinate participating agency's resources, conduct damage assessments, orchestrate debris removal, and restore access and infrastructure. The Districts, as well as 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 the maximum extent possible to include debris clearance and removal, damage assessment, and emergency restoration of critical facilities.

Benewah 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, and provide input on the appropriate action of demolition or stabilization of damaged facilities.

Public works operations include, but are not limited to, emergency maintenance of roads, bridges, and public utilities, clearance of disaster related debris, construction of expedient fallout shelters, and repair of water and sanitation facilities.

Public Works operations will be directed from the EOC during a major disaster.

During a declared emergency, ESF 3 will coordinate with the ESF 7 Resource Support, various County departments, the State of Idaho Transportation Department, public and private utilities, law enforcement agencies, ranchers and contractors/ builders located within Benewah County in order to provide necessary equipment and personnel.

The County may, in the exercise of its powers and the performance its functions and services, agree by mutual aid contract to participate jointly or in cooperation with one or more other governments, governmental agencies and municipal corporations, and to share the costs and responsibilities of such powers, functions, and services.

Notification

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

- Mobilization preparation will be made to ensure rapid availability of resources, including pre-positioning and/or staging of resources prior to the onset of dangerous conditions. ESF 3 and the Director of Benewah County Emergency Management will develop strategies if necessary.

Response Actions:Initial

- ESF 3 will:
 - ❑ Direct public works activities from the EOC.
 - ❑ Alert public works personnel to standby, or call-up, as required.
 - ❑ Maintain an events log.
 - ❑ Assess damage; determine requirements and brief EOC staff on public works activity.
 - ❑ Coordinate the utilization of private resources, equipment, and manpower for public works functions. Contact the ESF 7 Resource Support.
 - ❑ Coordinate with the ESF 4 Firefighting and ESF 10 Oil and Hazardous Materials on decontamination efforts.
 - ❑ Clear debris from vital transportation routes and facilities.
 - ❑ Ensure sewage, garbage and solid waste collection and disposal. Coordinate with ESF 8 Public Health and Medical Services.
 - ❑ Ensure adequate and necessary water supplies. Coordinate with ESF 4 Firefighting for fire department water needs. Coordinate with ESF 8 Public Health and Medical Services to ensure that the water is potable.
- Note: The cities of Plummer and Tensed have separate water and sewage treatment systems.**
- ❑ Coordinate and prioritize the repair and maintenance of road, power, water and sewage systems, and vital facilities.
 - ❑ Erect signs and barricades to guide the movement of traffic if evacuation is needed. Coordinate with the Annex B Evacuation Coordinator and ESF 13 Public Safety and Security.
 - ❑ Maintain records of all equipment, materials, and personnel used as required in Annex C Financial Management.
 - ❑ Coordinate with selected telephone, electric, and petroleum companies to ensure that adequate service can be provided to maintain essential operations.
 - ❑ Coordinate with the ESF 10 to determine acceptable hazardous materials or radiation dosages prior to assigning personnel to specific tasks, if hazardous materials or radiation is present.
 - ❑ Inform the public of road and bridge closures and unsafe conditions through the ESF 15 Public Information Officer.

- ❑ 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.

Continuous

- ESF 3 will:
 - ❑ Conduct initial damage assessment and communicate findings to the Damage Assessment Coordinator.
 - ❑ Coordinate EOC requests for personnel, equipment, materials, and resources.
 - ❑ Coordinate the debris removal and repair efforts of primary and support agencies, including local governments and public works companies.
 - ❑ Determine availability of potable and non-potable water supplies, including reclaimed water for firefighting purposes if necessary.
 - ❑ Reassess priorities/strategies concerning the most critical infrastructure needs.
 - ❑ Track resources committed to specific missions for possible redeployment if necessary. Provide updated information to the Benewah County Emergency Management Director.
 - ❑ 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.
- ESF 3 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.
 - ❑ 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 Benewah County Emergency Management Director and ESF 15 Public Information that the site is open for use so the media can inform the public.
- ❑ Continue to direct decontamination efforts, emergency maintenance, and debris clearing efforts.
- ❑ Receive damage reports and assist the Damage Assessment Coordinator in preparation of damage assessments. (Annex A)
- ❑ Coordinate and prioritize repair and recovery of vital facilities, including city and county roads and bridges, and public utilities with ESF 14 Mitigation and Recovery.
- ❑ Coordinate the provision of utilities to temporary housing sites with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services and ESF 12 Energy.
- ❑ Prepare a final report including the ESF 3 Coordinator's EOC log. Include comments and recommendations for future operations.
- ❑ Participate in a critique of emergency operations.
- ❑ Conduct safety inspections of damaged structures.
- ❑ Conduct equipment inspection.

Continuity of Government

- ESF 3 Public Works and Engineering will relocate to the alternate EOC site should the Benewah County EOC become untenable.
- Efforts will be made to safeguard all records.

Administration and Logistics

- Normal County procedures will be continued during emergency conditions to the maximum extent possible.
- Administrative support and supplies for operation within the EOC will be provided by Benewah County Clerk's Office.
- Every effort will be made to document each transaction sufficiently to provide an

accurate history of the event and to facilitate the handling of claims after the emergency has passed.

- The EOC will be established and communication support within the EOC will be provided by the Emergency Management Director.
- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and/or significant property damage.

ESF Maintenance

- The Supervisor of the Benewah County Road Districts will annually review the ESF 3 Public Works and Engineering and update and modify, as necessary, in coordination with the Emergency Management Director.
- Supporting documents to this EOP such as SOPs, checklists, notification rosters, resource lists and maps will be developed and maintained by the Benewah County Road and Bridge Department. They will be annually reviewed and updated as necessary.

Resources: Jack Buell Trucking
J & E Solid Waste

ESF 3 Public Works and Engineering

Approved:

Supervisor, Benewah County Road and Bridge

Date

James Roletto

Date

Benewah County Emergency Management Director

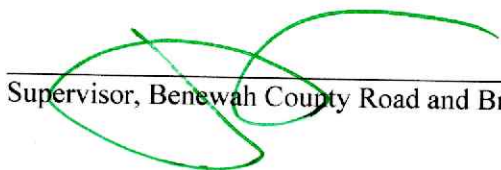
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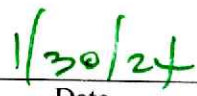
Resources: Jack Buell Trucking
J & E Solid Waste

ESF 3 Public Works and Engineering

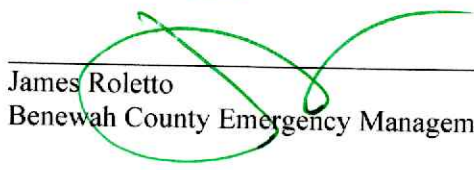
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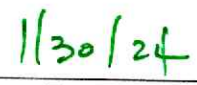
Supervisor, Benewah County Road and Bridge



Date



James Roletto
Benewah County Emergency Management Director



Date

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ESF 4 Firefighting

Primary Coordinating Agencies: Fire District with Jurisdiction
 St. Maries Fire Protection District
 Plummer Gateway Fire Protection District
 Tensed Ambulance District
 Fire Protections Fernwood Fire
 Protection District
 Emida

Support Agencies:

County	Benewah County Central Dispatch Benewah County Sheriff's Department Emergency Management Department
Municipalities	Municipal Police Departments
Businesses	Jack Buell Trucking Potlatch Corporation
Volunteers	RACES
State	Idaho Department of Lands
Federal	US Forest Services (Panhandle National Forest) Bureau of Land Management

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:

The Benewah County ESF 4 Firefighting is under the direction of the Fire District with jurisdiction and will exercise direction and control over the firefighting actions. There will be full coordination between the Benewah County Emergency Management Director, the Benewah County Sheriff, and all members of the EOC staff.

ESF 4 is applicable to all firefighting organizations in Benewah 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

Fire service operation during a disaster situation in Benewah County is essentially the same as in daily operation. A major exception is that during a disaster the fire departments are under the centralized direction of the ESF 4 Firefighting. The departments may be called upon to perform additional tasks such as the rescue of people affected by the disaster. Another requirement is full coordination during a disaster with other disaster forces.

- All firefighting operations in Benewah County shall be conducted according to existing standard operating procedures and formal agreements.
- All fire departments will operate from local stations within their legal jurisdictions until a request for aid during a disaster is received and acknowledged by agreements. This will be coordinated through the ESF 4 Firefighting Coordinator.
- Where a shortage of fire service personnel is evident, agencies, organizations, and local citizens will be identified to provide additional support and will be utilized.
- Communication requirements for emergency operations will be coordinated with ESF 13 Public Safety and Security Services and ESF 2 Communications and Warning.
- Firefighting priorities will be established for medical facilities, food supply sources, utilities, schools, communication centers, and other vital locations.
- The ESF 15 Public Information Officer will act as the official spokesman for the Fire Services Coordinator during an emergency or disaster.
- Request for out of County non-formalized mutual assistance will be coordinated through Benewah County Central Dispatch Center 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 North Idaho Area Field Officer.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergency conditions that could require firefighting support to include structure fires, wildfires, floods, earthquakes, pandemics, agroterrorism incidents, hazardous materials spills, and severe storms.

Planning Assumptions:

- St. Maries Fire Protection District has one full time employee and is further staffed with volunteer firefighters. The Plumer Gateway Fire Districts are staffed with one full time fire chief and volunteer firefighters.
- A few people have had structure, urban interface, wildland fire, hazardous material, weapons of mass destruction, monitoring and decontamination training, but it is needed by most fire personnel.
- Personnel are generally below the ideal number of firefighters needed, but it is relatively stable. Daytime availability is more critical than night time.
- Firefighting equipment is adequate under normal conditions. Updated equipment is being purchased as funds/grants permit.
- Training and certification to enforce fire codes, safety programs, and access permits is occurring in the County.
- St. Maries provides Emergency Medical Services (EMS) transport for the entire City of St. Maries. Ambulance services of Worley, Tensed, and Up-River also provide ambulance services in their districts. Plummer has a QRU with basic and advanced EMT training. There are several fire departments and quick response units that all provide non-transport EMS support. Benewah County EMS operates under State of Idaho EMS guidelines.
- Mutual and Automatic Aid Agreements provide for sufficient manpower, equipment, and supplies to address structural and wild land fires within most areas of Benewah County.
- In the event of a major disaster, such as a severe earthquake, flood, major hazardous material spill or uncontrolled wildfire, County capabilities (number of personnel and equipment) will not be adequate.
- Some local, untrained residents will assist in fire support.
- Because of the distances between cities and ice-covered roads in winter, it may be difficult for a fire department to respond in a timely manner, especially if they must go out of their regular area.
- Outside assistance would be needed in the event of a fire involving hazardous or radiological materials

Concept of Operations/Responsibilities**General:**

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

Organization:

Response areas are clearly defined and identified. As specified in the NIMS Incident Command approach the senior firefighter on scene assumes the role of Incident

Commander until relieved as identified in existing procedures and agreements.

District Fire Chiefs will direct the fire service operations within their respective jurisdictions and will coordinate requests for assistance with ESF 4 Firefighting during a disaster

Notification:

- Fire Districts are dispatched by the Benewah County Central Dispatch. There are dispatchers in Kootenai County for Plummer, Spokane for Upper Valley, Whitman County for Tensed Valley, and Benewah County for the City of Tensed. Volunteers are recalled using radios and pagers.
- The Sheriff's Department or the Benewah County Emergency Management Director will activate ESF 4 upon activation of the County EOC, or as requested.

Response Actions:

- The Fire Department(s) having jurisdiction will 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 ESF 9 Search and Rescue to organize, plan, and coordinate 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 4 will:
 - ☐ Report to the Benewah County EOC.
 - ☐ Establish communications with fire departments and fire districts.
 - ☐ Contact cooperating outside agencies if their services are required.
 - ☐ Receive status reports.
 - ☐ Direct county-wide fire service activities
 - ☐ Maintain events record.
 - ☐ Provide situation briefings to the EOC staff.
 - ☐ Coordinate the assistance required for hazardous or radiological monitoring and decontamination training by properly trained personnel through ESF 10 Oil and Hazardous Materials.
 - ☐ Contact Sheriff's Central Dispatch Center or State Communications for assistance in a hazardous or CBRNE materials accident.

- ❑ Brief the ESF 15 Public Information Officer so that they may act as the official and only spokesperson during the disaster or emergency.
- ❑ Assign fire service personnel to shelter and/or lodging facilities.
- ❑ Coordinate with Annex B Evacuation Coordinator in conducting evacuation.

Recovery Actions

- ESF 4 will:
 - ❑ Maintain communications with on-scene personnel and establish fire watches.
 - ❑ Receive damage reports and assist the Annex A Damage Assessment Coordinator in preparation of damage assessments.
 - ❑ Continue to direct decontamination efforts, if required.
 - ❑ Monitor repair, construction, and demolition projects for fire safety.
 - ❑ Prepare final report of fire service activities.
 - ❑ Make recommendations on mitigation measures.

Continuity of Government

- In case of relocation or evacuation, fire personnel will be selected to remain behind or to return when needed to perform critical tasks.
- All essential records will be protected from destruction and loss.

Administration and Logistics

- All receipts, letters of authorization, or other documents related to the purchase of emergency equipment or resources will be retained and recorded.
- Normal practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and supplies will be provided by Benewah County Clerk's Office while the EOC is in operation.
- The EOC will be established and communication support within the EOC will be provided by the Benewah County Emergency Management Director.
- 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.

ESF 4 Maintenance

- The Fire Chiefs from the respective Benewah County Fire Districts will annually review the ESF 4 and update and modify, if necessary, in coordination with the Benewah County Emergency Management Director.
- Supporting documents such as notification rosters, resource lists, inventories, SOP's and maps will be maintained and appended to this Support Function by the respective fire chiefs. They will be annually reviewed and updated as necessary.

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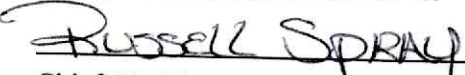
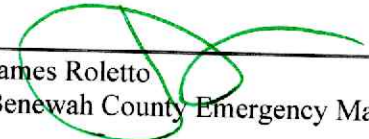
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Resources: Jack Buell Trucking
Potlatch Corporation
RACES
Idaho Department of Lands
USFS (Panhandle National Forest)
Bureau of Land Management

ESF 4 Firefighting

Approved:

	<u>6-14-2024</u>
Chief, St. Maries Fire Protection District	Date
	<u>5-14-24</u>
Chief, Plummer Gateway Fire Protection District	Date
Chief, Tensed Ambulance District	Date
	<u>6-14-2024</u>
Chief, Up-River Fernwood Fire Protection District	Date
	<u>11/30/24</u>
James Roletto Benewah County Emergency Management Director	Date

Resources: Jack Buell Trucking
Potlatch Corporation
RACES
Idaho Department of Lands
USFS (Panhandle National Forest)
Bureau of Land Management

ESF 5 Emergency Management

Primary Coordinating Agency: Office of Emergency Management

Support Agencies:

County	Benewah County Central Dispatch
	Local Emergency Planning Committee (LEPC)
	Panhandle Health District
	Benewah County Sheriff's Office
	Benewah County Road and Bridge
	Benewah County Fire Districts
	Benewah County Assessor's Office
Volunteer	American Red Cross of Greater Idaho, North Idaho District RACES
State	Bureau of Homeland Security North Idaho Area Field Officer

Introduction

Purpose:

ESF 5 provides for the development and coordination of the Benewah County Emergency Management Program 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 Benewah County Emergency Management Organization, acts as the Emergency Management Director in the EOC, and coordinates support of response and recovery operations requested of the EOC.

Policies

- The Benewah County Board of County Commissioners will appoint a Director for the Benewah County Emergency Management Department. The Director shall be responsible for the coordination, development, management, and maintenance of the Benewah County Emergency Management Program.
- The Benewah 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 review and update, preparedness activities, training, exercises, and equipment acquisition.
- The Director of the Benewah County Emergency Management Program, in cooperation with Municipalities and County Agencies, will establish, equip, and

during emergency situations, activate and man the Emergency Operations Center (EOC).

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require emergency planning and preparedness to include floods, earthquakes, pandemics, agroterrorism incidents, hazardous materials spills, and severe storms.

Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.
- Disasters that result in large number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure will require State and Federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- A major disaster could quickly overload the single hospital in the County. Additionally, a shortage of medical supplies may occur in the event of a major disaster.
- Communications systems, particularly telephones that survive the initial disaster, may be overloaded.
- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- Benewah County will have the capability and desire to save lives and property in case of a disaster. Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- While it is likely that outside assistance will be available in disaster situations, Benewah 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:

- The Benewah County Commissioners are responsible for all disaster services policy decisions in the County outside of incorporated cities. Mayors are responsible for disaster policy and decisions within their cities. The Benewah County Emergency

Management Director will support cities within the County during emergency situations if requested by mayor(s).

- The Benewah County Emergency Management 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 Benewah County Emergency Management Director is appointed by the County Commissioners and coordinates the emergency management organization.

Organization:

- As ESF 5, the Benewah County Emergency Management Director is responsible for all development of County Emergency Management Plans, Procedures, and Directives.
- The Benewah County Emergency Management Director is the official Point of Contact for Bureau of Homeland Security Grants.
- ESF 5 will provide public information related to the Emergency Management Organization to citizens and visitors to Benewah County.
- The Benewah County Emergency Management Director represents the County on the Local Emergency Planning Committee.
- The LEPC is the coordination point for all multi-jurisdictional disaster services issues in the County.
- The LEPC membership is comprised of representatives from each of the law enforcement departments, the County Sheriff's Department, the Fire Districts, the Bureau of Land Management, the Panhandle Health District, Independent Highway Districts, Benewah County School District(s), the media, service organizations, State Agencies such as ITD, Health and Welfare, etc, private industry, and the general public.

Notification: Not Applicable

Preparedness Actions:

- The Benewah County Emergency Management Director will conduct the following Mass Care preparedness activities:
 - ❑ Analyze the Hazard Analysis and the Reception and Care Facility Listing and determine shelter, reception, and care requirements and shortfalls.
 - ❑ Designate mass care support staff and train them on emergency responsibilities.
 - ❑ 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.
- ❑ Coordinate arrangements for fire protection of shelter, lodging, and mass feeding sites with ESF 4 Firefighting
- ❑ Coordinate with the ESF 13 Public Safety and Security to provide security for all shelter/reception center facilities.
- ❑ Review projected expedient shelter construction and up grading needs with ESF 3 Public Works and Engineering.
- ❑ Identify potential parking areas for shelter and lodging facilities.
- ❑ Determine potential requirements of personnel, resources, and supplies for mass feedings, reception, shelter, and lodging.
- ❑ In coordination with ESF 2 Communications and Warning, plan for communications between shelters and the Emergency Operations Center (EOC).
- ❑ Review facilities and designate those to be used for lodging the institutionalized and the special needs groups.
- ❑ Identify campgrounds or sites to accommodate families evacuating in recreational vehicles in conjunction with the evacuation coordinator.
- ❑ Develop procedures to accommodate evacuees requiring hospitalization, medication, or special care with ESF 8 Public Health and Medical Services.
- ❑ Develop a community shelter plan and depict it on County and City maps.
- ❑ As ESF 7 review the County Hazard Vulnerability Analysis and determine resource requirements and possible shortages.
- ❑ Develop procedures to facilitate the ability 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 agencies.
- ❑ Take part in briefing participating agencies, organizations, and volunteers on resource management procedures and requirements.
- ❑ When alerted, notify mutual aid jurisdictions, private sector organizations, volunteers, and other participants about possible need for assistance.
- ❑ Develop procedures for conserving expendable resources.
- ❑ Coordinate with ESF 1 Transportation and ESF 13 Public Safety and Security for the use of buses for an evacuation. (Annex B Evacuation)
- ❑ Inventory fuel sources and storage capacities.

- The Benewah County Road and Bridge and Highway District Supervisors, as ESF 1 Transportation, ESF 3 Public Works and Engineering, and ESF 12 Energy will:
 - ❑ Review Benewah County's Hazard Analysis to determine the County's vulnerability to possible hazards as it pertains to the responsibilities of ESF 1, 3, and 12.
 - ❑ Recommend local public works projects and 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 Resource Support.
 - ❑ Plan for shelter upgrading requirements and expedient shelter construction with the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
 - ❑ Arrange for the training of public works personnel with ESF 10 Oil and Hazardous Materials in hazardous materials and radiological monitoring, decontamination procedures, and emergency procedures.
 - ❑ Participate in exercises of the EOP.
 - ❑ Identify local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures. Write formal MOUs with the contractors.
 - ❑ Review all equipment status periodically.
 - ❑ Review and maintain annotated maps showing all utilities and Public Works.
 - ❑ Maintain mutual aid agreements with municipalities, private industry, other government agencies, and neighboring jurisdictions.
 - ❑ 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 Benewah County Sheriff, as ESF 2 Communications and Warning, ESF 9 Search and Rescue, and ESF 13 Public Safety and Security will:
 - ❑ Train personnel in the use of communications resources.
 - ❑ 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.
 - ❑ Participate in exercises of the Emergency Operations Plan.

- ❑ Devise a message report form and instruct EOC staff on its use.
- ❑ Through the ESF 15 Public Information Officer, promote public awareness of the warning system.
- ❑ Coordinate and plan for development of warning systems county-wide.
- ❑ Train Sheriff's Office dispatchers on warning procedures.
- ❑ Identify warning resources available to the EOC.
- ❑ Identify and designate private and public service agencies, personnel, equipment, and facilities that can augment the County's warning capabilities.
- ❑ Establish mutual aid agreements.
- ❑ 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 procedures.
- ❑ Analyze hazards and determine law enforcement requirements.
- ❑ Provide hazardous materials incident response, radiological monitoring, and other emergency training of law enforcement personnel in coordination with the Emergency Management Director.
- ❑ Develop a system for transporting and guarding prisoners during an emergency.
- ❑ Assign law enforcement personnel to shelters and advise of shelter responsibilities (crowd control, prisoner security, fire arms management, etc.) in coordination with ESF Mass Care Coordinator.
- ❑ Establish priorities for law enforcement operations.
- ❑ Assess traffic control needs and security requirements (i.e. County EOC, public and private property).
- ❑ Coordinate priorities for decontamination activities with ESF 10 Oil and Hazardous Materials and ESF 4 Fire Fighting.
- ❑ Initiate programs for recruiting, training, and assigning auxiliary personnel.
- ❑ Plan support of hazardous materials incidents where warning, evacuation, traffic management, and other law enforcement actions are needed.
- In preparation for evacuations in Benewah County, the Sheriff's Office will:
 - ❑ Review Benewah County's Hazard Vulnerability Analysis to determine the County's vulnerability to possible hazards.
 - ❑ Coordinate with the Annex A Damage Assessment, Annex D Human Services, ESF 13 Public Safety and Security, ESF 4 Firefighting, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 2 Communications and Warning, ESF 8 Public Health and Medical Services, ESF 9 Search and Rescue, ESF 7 Resource Support, ESF 15 Public Information, and ESF 3 Public Works and Engineering.

- ❑ Instruct evacuation staff in relocation procedures to expedite the movement of residents out of the affected area.
- ❑ Plan for the evacuation of people with special needs, such as elderly, handicapped, bedridden, and prisoners.
- ❑ Coordinate with the ESF 1 Transportation for emergency use of school buses or others for evacuation.
- ❑ Establish pick-up points for evacuation transportation.
- ❑ Establish primary and alternate evacuation routes for all contingencies.
- ❑ Identify areas that may require evacuation and those of relative safety.
- ❑ Identify critical intersections, merge points, and restricted movements and coordinate traffic control requirements.
- ❑ Establish security and control procedures for evacuation routes in coordination with the ESF 13 Public Safety and Security.
- ❑ Insure access routes and sources of transportation for emergency work crews.
- ❑ Publicize through the ESF 15 Public Information Officer the various evacuation routes that may be used under hazardous conditions.
- ❑ Develop reentry information for post-disaster requirements.
- ❑ Participate in exercises of the Emergency Operations Plan.
- ❑ Coordinate with ESF 10 Hazardous Material Incident Coordinator if necessary.
- ❑ Plan for the flow of spontaneous evacuees into the County from outside areas.
- The Benewah County Fire Districts Chief(s) as ESF 4 Firefighting will:
 - ❑ Review Benewah County's Hazard Analysis to determine the County's potential vulnerability to structure and wildland fires.
 - ❑ Analyze fire service capability.
 - ❑ Continue or refine the existing mutual aid agreements.
 - ❑ Coordinate ongoing training on response to hazardous materials, including Chemical Biological Radioactive Nuclear or Explosive (CBRNE) incidents.
 - ❑ Arrange for training in firefighting, rescue, first aid, CBRNE monitoring, and decontamination procedures.
 - ❑ Designate alternate sites for all fire stations.
 - ❑ Provide for fire prevention programs throughout the County.
 - ❑ Establish fire service priorities on food supply sources, utilities, schools, clinics, medical facilities, communication centers, and other vital installations.
 - ❑ Coordinate, plan, and develop fire fighting operational policy for the County.
 - ❑ Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services in the assignment of fire services personnel to shelters and lodging, and

for the provision of fire protection for these facilities.

- ❑ Coordinate with the Annex B Evacuation Coordinator on how fire services personnel could assist in an evacuation.
- ❑ Maintain inventories of fire apparatus and vehicles and append to ESF 4 Firefighting. Coordinate this inventory with ESF 7 Resource Support
- ❑ Participate in exercises of the Emergency Operations Plan.
- ❑ Coordinate with other response groups and provide training if needed.
- ❑ 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. These maps will be kept in the EOC.
- ❑ Coordinate priority for decontamination activities with the ESF 10 Oil and Hazardous Materials.
- As ESF 8 Public Health and Medical Services, Panhandle Health District will:
 - ❑ Review emergency plans and programs for crisis augmentation with representatives of public health and welfare agencies, volunteer disaster assistance agencies, and medical facilities.
 - ❑ Organize periodic group meetings with emergency health and medical service providers to coordinate assistance and support requirements.
 - ❑ Plan programs and procedures for:
 - (1) Immunization.
 - (2) Health/contamination inspections.
 - (3) Blood banks.
 - (4) Specialized training (first aid, radiation, decontamination, CPR, etc.).
 - (5) Evaluation, prevention, and detection of communicable diseases.
 - (6) Normal public health awareness.
 - ❑ Establish liaison with pharmacists, veterinarians, funeral directors, and the American Red Cross.
 - ❑ Assist local medical agencies to establish mutual aid agreements with counterparts outside the County.
 - ❑ Recruit and coordinate the assignment of medical and health care personnel to public shelters and lodging facilities with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
 - ❑ Coordinate with ESF 3 Public Works and Engineering to develop procedures for emergency handling of:
 - (1) Sewage, garbage, and other solid waste.
 - (2) Protection of food, water, medicines, and other essential supplies against contamination.

(3) Preventing and controlling epidemic disease.

- ☐ Develop a list of essential environmental health supplies, such as water purification supplies.
- ☐ Establish procedures for handling mass fatalities (i.e., death certificates, burial, and storage) in cooperation with area funeral directors.
- ☐ Coordinate with the medical clinics on their plan for emergency medical treatment and care.
- ☐ Develop a victim identification plan.
- ☐ Participate in exercises of the Emergency Operations Plan.
- ☐ Coordinate priorities for decontamination activities with ESF 10 Oil and Hazardous Materials.
- The Benewah County Emergency Management Director, in cooperation with the Local Emergency Response Authority, will:
 - ☐ Conduct and maintain a hazard vulnerability analysis to include:
 - (1) Identification of fixed-site facilities.
 - (2) Identification of transportation routes.
 - (3) Identification of critical lifeline facilities that would be at risk as a result of a hazardous materials incident.
 - (4) Identification of populations at risk from fixed sites and transportation incidents.
 - ☐ Coordinate with industry and business representatives concerning plant safety/mitigation efforts.
 - ☐ Recommend local actions, projects, ordinances, and resolutions to reduce the potential for, or the effects of, hazardous materials incidents.
 - ☐ Coordinate with each fixed facility on how to handle spills on company property.
 - ☐ Establish and maintain mutual aid agreements with agencies, municipalities, business, counties, and states, as needed.
 - ☐ Identify chemical or toxicological expertise resources available.
 - ☐ Determine methods of summoning volunteers and off-duty personnel.
 - ☐ Maintain a list of personnel needed for emergency response.
 - ☐ Establish risk zones for each fixed hazardous material facility and along main transportation routes.
 - ☐ Identify resources and organizations available to provide training.
 - ☐ Coordinate for the initial and continuing training of emergency responders on hazardous materials incident response.

- ❑ Provide for initial and continuing training of emergency responders on hazardous materials responses.
- ❑ Identify facilities for storage, treatment, recycling, and disposal of wastes resulting from a release.
- ❑ Participate in exercises of the Emergency Operations Plan, at least annually.
- ❑ Coordinate with County and local business and industry officials in developing decontamination procedures.
- ❑ Identify trained incident commanders.
- ❑ Coordinate with the State of Idaho Bureau of Homeland Security and the District Local Emergency Planning Committee (LEPC) to insure that:
 - (1) Title III chemical reporting requirements are relayed to the involved facilities.
 - (2) Chemical material safety data sheets (MSDS) or a listing of MSDS chemicals are disseminated to local fire departments and law enforcement agencies.
- ❑ Coordinate training for emergency medical teams and hospital personnel on proper methods for decontamination and treatment of persons exposed to hazardous chemicals.
- ❑ Coordinate with all annex coordinators in planning for response to a hazardous materials incident.
- ❑ Develop procedures for identification of hazardous materials.
- ❑ Maintain fixed facilities contingency plans on file.
- ❑ Negotiate a mutual agreement aid agreement with Idaho State Police, District 1, regarding Idaho State Police coordination and possible on-scene command of an accident involving hazardous materials on Federal and State Highways.
- ESF 15 Public Information preparedness activities will be coordinated by the Emergency Management Director and will include the following:
 - ❑ Develop and execute a hazard awareness program, including mitigation procedures.
 - ❑ Develop ongoing relationships with all local and neighboring media.
 - ❑ Establish written or oral agreements with the media for dissemination of emergency public information and emergency warning.
 - ❑ Designate a media area in the Emergency Operations Center and its alternate.
 - ❑ Train those involved in the emergency organization on the role of the PIO and their relationship to the PIO and procedures.
 - ❑ Conduct public education programs on emergency response and recovery, evacuation routes, and warning signals.
 - ❑ Prepare emergency information packets for pre and post disaster.

- ❑ Distribute pertinent materials to the media.
- ❑ Brief news media personnel on emergency procedures for the dissemination of public information.
- ❑ Develop a priority system which will govern the release of public information.
- ❑ 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 population (visually or hearing impaired, handicapped, or elderly).
- ❑ Develop plans for the distribution of emergency preparedness and response information.
- ❑ Participate in emergency operations plan exercises.
- ❑ Maintain a current file of all information released to the public.
- ❑ Assign an assistant PIO, rumor control person, and other supporting staff, as required, and train as appropriate.
- ❑ Set up procedures for contacting all available media during an emergency.
- ❑ Develop measures for authenticating information source before broadcast or publication.

Continuity of Government

- All essential records will be protected from destruction and loss.

Administration and Logistics

- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

Maintenance

- ESF 5 Emergency Management will be annually reviewed, updated, and modified as necessary in by the Emergency Management Director in coordination with the Local Emergency Planning Committee
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps and demographic information will be developed and maintained and appended to this Emergency Support Function by ESF 5. They will be annually reviewed and updated as necessary.

Agency Resources

See individual Agency Resource maintained by the individual agencies.

Resources: American Red Cross of Greater Idaho, North Idaho District
RACES

Administration and Logistics

- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

Maintenance

- ESF 5 Emergency Management will be annually reviewed, updated, and modified as necessary in by the Emergency Management Director in coordination with the Local Emergency Planning Committee
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps and demographic information will be developed and maintained and appended to this Emergency Support Function by ESF 5. They will be annually reviewed and updated as necessary.

Agency Resources

See individual Agency Resource maintained by the individual agencies.

Resources: American Red Cross of Greater Idaho, North Idaho District
RACES

ESF 5 Emergency Management

Approved:


James Roletto Date
Emergency Management Director

1/30/24

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

Primary Coordinating Agency: Office of Emergency Management (OEM)

Support Agencies:

County	Benewah County Parks District Benewah County School Districts Benewah County Fair Grounds Panhandle Health District (PHD) Benewah County Sheriff's Department Benewah County Road and Bridge
Municipalities	Municipal Public Works St. Maries Police Department
Tribe	CDA Casino
Volunteers	Salvation Army Faith-based and Community Volunteer Organizations American Red Cross of Greater Idaho Local Food Banks Inland Northwest VOAD Community Warehouse

Introduction

Purpose:

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services describes procedures that will be followed to ensure disaster victims receive temporary shelter, food, medical care, clothing, and essential life support needs if they are displaced from their homes because of a disaster.

ESF 6 is Mass Care is under the operational control of the Board of County Commissioners during emergency operations and will exercise direction and control of the actions contained herein. ESF 6 will take action to supplement staff and other resources as required. There will be full coordination with the Emergency Management Director and all other Support Functions.

Scope:

ESF 6 has a broad scope of responsibilities that include:

- Coordinate the tasking of all sheltering activities within the County during a disaster.

- ESF 6 will identify food and water needs following a disaster or emergency, and attempt to obtain and/or arrange for these resources, including transportation, if 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 ESF 13 Public Safety and Security shelter facility security resources.
- Coordinate with ESF 2 Communications and Warning to ensure each shelter has a working communications system.
- Request assistance from ESF 12 Energy to provide electricity and heat at shelter locations as necessary.
- Food supplies obtained and distributed by ESF 6 will be dispensed to disaster victims; however, it is expected that individuals, families, and businesses within the County be prepared for 72 hours of total self-sufficiency, including food and water.
- Reuniting families who have been separated during the evacuation and mass care process.

Policies

- The ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator in Benewah County is appointed by the Emergency Management Director, upon approval of the Commissioners. The Coordinator shall have the authority and responsibility for planning, coordinating, and supervising shelter, reception, and care services for the County.
- Upon notification of imminent disaster, emergency service efforts will be directed to assisting the movement of people and essential supplies to mass care facilities.
- During an emergency relocation of citizens and visitors, Benewah County Emergency Management Services will coordinate with the American Red Cross, the Salvation Army, and other agencies to provide emergency food rations and potable water for those relocated into shelters.
- Mass care shelters will be established in public or commercial buildings such as schools, churches, and motels.
- ESF 6 will be activated by the Benewah County Emergency Management Director, or designee. The request may be made prior to, or following a disaster.
- ESF 6 activities will be coordinated through the Emergency Operations Center (EOC).
- ESF 6 and support agencies will provide staff as required in the EOC on a 24-hour basis for the duration of ESF 6 activation.

- ESF 6 activities will support local agencies. Additional mass care resources required, which are beyond local and State capability, will be coordinated through ESF 6. All State mass care responses to an event must be requested by, and coordinated through, the County ESF 6 operations.
- When a local response exceeds local resources, requests for State assistance will be coordinated through the EOC and directed to the Idaho Bureau of Homeland Security North Area Idaho Field Officer.
- ESF 6 will coordinate with ESF 15 Public Information to release public information regarding mass care activities. Certain elements of mass care activities require confidentiality, such as the reuniting of families; therefore, the American Red Cross will handle all inquiries with confidentiality according to their procedures and HIPPA guidelines.

Situation

Disaster Condition:

- Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require mass care support to include floods/dam failures, earthquakes, pandemics, hazardous materials spills, and severe storms.
- An estimated twenty- percent of affected residents will require lodging following a natural disaster. Most of the displaced residents will stay with friends and relatives.

Planning Assumptions:

- It is estimated that many people may spontaneously relocate from a risk area to Benewah County during an emergency. There is not enough shelter, lodging, and mass feeding spaces for the resident population of the County. Therefore, upgradeable and/or expedient shelters must be planned for.
- Survival in a shelter for a two-week period is possible without food if sufficient water is available.
- Voluntary disaster assistance organizations may not be available to provide emergency shelter and lodging services on a national basis in a war-caused disaster. Local volunteer disaster assistance organizations may function in certain areas, supporting the County with qualified and trained personnel.
- A small percentage of the residents may require lodging following a natural disaster since most that are displaced might be able to stay with friends or relatives.
- Relocates from evacuated areas will have been advised prior to departure to bring clothing, bedding, food, personal medical supplies, tools, and important papers, whenever possible. It is expected that this should ease the initial impact on local supplies.
- Many may not seek public shelter and will remain at home.
- 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 within ninety-six hours of a major disaster.

- Food will be available at retail outlets and through mutual agreements with vendors and organizations.
- Cooking facilities will not be available in all shelters.
- Public utilities service, electricity, and gas may not be available.
- The ultimate responsibility for mass care services for citizens of the County rests with local government.
- No buildings to be used as mass care facilities are stocked, and no current Federal, State, or local programs exist to do so.
- There are a sufficient number of mass care facilities to support the needs of evacuees in the County.
- Mass care operations will continue until the emergency needs of the disaster survivors have been met, or alternative measures have been implemented.
- Families will be separated during the evacuation and relocation process.

Concept of Operations/Responsibilities

General:

- Upon official request, the Red Cross and Salvation Army will be relied upon to activate their lodging facilities and reception centers to provide housing, food, clothing and other assistance to victims of natural disasters. These services may not be available during a national emergency.
- Two meals a day will be provided daily in mass care facilities and through mobile feeding facilities, as feasible.
- Lodging will be provided to the displaced in public or commercial buildings such as schools, churches, and motels.
- The ESF 15 Public Information Officer (PIO) will advise residents regarding lodging, reception centers, shelter, and mass feeding sites. They will be encouraged to provide their own shelter protection.
- ESF 3 Public Works and Engineering is responsible for shelter upgrading and construction tasks at the request of the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator.
- Liaison will be maintained with the American Red Cross, Salvation Army, and other volunteer disaster assistance organizations.
- Benewah County School Buildings may be the reception centers for expected evacuees.
- Long-term food assistance will be provided through the food stamp program administered by the Idaho Department of Health and Welfare.

Organization:

- The Chief Elected Official(s) will direct the Emergency Management Director to appoint an ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator and direct the Coordinator to open mass care facilities.
- The Benewah County Emergency Management Director will make recommendations to the Chief Elected Official on the number and locations of mass care facilities to be opened.
- ESF 6 will designate a Shelter/Lodging Manager(s). The Shelter/Lodging Manager is responsible for the preparation, activation, administration, and supply of the assigned shelter or lodging under the direction of the ESF 6.
- ESF 6 will designate a Mass Feeding Manager(s). The Mass Feeding Manager is responsible for the administration, staffing, and supply of all mass feeding sites designated to provide meals. They report to ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
- Under the direction of ESF 6, the Shelter/Lodging Manager will designate Reception Center Managers at each reception center/shelter. The Reception Center Manager is responsible for the registration and direction of the displaced residents to shelter/lodging facilities and mass feeding sites.
- The American Red Cross of Greater Idaho, as requested, will make arrangements for use of facilities as mass care facilities and provide personnel to activate, staff, and manage mass care facilities.
- ESF 6 will work closely with the Reception Center Manager to reunite separated families using the American Red Cross procedures.
- Benewah County Emergency Management Director, as assigned by the Chief Elected Official, will request ESF 7 Resource Support to procure emergency food and water rations.
- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will set up emergency feeding facilities and will be assisted by the support agencies in providing food and water.
- State of Idaho Health and Welfare will assist in issuing emergency food stamps to disaster victims.
- ESF 13 Public Safety and Security will provide traffic control during evacuee movement to mass care facilities, security at the facilities, and maintain order.
- ESF 15 Public Information in coordination with ESF 6 will make public announcements about locations of, and availability of, mass care facilities.
- ESF 3 Public Works and Engineering and ESF 12 Energy will coordinate power, water, and sanitary services at mass care facilities during emergency conditions.

- ESF 6 will maintain liaison with ESF 8 Public Health and Medical Services, ESF 15 Public Information, ESF 7 Resource Support, the Salvation Army, religious organizations, and other volunteer disaster assistance organizations.

Notification:

- Arrangements to use schools for shelters must be coordinated with the local school district. Arrangements to use Churches for shelters must be coordinated with the appropriate Church officials

Response Actions:Initial

- The Benewah County Emergency Management Director will:
 - ❑ After designating an ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator, make recommendations to the Chief Elected Official on the number and locations of mass care facilities to be opened.
 - ❑ Assess the situation and, in coordination with the volunteer organizations representatives, determine the number and locations of mass care facilities to be opened based upon the following:
 - Location, extent, and nature of the hazard or disaster.
 - Locations in relation to evacuation routes.
 - Services available in the facilities.
 - Input from the EOC Staff.
 - ❑ Coordinate with the ESF 6 to activate mass care facilities.
 - ❑ Coordinate with ESF 15 Public Information to facilitate dissemination of information to the public on both the location of mass care facilities and directions to them.
- The ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator will report to and operate from the EOC as directed.
 - ❑ Designate and activate reception centers, shelters, lodging facilities, and mass feeding sites as required.
 - ❑ Coordinate operations with the EOC.
 - ❑ Establish and maintain liaison with State, private, and volunteer support services for provision of resources and personnel required to augment staff.
 - ❑ Coordinate release of information regarding shelters, lodging, reception, mass feeding sites, self-protective measures, basement improvements, food stocks, and related information with the ESF 15 Public Information Officer (PIO).
 - ❑ Provide for the registration and the locator service of displaced residents and evacuees at the reception center.
 - ❑ Assign residents and evacuees to mass feeding sites and shelter/lodging.

- ❑ Compile census of relocated population following the registration process and submit the report to the Emergency Management Director for County EOC records.
- ❑ Maintain inventory of food supplies in all facilities.
- ❑ Coordinate with ESF 3 Public Works and Engineering regarding the upgrading of existing facilities and construction of expedient shelters as required.
- ❑ Report deficiencies/surpluses of shelter/lodging space, supplies, equipment, and staff to the EOC.
- ❑ Implement emergency record keeping system.
- ❑ Coordinate with ESF 3 Public Works and Engineering and ESF 1 Transportation to provide adequate water supply, emergency construction, engineering assistance, and sanitation and transportation support where necessary.
- ❑ Arrange for the removal/storage of building contents, if necessary, in conjunction with the building owner/occupant if the facility is to be used as a shelter facility.
- ❑ Monitor preparation of mass feeding schedules, plans, and menus.
- ❑ Print and distribute registration forms and meal cards to reception centers, if needed.
- ❑ Coordinate the marking and stocking of shelters, lodging, and mass feeding sites.
- ❑ Obtain supplies as required through ESF 7 Resource Management.
- ❑ Advise ESF 13 Public Safety and Security on the location of mass feeding sites, shelters/lodging, and supply storage facilities, and request appropriate security measures be taken.
- ❑ Monitor lodging facilities and mass feeding sites and make adjustments as necessary to facilitate the efficiency of operations, and ease problems with such things as overcrowding, inadequate sanitation, and potential hazards.
- ❑ Activate communication links, as provided by ESF 2 Communications and Warning, between shelter/lodging facilities and the County EOC.
- ❑ Stock shelters with:
 - Water.
 - Food.
 - Medical supplies.
 - Sleeping supplies.
 - Durable plastic bags and containers to store water and to ensure sanitary storage and disposal of human waste, garbage, and trash.
 - Flashlight and batteries.

- Fire extinguishers.
 - Transistor radios and replacement batteries.
 - Entertainment games.
- By direction of ESF 6, the Mass Care Facility Manager will open the facility, receive evacuees, and provide for their health and welfare. Provisions for sheltering are included in Annex B Attachment 10 of this plan.
 - ❑ Operate the facility as long as necessary.
 - ❑ Implement registration procedures for all evacuees that enter the facility.
 - ❑ If tasked, 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.
 - ❑ Ensure that individual and family support services are provided at the mass care facility.
- ESF 13 Public Safety and Security will:
 - ❑ Provide traffic control during evacuee movement to mass care facilities.
- ESF 15 Public Information, in coordination with ESF 6, will make public announcements about locations of, and availability of, mass care facilities.

Continuous

- ESF 6 will:
 - ❑ Establish and maintain liaison with State, private, and volunteer support services for provisions and personnel required to augment staff.
 - ❑ Coordinate with ESF 7 Resource Support for supplies, and ensure each mass care facility receives its supplies.
 - ❑ Coordinate with the ESF 2 Communications and Warning and ESF 15 Public Information to ensure that communications are established, routes to the mass care facilities are clearly marked, and appropriate traffic control systems are established.
 - ❑ Ensure appropriate information (number of occupants, meals served, etc.) is collected every day.
 - ❑ Collect information from mass care facility managers to support the County's effort to respond to inquiries from family members about status of loved ones.
 - ❑ Continue needed activities that were initiated under Response Phase.
 - ❑ Maintain liaison with State, Federal, and volunteer agencies.
 - ❑ Coordinate movement of population from shelters or lodging with ESF 13 Public Safety and Security and staff.
 - ❑ Return shelters, lodging and mass feeding sites to an acceptable condition.
 - ❑ Prepare a closing report which should include the log and comments and

recommendations for future operations to be given to the Emergency Management Director.

- ☐ Participate in a critique of disaster operations.
- By direction of ESF 6, the Mass Care Facility Manager will open the facility, receive evacuees, and provide for their health and welfare.
 - ☐ If tasked, provide the ESF 6 with names and other appropriate information about people sheltered in the facility, to respond to family inquiries regarding reuniting of separated family members.
 - ☐ Ensure that individual and family support services are provided at the mass care facility.
 - ☐ 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)
 - ☐ Report the following to ESF 6 daily:
 - The number of people staying in the facility.
 - The status of supplies.
 - The condition of the facility and any problems.
 - Request for specific support.
 - Number of lost or missing family members needing reuniting.
 - ☐ Maintain records of expended supplies and provide them to ESF 6 for coordination with ESF 7 Resource Support.
 - ☐ Provide regular meals daily in mass care facilities and through mobile feeding facilities, as feasible.
 - ☐ Arrange for the transportation of evacuees to their homes, or to temporary housing through ESF 1 Transportation.
 - ☐ When appropriate, terminate operations and close the facility.
 - ☐ See that the facility is cleaned and returned to its original condition.
 - ☐ Submit mass care facility status report to the ESF 6. The report should identify equipment and supplies used and any other problems or issues that need to be resolved before the facility is used again.
- ESF 13 Public Safety and Security will:
 - ☐ Provide security at mass care facilities.
 - ☐ Maintain order in mass care facilities.
- If necessary, ESF 2 Communications and Warning will provide a temporary communications link between the mass care facility and the EOC through mobile radio links.

- ESF 3 Public Works and Engineering and ESF 12 Energy will coordinate power, water, and sanitary services at mass care facilities during emergency conditions.
- ESF 15 Public Information will make public announcements through the media regarding mass care facility locations, fixed feeding sites, and emergency services.
- ESF 15 Public Information will work with the American Red Cross to publicize processes to reunite separated families.

Continuity of Government

- The ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator will relocate to the alternate EOC if the designated site is not usable.
- Efforts will be made to safeguard all records.

Administration and Logistics

- Normal County practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and supplies will be provided by the Benewah County Clerk's Office while the EOC is in operation.
- The EOC will be established and communication support within the EOC will be provided by the Emergency Management Director. 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, loss of life, and significant property damage.

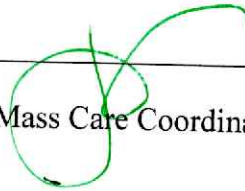
Maintenance

- The ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator will annually review the support function and update and modify it, if necessary, in coordination with the Emergency Management Director.
- Supporting documents, such as SOPs, notification and resource lists, checklists, inventories and maps, will be maintained and appended to this Support Function by the Benewah County Emergency Management Director and the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator. They will be annually reviewed and updated as necessary.

Resources: Coeur d' Alene Casino
 Salvation Army
 Religious and Community Volunteer Organizations
 American Red Cross of Greater North Idaho
 Local Food Banks
 Inland Northwest VOAD

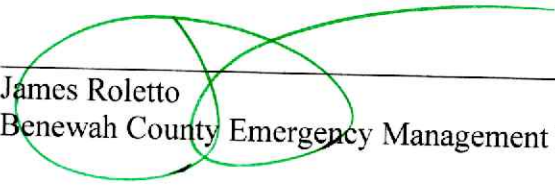
ESF 6 Mass Care

Approved:



ESF 6 Mass Care Coordinator

1/30/24



James Roletto
Benewah County Emergency Management Director

1/30/24

Date

Attachments

Attachment 1 Lodging and Feeding Facilities

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Attachment 1: Lodging and Feeding Facilities

St. Maries

NAME	ADDRESS	FACILITIES

Plummer

NAME	ADDRESS	FACILILITES

Tensed

NAME	ADDRESS	
FACILITIES		

Note: If the need exists, auxiliary power, potable water, and sanitation facilities can be supplied.

ESF 7 Resource Support

Primary Coordinating Agency: Emergency Management Director

Support Agencies:

County	Benewah County Clerk's Office Benewah Road and Bridge Plummer –Worley Highway Districts Fire Protection Districts Benewah County Sheriff's Department Dike Commissioners Panhandle Health District Benewah County School Plummer-Worley School District #44 St Maries Joint School District #41 Coeur d' Alene Tribal School
Municipalities	Municipal Public Works Departments
Volunteer	American Red Cross of Greater Idaho Salvation Army Religious and Community Volunteer Organizations RACES IDAVOAD
Business	Jack Buell Trucking Hagadone Hospitality Co. Harrison Dock Builders Benewah County Transportation System City Link Valley Vista Care

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.

ESF 7 Resource Support is under the operation and control of the Benewah County Board of County Commissioners during emergency operations and will exercise direction and control of the actions contained herein. There will be full coordination with the Emergency Management Director and all other

Emergency Support Functions. ESF 7 Resource Support will take action to supplement staff and other resources as required.

Scope:

ESF 7 is responsible for coordinating direct and active support to emergency response and recovery efforts during the initial response phase and initial recovery phase following a disaster. 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

- ESF 7 in Benewah County is the Benewah County Emergency Management Director. ESF 7 is responsible for conducting emergency resource management during the four phases of emergency management.
- ESF 7 supports the County Emergency Management Organization through coordinating actions to provide needed resources in combating the effects of a disaster and to provide local administration for consumer rationing, rent control, and price stabilization following the declaration of a national emergency in consonance with State and Federal policies and guidance.
- ESF 7 is responsible for planning, coordinating, and managing resource support in all phases of response and recovery from a major disaster or catastrophe.
- Resource 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.
- Support agencies will provide resources as required for ESF 7 requirements.
- 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 can be properly verified after the emergency period has passed.
- No administrative process will be permitted to interfere with operations essential to preventing injury.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require mass care support to include, floods, earthquakes, pandemics, agroterrorism incidents, hazardous materials spills, and severe storms.

A local Disaster will be declared following a catastrophic disaster. Such an event will have an immediate and serious impact on the County and other local resources. Supplies must be procured and delivered in the affected areas. Crucial shortages may exist.

Planning Assumptions:

- Shortages in County resources may occur quickly during any natural or person-caused disaster.
- There are local agencies, businesses, and volunteer groups that have resources available to assist in combating disasters to assist the County during a disaster.
- The County may be overwhelmed by individual and group volunteers to assist in emergency operations.
- Access to Benewah County could become limited because of closure of roads and loss of communication during fire, flooding, or other disaster situations.
- A free-market economy and existing distributing systems will be maintained to the maximum extent possible as the primary means for continuing operation of the economic system in case of a national emergency.
- Resources outside the affected area will be directed to meet the unmet needs of the County and/or local governments.
- Logistical operations may be required. Transportation, staging, and marshalling operations may be established to orchestrate resource support to the affected area(s).
- Some resources of the County and local governments may not be available in the impacted area due to debris and destroyed buildings.
- 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.
- A local Disaster Declaration may obviate normal purchasing procedures.

Concept of Operations/Responsibilities

General:

- Countywide resources and materials will be allocated and coordinated by ESF 7. The primary source of equipment, supplies, and personnel shall be made from local resources, local sources, and mutual aid outside of the impacted area. Resource

inventories will be reviewed. These include pre-designated staging areas, government buildings, facilities, and agency contacts. Support that cannot be provided by the aforementioned sources will be provided via commercial sources.

- ESF 7 actions will be governed by the emergency situation. Support agencies may be alerted as developments and other circumstances dictate.
- Actions required would include the locating, reserving, obtaining, controlling, and distributing of local personnel, equipment, supplies, and facilities.
- Areas of available resources include, but are not limited to, public and governmental agencies, private enterprises, public schools, church groups, and other volunteer organizations willing to participate in emergency operations.
- During an impending or actual disaster, ESF 7 will operate from the EOC.
 - In any disaster situation (preparedness through recovery phases), County Commissioners, the Emergency Management Director and other Emergency Support Functions may request assistance from ESF 7 to supply needed resources.
 - In a natural or person-made disaster, ESF 7 will brief the County Commissioners of the resource implications of the disaster. If economic controls become necessary, instructions on procedures will be requested from the State Bureau of Homeland Security.
- If needs exceed County resources and mutual aid resources, the Emergency Management Director will forward requests to the Idaho Bureau of Homeland Security.
- Resources and services most essential to the survival and recovery of the County are telecommunications, construction and housing, food, electric power, propane gas, medical and health, manpower, petroleum, transportation, and water.
- The Board of County Commissioners has executive responsibility and authority to place economic controls into effect in the event contact with State government is lost.

Organization:

- Benewah County Office of Emergency Management is the primary ESF 7 agency and is responsible for coordinating ESF 7 resources and support activities.
- The Benewah County Clerk's Office is responsible for tracking and documenting costs and expenses and is responsible for issuing purchase orders.
- ESF 7 will request staff for procurement of goods, materials, and services from appropriate County agencies.
- ESF 7 may assist in the coordination and allocation of food and equipment made available via State and Federal government programs.
- Supporting Agencies, as tasked above, render assistance, provide resources lists, internal procurement process, agency location and hours of operation, and provide goods and materials as needed.
- ESF 7 will establish and maintain liaison with the other ESFs.

- 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.
- ESF 13 Public Safety and Security Agencies, if needed, provide escort and security for delivery, storage, and distribution of resources.

Notification:

- The EOC and/or the County Central Dispatch Center will notify ESF 7.
- ESF 7 will notify support agencies.
- ESF 7 personnel will respond as directed and placed on standby as appropriate.

Response Actions:**Initial**

- ESF 7 will report to EOC, as required.
- Alert all ESF 7 Resource Support staff personnel.
- Establish priorities with the EOC staff and allocate resources.
- Coordinate delivery of resources to response units and disaster teams.
- Provide lists to response agencies that identify sources of materials, equipment, personnel, and other resources.
- Maintain a log of ESF 7 activities. Record services and resources rendered.
- Ensure needed personnel, equipment, facilities, and supplies are provided.
- Arrange for buses with ESF 1 Transportation in case of an evacuation. (See Annex B)
- Provide resource management support within the private sector through information programs and emergency plans.
- Encourage resource management support within the private sector through information programs and emergency plans.
- Provide policies, guidance, and techniques for the relocation, allocation, and distribution of resources to support evacuation, if needed.
- Ensure the continuing supply and management of resources to support the population.
- Provide for the implementation of economic stabilization measures for rationing essential resources and for stabilizing prices and rents, as necessary.
- Release information through the ESF 15 Public Information Officer urging cooperative support among all elements of the public and private sector for resource management.
- Advise the County Commissioners of actions and measures necessary to ensure the availability of the resources to enhance survival and recovery efforts.

- Coordinate the stocking of shelters or lodging with food with ESF 3 Public Works and Engineering and ESF 6 Care.
- Monitor the food situation at active retail outlets and arrange for food and supplies, as required.
- Coordinate with ESF 13 Public Safety and Security to provide security at the food storage areas.

Continuous

- 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 with ESF 1 Transportation for transportation resources.
 - ❑ Coordinate with ESF 2 Warning and Communications for communication resources.
 - ❑ Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services and/or American Red Cross for feeding of personnel.
 - ❑ Coordinate with ESF 8 Public Health and Medical Services (Panhandle Health District) for public health and medical services and resources.
 - ❑ Coordinate with ESF 13 Public Safety and Security for security resources.
 - ❑ Establish a property tracking system and maintain records for all properties loaned in support of the EOC by the State or Federal government.
 - ❑ Coordinate contractual services between the County and commercial sources. .
 - ❑ Coordinate recovery needs with EOC staff.
 - ❑ Estimate costs of providing resources.
 - ❑ Assess impact of emergency on available resources. Identify, repair, and maintain replenishment needs on a priority basis.
 - ❑ Request State assistance through the Emergency Management Director when local capabilities are exceeded.
 - ❑ Prepare a closing report to include the log, lists of resources provided, costs, other pertinent information, and comments and recommendations for future operations to be given to the Emergency Management Director.
 - ❑ Participate in a critique of disaster operations.
- Under the direction of ESF 7, the American Red Cross and/or the Salvation Army will:
 - ❑ Provide emergency shelter, food, medicine, and first aid to provide for basic human needs.

- ❑ Register sheltered evacuees and displaced persons and establish 1-800 telephone numbers for inquiries of missing persons.
- ❑ Assist with shelter management and emergency feeding.
- ❑ Feed emergency workers.
- In coordination with ESF 7, Religious Organizations will:
 - ❑ Coordinate use of church buildings for shelter.
 - ❑ Assist with warning functions as requested.
 - ❑ Support emergency communications.
 - ❑ Coordinate volunteer work force organization.
- In coordination with ESF 7, the Civil Air Patrol will:
 - ❑ Provide aerial reconnaissance and search and rescue support during emergencies that result in Presidential Declarations.
 - ❑ Provide communications support.

Agency Resources

Agency Resources Include

- Regional Transportations Systems – vehicles, buses, vans, vehicle operators, and support equipment.
- Benewah County School Districts - vehicles, buses, vans, vehicle operators, and support equipment.
- Benewah County Road and Bridge, Independent County Road Districts and Municipal Public Works Department(s) – vehicle operators, mechanics, light and heavy trucks, and heavy equipment.
- Benewah County Clerk’s Office – fiscal, tracking and documenting costs and expenses, grant/management, purchasing function including purchasing agents and clerical staff.

Resources: American Red Cross of Greater Idaho
 Salvation Army
 Religious and Community Volunteer Organizations
 RACES
 Inland Northwest VOAD
 Jack Buell Trucking
 Hagadone Hospitality Co.
 Harrison Dock Builders

Attachments

Attachment 1: Donated Goods Management

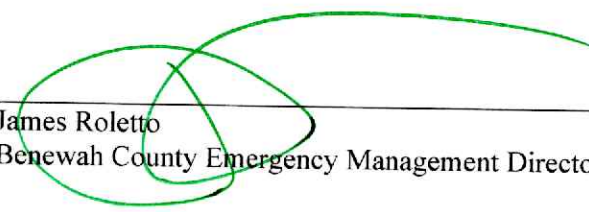
Resources: American Red Cross of Greater Idaho
Salvation Army
Religious and Community Volunteer Organizations
RACES
Inland Northwest VOAD
Jack Buell Trucking
Hagadone Hospitality Co.
Harrison Dock Builders

Attachments

Attachment 1: Donated Goods Management

ESF 7 Resource Support

Approved:



James Roletto
Benewah County Emergency Management Director

1/30/24

Attachment 1: Donated Goods Management

I. Purpose

This attachment describes the management of goods donated as disaster relief to the people of Benewah County.

II. Situations and Assumptions

A. Situation

1. Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Lack of an organized system of management for the identification, receipt, organization, and distribution of donations will result in chaos.
3. The timely release of information to the public, regarding needs and points of contact, is essential to management of donated goods.
4. Donated goods are essential to recovery in most cases.
5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the County level.
7. Churches, fire stations, the community schools, and other volunteer agencies in Benewah County may serve as collection points for donated goods.
8. Monetary donations, staple goods, and those items specifically requested best serve the needs of victims.
9. Donated goods will be used to satisfy unmet needs whenever possible.

B. Assumptions

1. Suitable space and equipment will be available to receive, sort, and store the influx of donated goods.
2. Adequate personnel for donated goods management will be available.
3. Local distribution sites will be convenient to the affected populations.
4. A regional reception and distribution site for donated goods will be established by the State.
5. Unsolicited donations of goods can be expected.

6. Donations of non-useful and unwanted goods can be expected; these include loose unsorted clothing, perishable items, and worn-out items.
7. Some donors will seek to bypass the distribution system established by the County.
8. An aggressive public information effort will expedite the distribution of goods, as well as limit the influx of unwanted goods.
9. It is inevitable that there will be a surplus of some donated goods, which will require disposal.

III. Concept of Operations

Receipt of Donated Goods for Benewah County

1. The community and religious organizations, in coordination with Benewah County Emergency Management, will manage the receipt and distribution of donated goods.
2. The magnitude of the disaster and the severity of local need will dictate the amount of space and personnel required for the reception and distribution of donated goods.
3. A telephone number will be published immediately following the event to accept incoming calls for donations.
4. Ideally, a central reception and sorting center for donated goods should be established. Separate locations convenient to the affected areas of the County should be utilized as distribution centers.
5. The BHS donations software, or locally developed software, will be used to record all donated resources and volunteer offers received.
6. The community and religious organizations will coordinate with relief agencies working on the disaster to ensure needs are met without duplication of effort.
7. Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources.
8. ESF 15 Public Information will coordinate public information regarding distribution sites, needed goods, volunteers, and other pertinent matters.
9. Requests for needed goods, and restocking of needed goods, will be channeled through the volunteer organizations to the Benewah County EOC and, if necessary, on to the State EOC.
10. Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution.
11. When identifiable, unwanted goods should be refused.

12. Surplus donated goods will be sold or otherwise disposed in a manner consistent with the donor's apparent intent and State law.

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ESF 8 Public Health and Medical Services

Primary Coordinating Agency: Panhandle Health District

Support Agencies:

County	Emergency Manager Quick Response Units (EMS) Benewah County Coroner Benewah Community Hospital Marimn Health, Benewah County School Districts Benewah County Sheriff's Department St. Maries Ambulance District
State	Department of Environmental Quality Idaho Department of Health and Welfare
Municipalities	Municipal Water Districts Municipal Wastewater Districts North Idaho Healthcare Coalition (NIHCC)
Volunteer	American Red Cross Medical Reserve Corps of North Idaho (MRC) RACES IDAVOAD
Businesses	Private Ambulance Services Immediate Care Centers

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, enough to overwhelm local medical health and mortuary services, thus requiring maximum coordination and effective use of resources.

Policies

- ESF 8 will be implemented upon activation of the EOC to a level II or greater, or specific, identified need. This will be following, or prior to, expectation of the occurrence of a significant natural disaster or manmade event.
- ESF 8 will coordinate requested resources related to health and medical issues. Each ESF 8 support organization will retain full control over its own resources and personnel.

Situation**Disaster Condition:**

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require health and medical services to include floods, earthquakes, pandemics, hazardous materials spills, and severe storms. In addition, any act of terrorism may require this plan to be activated.

Planning Assumptions:

- The major providers of medical services in Benewah County are the Benewah Community Hospital and Marimn Health.
- There is one mortuary in Benewah County.
- Due to the city and rural fire departments, there are several EMTs in the County, most of which are volunteers. St. Maries has a fully equipped ambulance and trained personnel. There are private ambulance companies in Worley, Tensed, Up-River, and in Plummer with basic and advanced EMTs.
- Coordination with other hospitals will occur through the Idaho State Emergency Communications Center (StateComm) or through the North Idaho Healthcare Coalition.
- Panhandle Health District is located in Hayden with an office in St. Maries.
- A severe earthquake, flood/dam failure, winter storm, or hazardous materials spill could seriously impair local emergency health, medical, and mortuary services.
- It may be necessary to relocate hospital facilities under austere conditions to field hospitals, or other buildings that will provide patients and medical staff adequate protection from the effects of the disaster.
- Major damage could occur to clinics, ambulance services, and transportation routes.
- Medical facilities could be quickly overloaded.
- Public and private medical, health, and mortuary service resources located in the County will be available for use during a disaster situation, but many of these resources, including personnel, may themselves, be impacted by the disaster.
- Emergency measures to protect life and health during the first 96 hours after a disaster in all likelihood will be dependent upon local resources.

- Spontaneous volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.
- In the event of a major disaster, accompanied by widespread injuries, sickness, and death, outside assistance from trained personnel and adequately equipped facilities would be required.
- Necessary support will be available from State and Federal sources.
- Following a disaster, Panhandle Health District 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.

Concept of Operations/Responsibilities

General:

- Panhandle Health District will coordinate with Benewah County Emergency Management to staff ESF 8 Public Health and Medical Services. This person(s) will coordinate with public health services, disaster planning, and response actions.
- During mass fatality incidents, EMS will establish patient triage, holding, treatment, and transportation areas.
- During mass fatality incidents ESF 8 will coordinate with the County Coroner to establish a temporary morgue, and facilitate identification, transportation, and disposal of the deceased. (See Attachment 1)
- When necessary, an EMS official will be located at an established command post to coordinate responding medical units and establish communications links with the hospitals, Panhandle Health District, the Benewah County Central 911 Dispatch Center, and the EOC. (See Attachment 2)
- Panhandle Health District 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.
- The ESF 8 and the Panhandle Health District Public Information Officer (PIO) will work with ESF 15 Public Information in issuing health and medical advisories to the public on such matters as emergency water supplies, waste disposal, mass feeding services, immunizations, and other pertinent health related issues.
- If the emergency is beyond the capability of county resources, requests for assistance from outside the area should be coordinated with the Emergency Management Director.
- Because of the close interrelationship between ESF 8 Public Health and Medical Services along with the limited availability of skilled personnel to provide local assistance, ESF 8 will coordinate with the Benewah County Coroner, local physicians, nurses, EMT's, medical clinics, auxiliary personnel (e.g., pharmacists, dentists, veterinarians, and funeral directors) and volunteer agencies to obtain needed services.

- In the event of a major evacuation, ESF 8 will coordinate with medical communities of host areas to provide services for evacuees.
- The hospital and the clinics within areas to be evacuated may choose to close, remain open, or consolidate operations with other facilities. Those which continue to maintain services on a limited scale will serve also as emergency treatment centers to support patients who cannot be relocated, and for essential workers.

Organization:

- At the direction of the Chief Elected Official, ESF 8 will be activated.
- The Panhandle Health District will provide an individual to fill the ESF 8 Public Health and Medical Services role in the EOC to coordinate public health and medical services and resources.
- Incident Command has the responsibility to coordinate with emergency medical service (EMS), hospitals, public health, mental health, and the Coroner for disaster planning and response actions.
- The Benewah County Emergency Management Director, in coordination with the ESF 8 and the Chief Elected Official, will contact the Idaho Office of Emergency Management to request additional State and/or Federal assistance.
- The Coroner and Mortuary Services will establish a temporary morgue to 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)
- The American Red Cross will activate and provide support services as requested by their executive office upon notification of Emergency Management.
- EMS will establish patient triage, holding, treatment, and transportation areas.
- Panhandle Health District will identify infectious diseases, initiate measures to control their spread, and report their presence to appropriate State and Federal health authorities.
- ESF 15 Public Information, in coordination with the Panhandle Health District PIO, will issue health and medical advisories to the public on such matters as emergency water supplies, waste disposal, mass feeding services, and immunizations.

Notification:

- The EOC and/or the Benewah County Central Dispatch Center will notify ESF 8 via telephone or State Communications.
- ESF 8 will notify support agencies.
- State Communications will activate Hospital Bridge Call if requested by the IC. (See Attachment 2)

Response Actions:Initial

- The first on-scene Incident Command will coordinate with the Benewah County Coroner and EMS in responding to mass casualty/death situations.
- The Chief Elected Official will request the ESF 8 Public Health and Medical Services Coordinator report to, or send a representative to, the EOC when notified of an emergency situation.
- ESF 8 will report to the EOC or other designated location when requested and:
 - ❑ 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.
 - ❑ Coordinate with the medical command post at the disaster scene.
 - ❑ Activate the applicable Public Health Preparedness and Response Emergency Plans.
 - ❑ Coordinate all public health services in the jurisdiction.
 - ❑ Coordinate the purity and usability inspections of food, water, drugs, and other consumables that were exposed to the hazard.
 - ❑ Investigate health, medical, and mortuary requirements of special needs groups such as the elderly, including care centers, senior citizen centers, and the Idaho Migrant Counsel, as well as the handicapped.
 - ❑ If shelters are required, coordinate health and medical with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
 - ❑ Request medical supplies, equipment, and drugs through the ESF 7 Resource Support.
 - ❑ Coordinate with ESF 3 Public Works and Engineering on the emergency chlorination of water supplies. Through the ESF 15 Public Information Officer, provide information on home chlorination procedures for the public.
 - ❑ Coordinate with ESF 3 Public Works and Engineering for the disposal of solid waste materials.
 - ❑ Report health, medical, and mortuary status to include limitations and requirements for additional assistance to the EOC staff.
 - ❑ Establish liaison with proposed host area to determine projected needs for additional medical support if an evacuation has been ordered.
 - ❑ Ensure that designated medical facilities, temporary clinics, and shelters are equipped, stocked, assigned staff, and in a state of readiness for medical emergencies.
 - ❑ Monitor operations of medical facilities and emergency treatment centers, and respond to requests for assistance.
 - ❑ Coordinate the stocking of shelters with health supplies and equipment with ESF 8 Resource Support.

- ❑ Disseminate medical self-help and related public health information regarding hazardous materials, injury, and disease prevention measures through the ESF 15 Public Information and or the Panhandle Health District PIO.
- ❑ Coordinate public health inspections of sanitary conditions in shelters and mass feeding facilities with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
- ❑ Coordinate with ESF 3 Public Works and Engineering and ESF 7 Resource Support to provide adequate water supply, emergency construction, engineering assistance, sanitation, and transportation support, where necessary.
- ❑ Arrange for the testing of drinking water.
- ❑ Gather, record, and disseminate data regarding suspected disease and epidemics.
- ❑ Coordinate with the medical clinic and hospital for the establishment of additional or alternate medical facilities.
 - St. Maries Family Medicine
 - Benewah Community Hospital
 - Heritage Health
 - Marimn Health
- ❑ Coordinate testing of hazardous materials incident areas for environmental and health effects.

Note: HAZMAT decontamination, including radiological, is limited to Kootenai Health

Emergency Medical Services (EMS) will:

- ❑ Respond to the scene with emergency medical personnel and equipment and will:
- ❑ Assume appropriate role in the Incident Command System.
- ❑ Triage, stabilize, treat, and transport the injured. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
- ❑ Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.), and radio or telephone contact with the hospital.
- The Benewah Community Hospital will:
 - ❑ Implement their hospital disaster plan and advise ESF 8 of conditions in the hospital and number and type of available beds.
 - ❑ 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.
- The Coroner and Mortuary Services will:
 - ❑ Activate the North Idaho Mass Fatality Management Plan (5-county plan with coroner support from other county coroners)
 - ❑ 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.
 - ❑ Establish a temporary morgue and make provisions for removal and delivery of bodies, in addition to identification, storage, and release of the remains, and, if needed, designate an alternate burial site. If required, identify a cemetery and establish procedures for temporary interment of individual decedents (but no mass graves).
 - ❑ Arrange for autopsies as required to determine cause of death in the event of a potential epidemic.
 - ❑ Maintain a status record of health, medical and mortuary manpower, equipment, drugs, and other related resources.
 - ❑ Establish and maintain a comprehensive record-keeping system for updating and recording fatality numbers.

Continuous

- Incident Command will:
 - ❑ Provide information, through ESF 15 Public Information, to the news media on the number of injuries, deaths, etc.
- ESF 8 will:
 - ❑ Coordinate with neighboring community health and medical organizations, and with State and Federal officials on matters related to assistance from other jurisdictions, including Federal assistance.
 - ❑ Coordinate 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, to ensure that positive identification and proof of licensure is made for all volunteers.
 - ❑ Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, to include personnel, required to support health and medical operations.
 - ❑ Coordinate with the ESF 3 Public Works and Engineering to ensure compliance of health and sanitation measures during recovery of vital facilities.

- ☐ Provide for immunizations as needed.
- ☐ Develop a time-phased program for wrap-up of health, medical, and mortuary services.
- ☐ Schedule return of mutual aid resources.
- ☐ Prepare a closing report for the Emergency Management Director to include the log, lists of resources required, costs and other information and recommendations for future operations.
- ☐ Participate in a hotwash of disaster operations.
- ☐ 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 with water, public works, or sanitation departments to ensure availability of potable water.
- ☐ Activate the applicable Public Health Preparedness and Response Plan(s) for the disaster to include the North Idaho Mass Fatality Management Plan.
- ☐ Procure health and medical services and resources for the County Coroner response operations as needed during mass fatality events.
- ☐ Work with the County and County Coroner to establish the incident morgue and Family Assistance Center sites as needed.
- The Emergency Medical Services (EMS) will:
 - ☐ Establish and maintain field communications and coordination through incident command with other responding emergency teams (medical, fire, police, public works, etc.), and radio or telephone contact with the hospitals and ESF 8.
 - ☐ Direct the activities of private, volunteer, and other emergency medical units and of bystander volunteers as needed.
 - ☐ Evacuate patients from affected hospitals and nursing homes if necessary.
- Benewah Community Hospital will:
 - ☐ Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical, radiological, or bacterial contamination.
 - ☐ Coordinate with other hospitals and with EMS on the evacuation of patients from affected hospitals, if necessary.
 - ☐ Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s), alternate care sites, or retain them at the hospital for incoming patients.

- ❑ Provide patient identification information to the American Red Cross (ARC) upon request and approval from the EOC Command Function.
- Benewah County Emergency Management will coordinate the identification and operations of shelters with the American Red Cross.
 - ❑ Coordinate with all agencies providing human services.
 - ❑ Coordinate the provision of food and water to victims of a disaster.
 - ❑ Coordinate the provision of specialty services, i.e., missing person assistance, aids to elderly and people with special needs, etc.
- Agencies providing mental health services will:
 - ❑ Ensure that appropriate mental health services are 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.
 - ❑ Provide outreach and serve those in need of mental health support.
- The Benewah County Coroner will:
 - ❑ Work with the County to establish the incident morgue.
 - ❑ Work with the County to establish a Family Assistance Center for families of victims.
 - ❑ Coordinate the search, recovery, identification, and family notification of mass fatality victims with:
 - Search and rescue teams, hospitals, EMS, and other emergency responders.
 - Funeral directors/morticians for assistance in transporting deceased.
 - Pathologists.
 - The ARC for location and notification of relatives.
 - Dentists and x-ray technicians for identification assistance.
 - Law enforcement agencies for security, property protection, and evidence collection.
- The local American Red Cross and/or the Salvation Army will:
 - ❑ Provide food for emergency medical workers, volunteers, and patients if requested.
 - ❑ Maintain a system in coordination with hospitals, aid stations, and field triage units to collect, receive, and report information about victims' status.
 - ❑ Assist in the notification of the next of kin of the injured and deceased.
 - ❑ Assist with the reunification of the injured with their families.
 - ❑ Assist with services for the friends and families of fatality victims.

Continuity of Government

- ❑ ESF 8 or a designated representative will relocate with the EOC staff.
- ❑ Efforts will be made to safeguard all records.

Administration and Logistics

- ❑ Work with the Coroner and Mortuary Services to establish an incident morgue and Family Assistance Center as needed.
- ❑ Normal county practices and procedures will be continued under emergency conditions to the extent possible.
- ❑ Administrative support and supplies within the EOC will be provided by the Benewah County Clerk's Office.
- ❑ Every effort will be made to document each transaction sufficiently to provide an accurate history of the event.
- ❑ EOC facility and communication support will be provided by the Emergency Management Director.
- ❑ Operations essential to preventing injury, loss of life, or significant property damage will have precedence over normal administrative procedures.

ESF Maintenance

- ❑ Panhandle Health District, in coordination with the Emergency Management Director, will annually review this Support Function and update and modify, if necessary.
- ❑ Supporting documents, such as SOPs, checklists, and notification and resource lists, will be maintained and appended to this ESF by the Panhandle Health District and the Emergency Management Director. They will be annually reviewed and updated as necessary.

Resources: American Red Cross
Idaho Department of Health and Welfare
ARES/RACES
IDAVOAD
Private Ambulance Services
Immediate Care Centers

Attachments

Attachment 1: Mass Fatality Incidents

Attachment 2: State Communications Center Conference Call Process for Hospitals

Attachment 3: Listing of Medical Facilities and Providers

- ❑ Every effort will be made to document each transaction sufficiently to provide an accurate history of the event.
- ❑ EOC facility and communication support will be provided by the Emergency Management Director.
- ❑ Operations essential to preventing injury, loss of life, or significant property damage will have precedence over normal administrative procedures.

ESF Maintenance

- ❑ Panhandle District Health, in coordination with the Emergency Management Director, will annually review this Support Function and update and modify, if necessary.
- ❑ Supporting documents, such as SOPs, checklists, and notification and resource lists, will be maintained and appended to this ESF by the Panhandle District Health and the Emergency Management Director. They will be annually reviewed and updated as necessary.

Resources: American Red Cross of Greater Idaho
Salvation Army
State of Idaho Health and Welfare
RACES
Inland Northwest VOAD
Private Ambulance Services
Immediate Care Centers
Chemtrec

Attachments

- Attachment 1: Mass Fatality Incidents
- Attachment 2: State Communications Center Conference Call Process for Hospitals
- Attachment 3: Listing of Medical Facilities and Providers

ESF 8 Health and Medical Services

Approved:

Panhandle Health District	Date
	
James Roletto	
Benewah County Emergency Management Director	Date

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Attachment 1: Mass Fatality Incidents

I. Purpose

This Attachment details procedures that will be used to recover, identify, transport, stage, prepare, and release human remains that occur as a result of a mass fatality incident.

II. Situation and Assumptions

A. Situation

1. A mass fatality incident in Benewah County can be defined as more than 6 deaths in a single incident or simultaneous incidents.
2. Local, State, and Federal assistance is available to help with mass fatalities operations.
3. The County Coroner from the affected county is responsible for search, recovery, identification, family assistance and notification, and final disposition of mass fatality victim's remains in Benewah County.
4. The Emergency Management Director is responsible for the request and coordination of resources, and will assist the Coroner in the completion of his responsibilities as needed.

B. Assumptions

1. All agencies will cooperate with scene preservation before, during, and after the survivors are removed from the scene.
2. A mass fatality incident can physically and emotionally overwhelm responders. Critical Incident Stress Debriefing teams will be available.
3. Disaster plans are in place and will be used by carriers, corporations, hospitals, and other agencies involved with mass fatality incidents.
4. Specialized resources are available to assist local agencies deal with mass fatality incidents.

III. Concept of Operations

A. Initial Staging and Recovery Procedures.

1. Remains shall not be disturbed or moved until the Coroner has given approval.
2. A survey and assessment of the situation will be made by, or under the direction of, the Coroner to determine the following information:

- a. Number of fatalities.
 - b. Condition of the bodies, i.e. burned, dismembered, etc.
 - c. Difficulty anticipated in the recovery of the bodies and the type of personnel and equipment needed.
 - d. Location of the incident, accessibility, and difficulty that may be encountered reaching and working at the scene.
 - e. Evaluate the scene for possible chemical, radiological, or biological hazards.
3. If the incident is of such magnitude that personnel and equipment from outside the Coroner's office are needed, the following organizations can be of great assistance.
 - a. The National Foundation for Mortuary Care has a mobile morgue that can be requested through the State Funeral Directors Association (208-387-2688), or directly, (208-888-2730).
 - b. Disaster Mortuary Service Teams (DMORTS) will provide temporary morgue facilities and assist with victim identification through latent fingerprints, forensic dental, and /or forensic pathology as part of the Federal Response Plan. Request for this support will be made through the State of Idaho Division of Disaster Services. See Addendum 1 for a listing of services DMORTS can assist with.
 - c. The FBI Disaster Squad will respond upon request to assist in body identification and provide expert technical advice to local authorities on disaster identification problems. Requests for assistance should be made to the Latent Fingerprint Section, Laboratory Division, Washington DC, (202) 324-5097.
4. Once workers have reported to the staging area, a briefing will be held, assignments will be made, and if appropriate, workers will be divided into teams. See Addendum 2 for detailed list of teams and individual team member duties.
5. Photos or a sketch will be made of the disaster site. If applicable, the scene will be divided into sections, with a recovery team assigned to a particular section. It is recommended that photos be taken of all bodies, body parts, and personal effects before anything is moved or collected. Stakes will be placed at the location of each body and or body part. A number will be assigned at the scene. Body numbers should be 1, 2, 3 etc. Body part numbers should be P1, P2, P3, etc. Personal effects numbers should be E1, E2, E3, etc. Make the number on body bags 12 inches high with white paint.
6. Remains or remains parts will be tagged and records kept as to the location and/or surroundings in which the remains were found.

7. Unattached personal effects found on or near the body will be placed in a container, tagged with corresponding numbers and data reflecting the location and/or surroundings, and secured.
8. Valuables, such as wallets or jewelry that are attached to the body, have potential identification value and shall not be removed at this point in the process.
9. When practical, remains and or remains/parts will be placed, most probably in a body bag, and tagged with a corresponding number on each pouch.
10. Remains may be removed from their initial discovery site to a staging area for transportation to a morgue or incident morgue site when authorized by the Coroner after the above process has been completed. This initial movement may require litters, stretchers, or other specialized removal equipment.

B. Evacuation to Morgue Procedures

1. The Coroner will coordinate evacuation of remains from the disaster site or staging area.
2. Before operations begin, a briefing should be held, assignments and directions given.
3. The transfer of remains to the incident morgue shall be handled discreetly, with sensitive care and, whenever possible, with closed vehicles.
4. All names on vehicles used for transport will be removed (or covered) whenever possible.
5. Vehicles should travel the same route from the handling site to the morgue area. This route will be established in coordination with the appropriate law enforcement agency(s) responsible for traffic control.
6. Vehicles are to travel at moderate speed, in convoy, maintaining order and dignity.
7. Records will be kept at the staging area as to the identification of the vehicle and drivers, as well as the tag numbers of the deceased being transported. See Addendum 3 for blank forms.

C. Incident Morgue Site Requirements

1. A morgue site must be selected, organized, and put into operation if the number of dead exceeds the resources of the Coroner's office or local funeral directors.
2. The incident morgue should be located as near as possible to the incident site and should have showers, hot and cold water, heat or air conditioning, electricity, drainage, ventilation, restrooms,

parking areas, communication sources, and rest areas. It should be fenced or locked for security of remains and personal property. It should be removed from public view and have sufficient space for body identification procedures. It should also be capable of partitioning for separation of functions such as body handling, x-ray, autopsy, record maintenance, interviewing, etc. Facilities with wooden floors should not be used.

3. Potential morgue sites are existing mortuaries, hangers, and large garages. After morgue sites are established, coordinators should obtain refrigerated trailers as necessary. The trailers can be moved to whatever location is desired by the Coroner. The functions carried out at the morgue site will be determined by the circumstances.
4. The morgue site may be used for the temporary housing, identification, sanitation, preservation (as authorized), as well as the distribution point for release of the dead to their next of kin or their agents. See Addendum 4 for a sample morgue operations flowchart and checklist.
5. Personal effects will be received, recorded, photographed, and secured. If at all possible, all identified personal effects should be released to the next of kin, at the appropriate time. Ensure that all personal effects being returned have been cleaned. All unidentified personal effects should remain under the control of the Coroner or his designee.
6. Should embalming be necessary, desired, or directed by the Coroner, or approved by family representatives, the Coroner may rely on the disaster response team to organize the operations, equipment, supplies, and personnel needed.

D. Return of Remains to Loved Ones

1. Once remains have been positively identified, the family or next of kin will be contacted. The Coroner, or his designated representative, will coordinate the release of the remains and personal effects to the next of kin or their representative.
2. In situations where there are unidentified remains, the Coroner shall make the decision and provide direction regarding their disposition.

E. Next-Of-Kin Notification Procedures

Note: Funeral directors can be a valuable asset in accomplishing this difficult task.

1. State your full name and that you are representing the Coroner's Office.

2. State that their loved one has been positively identified as dead. Continue when it is appropriate.
3. Discuss the identification process used, i.e., fingerprints, dental, and medical records.
4. Explain that you have vital information of a graphic and sensitive nature you must discuss with the next of kin, and anyone else they would like to have present. Be direct and ask if anyone would like to leave before you continue. Explain that you do not know the actual condition of their loved one's body. Emphasize, as appropriate, that many of the bodies are badly traumatized due to the severe nature of the tragedy. Some of the bodies that will be released will not be whole bodies; however, positive I.D. can still be made. Restate you don't know the condition of the body of their loved one, but you must prepare them for the worst. The funeral home they choose will give them more information.
5. Explain that small body parts that are recovered are usually identified and placed with the body. All this type of unidentified body parts is called "common tissue." After all identification is over, all the common tissue will be buried in a common gravesite in the area and a memorial will be placed there. Stress that this has been done in most recent tragedies of this nature, and it is what is most proper. Ask for questions from the family.
6. Advise them their next step is to select a funeral home of their choice. It is very important that they understand that it is unethical for you to advise or give them information about what funeral home to use. If they know which funeral home they wish to use, have them fill out and sign the funeral home release form. If they need time, tell them that they have some time, but encourage them to make the decision soon. If they leave without deciding, they will have to come back to sign the form.
7. Explain to the family that their loved one's name will be released to the media. Provide any information on the timing of the release that you have.
8. Dismiss yourself and leave when appropriate.

F. Mass Burial Guidelines

1. Mass burial may become necessary if the number of remains cannot be managed and then becomes a public health concern, or when remains cannot be adequately refrigerated or embalmed, identified, or processed in an acceptable time.
2. Any decision to resort to mass burial should be supported at the highest levels of local and State government. The concurrence and direction of the appropriate officials is essential before such an effort is initiated for the sake of public health and safety.

3. The location of any mass burial site must also be agreed upon by the agencies/officials mentioned above. An existing cemetery would be the ideal place for mass burial.
4. Alternate consideration can be given to private property, preferably large open fields or similar sites. Access and egress are also important factors along with the type of terrain and the understanding that later exhumations will occur in an attempt to return remains to families when the situation permits.
5. Those remains designated for temporary interment should be processed to insure the following:
 - a. Body rechecked for any type of jewelry or other items that may lead to identity.
 - b. Postmortem identification has been properly documented, especially in those areas of scars, tattoos, deformities, and other physical descriptions.
 - c. Fingerprints have been taken; if not, fingers rechecked for possible prints to be taken.
 - d. An additional body tag (preferably metal) has been attached, properly filled out, and placed into a small, sealed plastic bag.
 - e. Body is wrapped in plastic sheeting or disaster pouch and tied/zipped.
 - f. A second tag, bearing the body number, is attached to the pouch.
 - g. If possible, place the body in a wooden or metal container for burial. The container should also be marked with identification numbers.
6. The exact location of each body buried must be recorded on grid maps including dates, times, and other information necessary for orderly exhumations at a later time.
7. Each burial site shall be marked (staked) with the correct identification numbers.
8. However, even where widespread devastation has occurred, mass burial should be considered only as a last resort. If possible, never cremate.

G. Unidentified Remains and/or Tissue

1. Disposition of unidentified remains or tissue is the responsibility of the Coroner and disposition should follow the following guidelines:

- a. When extensive conventional efforts have failed to identify all victims, DNA testing should be utilized in an effort to identify those victims still unidentified. DNA testing should not be mandatory for associating remains to victims previously identified.
- b. Under no circumstances should unidentified or unassociated remains or tissue be commingled with identified remains.
- c. Remains should be prepared in accordance with applicable preparation standards.
- d. Interment in a local cemetery is the preferred choice. Cremation should be avoided for religious reasons and availability for identification at a later date.
- e. Religious considerations should be observed. Non-denominational rites should be held at the site of interment.
- f. Records and procedures for interment should follow guidelines in the mass burial section.

H. Temporary Storage vs. Burial

1. Temporary storage of remains or tissue may be the preferable to immediate burial. The choice is the responsibility of the Coroner.
2. If the decision is temporary storage, remains should be released to the mortuary for preparation. Preparation should follow standard procedures, and the remains pouched or casketed, then returned to the Coroner for storage.
3. Records and procedures for storage should follow the procedures set forth in the mass burial section.

I. Remains Not Recovered

Conditions and circumstances sometimes preclude the recovery of remains in spite of the best efforts of all involved. Once the determination has been made that one or more remains are unrecoverable, non-denominational memorial services should be arranged. All efforts should be made to notify and include family members in the planning and completion of the service.

J. Family Assistance Center (FAC)

1. The Family Assistance Center should be established to provide the relatives of the survivors any victim's information and access to services they may need. It should be located away from the incident site. Security, registration, transportation needs, telephones, refreshments, assistance with funeral arrangements, and counseling should be available. Private areas must be available where ante mortem information, family notification of positive identification, and other sensitive discussions can be held.

2. It is extremely important that the site selected be functional for the incident. If families are coming from out of town, the site may be a hotel or motel. If it is a local incident and the families are local, housing would not be a consideration, and churches or business offices should be considered.
3. All personnel involved in providing services to assist the victims and their family members should be trained in crisis response and must demonstrate compassion, sympathy, technical expertise, and professionalism. Information provided by family members and victims through discussions, interviews, counseling, and any other exchange of personal information must be kept confidential.
4. In some cases, the carrier involved with the incident will assume responsibility for family logistical support. No matter who takes the lead, a designated representative of the Coroner must be involved in the operations of the Family Assistance Center.

V. Addendums

- Addendum 1 Disaster Mortuary Team (DMORT) Assistance
- Addendum 2 Team Listings and Individual Team Member Duties
- Addendum 3 Blank Forms
- Addendum 4 Sample Morgue Operations Flow Chart and Operations Checklist

Addendum 1: Disaster Mortuary Team (DMORT) Assistance

During recent disasters, Disaster Mortuary Teams have provided the following services while advising and assisting local officials dealing with mass fatality incidents.

- Meet with local coroner and other officials to obtain a situation status report.
- Tour the disaster site to assess the situation.
- Review the concept of operations with local personnel to determine where Federal assistance will be needed.
- Assist and advise the local staff on establishing a disaster grid system.
- Assist local officials in drafting a complete operational plan to include facility layout, procedures, required resources, and forms for the temporary morgue operations and the family assistance center operations.
- Assist and advise in establishing warehousing and issuing of supplies in a temporary supply facility. Rented trailers and vans are sometimes necessary.
- Work with local personnel to develop lists of resources and submit them to the National Disaster Medical System for review and approval by FEMA.
- DMORT technical assistance personnel activated to provide necessary skills and abilities needed to supplement local personnel with record keeping operations using computer systems.
- Conduct individual and group stress management counseling and referrals as needed.
- Assist with the break down, cleaning, and return of incident morgue equipment at the end of the operation.

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Addendum 2: Team Listings and Individual Team Member Duties

These functional descriptions and checklists are suggestive based on experience in previous mass fatality incidents. Modifications based on the specifics of each incident may be required.

Morgue Operations	
Responsible for all operations and procedures associated with the identification, processing, and disposition of the human remains at a mass fatalities incident.	
Morgue Operation Director	Responsible for maintaining overall responsibility of all Morgue Operations and providing command supervision for the entire Morgue Operations. • Reports the status of the Morgue Operations to the Operations Chief and Incident Commander. • Will select morgue site based on the number of fatalities, available utilities, security, and access to disaster site. • Will select other Morgue Operations staff as needed. • Will establish a reliable and secure communications link with the Operations Chief. • Will establish Operations procedures and policy. • Will ensure that all Morgue Operations Staff Leaders understand their duties and reporting relationships. • Will conduct meeting with key personnel during Morgue Operations to discuss problems encountered and to brief on the overall status of the operation. • Will coordinate with the PIO concerning all press releases. • Will be responsible for approving all final identifications made of the fatalities.
Assistant Morgue Director	Responsible for assuming the duties and responsibilities of the Morgue Operations Director, as required.
Public Information Officer (PIO)	Responsible for the release of information to the public and news media concerning the Morgue Operations. • Reports to the Morgue Operations Director. • Will coordinate with the Morgue Operations Director concerning all press releases.
Security Officer	Responsible for the overall security of the morgue. • Reports to the Morgue Operations Director. • Will establish an access control system to prevent unauthorized entry into the morgue. • Will brief all morgue personnel concerning security requirements, to include physical security, information security, and communications security.

	Will ensure that only photographers authorized by him/her are allowed to take photographs or videotape in and around the mortuary area.
Records Management Team Responsible for the acquisition, maintenance, and security of all records pertaining to the fatalities, i.e. medical, dental, passport, completed morgue files, etc.	
Team Leader	Responsible for the overall operation of the Records Management Team. - Reports to the Morgue Operations Director. - Will collect a list of all possible victims of the mass disaster so that acquisition of antemortem records can begin at the earliest possible time.
Registrar	Responsible for all morgue files. - Reports to the Records Management team Leader. - Will maintain a control log for the records pertaining to each fatality, identifying which records are on-hand, when they were received, from whom they were received and where the records are or in whose possession they are at the time. - Will ensure that completed identification files are strictly controlled.
File Clerks	Responsible for performing duties assigned by the Registrar. Reports to the Records Management Team Registrar.
Communications Section	Responsible for conducting telephone communications, as directed, to support the Morgue Operations. - Reports to the Records Management Team Leader. - Will communicate with those persons necessary to acquire records pertaining to the fatalities which may assist in the identification process.
Administration and Logistics Team Responsible for all administrative and logistical matters for the morgue, with the exception of those related functions specifically performed by another component of the morgue, e.g. the Records Management Team	
Team Leader	Responsible for the overall operation of the Administration and Logistics Team. - Reports to the Morgue Operations Leader. - Will personally monitor all high-priority administrative and logistical matters. - Will coordinate for needed resources with the Logistics Section.

Administrative Officer	Responsible for the operation of the administrative section. • Reports to the Administration and Logistics Team Leader. • Will supervise the administrative clerk(s) and word processing clerk(s)/clerk typist(s) in the performance of their duties. • Will coordinate with the Records Management Team to establish procedures for the transfer and filing of paperwork after final typing. • Will acquire housing for morgue personnel. • Will maintain records of all personnel tasked to support Morgue Operations.
Administrative Clerks	Responsible for performing duties assigned by the Administrative Officer. • Reports to the Administrative Officer. • Will perform duties assigned by the Administrative Officer to include, but not limited to, processing and hand-carrying paperwork, reviewing paperwork before submission to typists, reviewing paperwork after typing but before return to originator, reviewing final product before filing, etc.
Word Processing Clerks	Responsible for all typing functions for the morgue. • Reports to the Administrative Clerk(s).
Supply Officer	Responsible for the operation of the logistics section, including the acquisition, storage, issue, and accountability of all supplies and equipment necessary to support the Morgue Operations. • Reports to the Administration and Logistics Team Leader. • Will ensure that an adequate supply of prenumbered stakes and prenumbered tags are maintained on hand for use by the Search and Recovery Team. • Will ensure that adequate refrigeration capabilities are available at the morgue location for the storage of remains. If not, he/she will make the necessary arrangements to rent an appropriate number of refrigerated trailer trucks for that purpose. • Will monitor the status of all procurement actions. • Will hand-carry, as necessary, all high-priority supply actions. • Will maintain expense data, accountability documents, procurement documents, and other information pertaining to the logistics operation. • Will ensure that the logistics section of the morgue is staffed at all time during operating hours.
Supply Supervisor/Supply Clerk	Will perform duties assigned by the Supply officer to include, but not be limited to, staffing the logistics section of the morgue, making supply runs, preparing supply documents, issues supplies and equipment, etc.

Search and Recovery Team Responsible for the search operation at the disaster site, this includes searching for, locating, numbering, and recovering human remains and personal effects.	
Team Leader	Responsible for the overall operation of the Search and Recovery Team. • Reports to the Morgue Operations Director. • Will establish a search plan that provides for a thorough, deliberate, overlapping search of the disaster area by Search and Recovery Team personnel. • Will coordinate with other authorities to ensure that a cordon is established around the disaster area, that access is controlled, and that remains and personal effects are not removed or disturbed in any way until approved by the Search and Recovery Team Leader. • Will ensure that exact location of a body or fragment is marked by placing a prenumbered stake in the ground adjacent to the body/fragment, while at the same time, placing a prenumbered tag, with the same number, on the remains. • Will ensure that an appropriately sized grid chart is prepared to accurately chart the location of each body or fragment in relation to other remains, natural landmarks, and significant debris or other evidence. • Will supervise the removal of remains from the disaster site. • Will ensure that personal effects found on the body are removed from the disaster site and transported with that body to the mortuary. Will then coordinate personal effects with the Personal Effects Section. • Will ensure photos are taken of each body and body part before it is removed.
Search and Recovery Team Members	Responsible for searching for, numbering, and processing human remains and fragments as directed by the Search and Recovery Team Leader. • Reports to the Search and Recovery Team Leader.
Dental Consultant	Responsible for advising Search and Recovery Team members on the procedures for identifying and collecting dental fragments. • Reports to the Search and Recovery Team Leader. • Will assist in the search operation. • Will ensure that, as necessary, the jaws of the human remains are wrapped with plastic bags, or the like, to prevent loss of dentition during movement and transportation of bodies.

Anthropological Consultant	Responsible for advising Search and Recovery Team members on the procedures for identifying and collecting body parts and fragments. • Reports to the Search and Recovery Team Leader. • Will assist in search and recovery operations. • Will ensure that unattached remains are kept associated.
Photography Team Responsible for all photographic support to the morgue.	
Team Leader	Responsible for the overall operation of the photography team. • Reports to the Morgue Operations Director. • Will identify which Morgue sections require ongoing photographic support and will assign photographers to work those sections, e.g., in processing, autopsy area, etc. • Will review other requests for photographic support and dispatch photographers as applicable. • Will ensure that all photographs taken of remains are identified by the number assigned to that set of remains. • Will take responsibility for the control and accountability of all film exposed of the Morgue Operations. • Will provide Photographers to Search and Recovery Team.
Photographers	Responsible for performing duties assigned by the Photography Team Leader.
Reception Team Responsible for the initial receipt and processing of the remains at the Morgue, and integration into the morgue processing system. Also responsible for the proper storage and accountability of all remains.	
Team Leader	Responsible for the overall operation of the Reception Team. • Reports to the Morgue Operation Director. • Will ensure that a Morgue file is initiated on each set of remains. • Will perform an initial inspection of the remains, annotating any significant observation for inclusion in the Morgue file. • Will ensure that a log is maintained showing which remains have been processed and where they are at all times. • Will ensure that an identifying photograph is taken of each set of remains in the condition in which it is received. • Will ensure that an escort is assigned to each set of remains.

Disposition Section	Responsible for all activities related to the release and disposition of human remains to receiving funeral directors. • Reports to the Reception Team Leader. • Will determine staffing needs based on number of fatalities. • Will select staff based on needs, considering the following: aide/runner, telephone clerks, body escorts, licensed funeral directors. • Will coordinate shipping details with receiving funeral directors. • Will arrange for appropriate transmit permits and all necessary documents filed, such as death certificates. • Will ensure that all remains are containerized properly, depending on means of shipment. • Will ensure that all foreign consulates are informed, as necessary. • Will arrange for a public administrator to be present, if necessary. • Will coordinate all pertinent records and personal effects to be shipped with the body. • Will determine equipment and resource needs and communicate to Administration and Logistics Team. • Will ensure that forms and records are complete before forwarding to Records Management Team.
Photographer (Detailed from Photography Team)	Responsible for taking photographs as directed by the Reception Team Leader. • Reports to the Photography Team Leader.
Fingerprint Team Responsible for examining all remains in an attempt to identify by fingerprints and/or footprints.	
Team Leader	Responsible for the overall operation of the Fingerprint Team. • Reports to the Forensics Pathology Team Leader • Will review all identification made by the fingerprint specialists.
Fingerprint Specialists	Responsible for utilizing state-of-the-art methods in an attempt to identify remains based on fingerprints and/or footprints. • Reports to Fingerprint Team Leader. • Will annotate the control sheet in the morgue file indicating whether fingerprints/footprints could be obtained and whether the remains were identified.

Radiology Team Responsible for ensuring that full-body radiographs are taken and will compare postmortem and antemortem radiographs in an attempt to identify remains.	
Team Leader	Responsible for the overall operation of the Radiology Team. • Reports to the Forensic Pathology Team Leader. • Will ensure that full-body radiographs are taken of all remains. • Will review all radiographs to ensure they are adequate for use by the Forensic Pathology Team • Will monitor personnel working in the radiology area for excessive exposure.
Radiologists	Responsible for comparing postmortem radiographs with antemortem radiographs in an attempt to identify remains. • Reports to the Radiology Team Leader. • Will review postmortem radiographs, annotating significant findings for each set of remains.
Technicians	Responsible for performing duties assigned by the Radiology Team Leader. • Reports to the Radiology Team Leader.
Forensic Dentistry Team Responsible for utilizing forensic methods in conducting dental examinations of each set of remains in an attempt to effect identification or assist in the identification process.	
Team Leader	Responsible for the overall operation of the forensic Dentistry Team. • Reports to the Morgue Operations Director. • Will brief all team personnel involved in charting records on the charting methods to be utilized to ensure consistency. • Will review all identifications made by the team. • Will ensure that information pertaining to each positive identification is provided to the Fingerprint Team to assist them with their fingerprint card search and fingerprint identification process. • Will monitor personnel working in the Dental Radiology Section for excessive exposure.
Oral Surgery Section	Responsible for examining each set of remains and, if applicable, will accomplish the necessary facial dissection to allow the oral cavity to be visualized and radiographed. • Reports to the Forensic Dentistry Team Leader. • Will coordinate with funeral directors to determine if body is not viewable by family.
Dental Radiology Section	Responsible for ensuring that a full-mouth postmortem dental radiographic series is accomplished on each set of remains. • Reports to the Forensic Dentistry Team Leader. • Will ensure that only one case at a time is introduced into the film processor to avoid commingling of dental radiographs.

Postmortem Dental Examination Section	Responsible for accomplishing a thorough postmortem dental examination on each set of remains, to include a thorough cleaning of dental structures and charting of all dental evidence on a Postmortem Dental Record Form. • Reports to the Forensic Dentistry Team Leader. • Will compare completed postmortem dental records and radiographs with assembled antemortem records and radiographs to effect an identification or exclusion. • Will complete a Dental identification Summary Sheet for each dental ID made.
Antemortem Dental Comparison	Responsible for ensuring that an antemortem dental record is available for each suspected victim of the mass disaster. • Reports to the Forensic Dentistry Team Leader. • When applicable, will request that the Records Management Team Leader initiate communications to solicit, from a suspected victim's dentist and/or family, dental records and radiographs, dental casts, or extra prosthetic appliances that may be available. • Will check the composite form developed for each suspected victim against antemortem dental radiographs available for that person to ensure there are no incongruities.
Photographer (Detailed from Photography Team)	Responsible for taking photographs as directed by the Forensic Dentistry Team Leader. • Reports to the Photography Team Leader.
Forensic Pathology Team Responsible for utilizing forensic methods in an attempt to determine the cause of death and to discover individualizing and possibly identifying characteristics for each set of remains.	
Team Leader	Responsible for the overall operation of the Forensic pathology Team. • Reports to the Morgue Operations Director • Will brief all team members concerning autopsy protocol and the procedures for handling toxicology specimens. • Will oversee the autopsies and preparation of autopsy reports to ensure a uniformity of effort. • Will periodically rotate the forensic pathologists between the various positions requiring their expertise.

Forensic Pathologist	Responsible for performing autopsies. • Reports to the Forensic Pathology Team Leader. • Will perform autopsies and thoroughly examine each set of remains, to include examination of clothing and a detailed examination of the body, in an attempt to determine the cause of death and to discover individualizing characteristics that may assist in identification. • Will initiate a Record of Identification Processing-Anatomical Chart on each set of remains. • Will weigh each set of remains.
Toxicology Section	Responsible for the receipt, chain of custody and proper storage and control of toxicology specimens received from the forensic pathologists. • Reports to the Forensic Pathology Team Leader. • Will assist in the autopsy area by preparing toxicology containers for each set of remains.
Forensic Anthropologist	Responsible for accomplishing a thorough postmortem examination on each set or remains. • Reports to the Forensic Pathology Team Leader. • Will process fragmentary remains to determine number of individuals, sex, stature, age, and unique skeletal features which can be used for identification. • Will work with Radiology and Dental Teams to make identifications.
Personal Effects	Responsible for collecting, inventorying, photographing, and securing all personal effects accompanying each set of remains. • Reports to the Forensic Pathology Team Leader. • Will inventory personal effects on a form. • Will ensure that bags containing personal effects are labeled with the same number as the remains. • Personal effects and clothing will be secured after they are removed from the body.

Duty Team	
Responsible for performing as a ready work force, accomplishing various duty functions within the morgue to include, but not limited to, escorting remains through the morgue processing system, moving supplies and equipment, keeping work areas orderly and clean, and other duties assigned by the Morgue Operations Director	
Team Leader	Responsible for the overall operation of the Duty Team. • Reports to the Morgue Operation Director. • Will prioritize the missions assigned to the Duty Team and, when unsure of priority, will speak to the appropriate Morgue Team Leader of the Morgue Operations Director. • Will distribute the work force of the Duty Team, as necessary, to accomplish the various missions assigned to the team. • Will ensure that team members are capable of handling the emotional stress of escort duties before assigning them to escort detail. • Will brief all personnel assigned to escort duty on the proper way to handle the remains.
Team Members (Volunteers)	Responsible for performing duties assigned by the Duty Team Leader. • Reports to the Duty Team Leader
Stress Team	Responsible for ensuring that morgue personnel are available to handle the emotional stress associated with a mass fatalities incident. • Reports to the Duty Team Leader • Will speak with volunteers and other morgue personnel on a daily basis to help them handle the emotional stress associated with a mass fatalities situation. • Will arrange for individuals to see other professional counselors, as necessary.
Computer Data Management	
Responsible for managing all computer data and equipment.	
Team Leader	Responsible to secure and set up all computer equipment. • Reports to the Records Team Leader • Will select computer programs to be used based on the requirements of the situation. • Will oversee all data entry and central processing.
Team Members	Responsible for performing all duties assigned by Team Leader. • Reports to Computer Data Management Team Leader

Addendum 3: Blank Forms

- Scene Dispatch Log
- Morgue reception Log
- Next-of Kin Interview Sheet
- Detailer External Body Examination Form
- Preliminary Case report
- Release Form Designation
- Organization Assignment List
- Medical Plan
- Autopsy Body Release

SCENE DISPATCH LOG

Location:**Date:**

BODY BAG #	VEHICLE PLATE #	DESTINATION	TIME OF DEPARTURE	SIGNATURE

CERTIFICATION

DATE: _____ TIME: _____

NAME PRINTED: _____ SOCIAL SECURITY: _____

SIGNATURE: _____

MORGUE RECEPTION LOG

Location:**Date:**

BODY BAG #	TIME OF ARRIVAL	DELIVERED BY (NAMES)	VEHICLE LICENSE #	LOCATION FOR REFRIGERATION	DISPOSITION

CERTIFICATION

DATE: _____ TIME: _____ SOCIAL SECURITY: _____

DRIVER'S NAME PRINTED: _____

DRIVER'S SIGNATURE: _____

SAMPLE NEXT-OF-KIN INTERVIEW SHEET

Please Keep Pages Together

Deceased Name _____

Interviewer's Initials _____

Date _____ Time _____ Was the interview done ☐ Person to Person

☐ Telephone

Name of

Interviewee _____

Title and Agency _____

Location of Interview _____

VITAL INFORMATION

Victim Name _____ Male ☐ Female ☐ Age _____

Address _____

City _____ State _____ Zip _____

Age at time of Death _____

Date of Birth _____ Place of Birth _____

Mother's full name (with maiden name) _____

Father's full name _____

Victim's Social Security # _____

Was Victim ever in the military? ☐ No ☐ Yes, Branch of Service _____

Dates _____

Do you have a military records? ☐ No ☐ Yes Military Service # _____

Location of records _____

Did the Victim have a Passport? ☐ No ☐ Yes Date of Issue _____

Was Victim ever arrested? ☐ No ☐ Yes Where _____

Did the Victim have a Driver's license? ☐ No ☐ Yes State of Issue _____

Was the Victim ever fingerprinted for any other reason? ☐ No ☐ Yes

Explain _____

Marital Status: ☐ Married ☐ Divorced ☐ Single ☐ Widowed

If married, maiden name of spouse _____ ☐ Living ☐ Deceased
Date of marriage _____ Place of Marriage _____
Address of Spouse (if living) _____
City _____ State _____ Telephone _____
If spouse is deceased, date of death _____
Victim's occupation _____
Victim employed by (Name of Company) _____
Work Address _____
Telephone # _____
Race: ☐ American Indian ☐ African American ☐ Caucasian ☐ Asian ☐ Spanish ☐ Other
(specify) _____
Ethnic background: (Example: Italian, Irish, German) _____
Religious background: (specify) _____
Member of any religious organizations? ☐ No ☐ Yes Explain _____
Member of any fraternal organizations? ☐ No ☐ Yes Explain _____

MEDICAL INFORMATION

Victim's Approximate Height _____ Approximate Weight _____
Build: ☐ Small ☐ Medium ☐ Large
Did the victim have: ☐ Own hair ☐ Wig ☐ Toupee
Was the victim: ☐ Completely Bald ☐ Slightly Bald
Hair Color: _____ Hair Length: ☐ Long ☐ Short Style _____
Facial Hair: Beard ☐ No ☐ Yes Color _____ ☐ Long ☐ Short ☐
Goatee Mustache? ☐ No ☐ Yes Color _____ Style _____
Eyebrows? ☐ Long ☐ Short Color _____
Color of Eyes _____
Fingernails: ☐ Long ☐ Short ☐ Nail Biter
Finger Nail Polish: ☐ No ☐ Yes Color _____
Toe Nail Polish: ☐ No ☐ Yes Color _____
Did the Victim ever have any type of:
Fractured bones? ☐ No ☐ Yes
Amputation? ☐ No ☐ Yes
Leg: ☐ Right ☐ Left Foot: ☐ Right ☐ Left Toe: ☐ Right ☐ Left
Arm: ☐ Right ☐ Left Hand: ☐ Right ☐ Left Finger: ☐ Right ☐ Left
Describe _____
Was the Victim ever x-rayed for medical purposes? ☐ No ☐ Yes
Location of x-ray _____
X-rayed by whom _____
Was the Victim ever hospitalized? ☐ No ☐ Yes Approximate date _____
Name of Hospital _____
Address _____
City _____ State _____ Telephone _____
Name of family Doctor _____

Address _____
City _____ State _____ Telephone _____
Did the Victim have any type of prosthesis? ☐ No ☐ Yes (Example: Implants, Pins, Metal Plates, Artificial leg, or arm) Describe: _____
Did the Victim have any:
Birth Marks? ☐ No ☐ Yes
Location _____ Description _____
Tattoos? ☐ No ☐ Yes
Location _____ Description _____
Scars? ☐ No ☐ Yes
Medical: ☐ No ☐ Yes (Example: Appendix, Open Heart Surgery, Cancer)
Describe location of scar _____
Trauma: ☐ No ☐ Yes (Example: Knife, Gunshot)
Describe _____

DENTAL INFORMATION

Did the Victim have:
Own teeth? ☐ No ☐ Yes
Dentures? ☐ No ☐ Yes ☐ Upper ☐ Lower ☐ Partial ☐ Single Tooth ☐ Porcelain
☐ Gold
Describe dental (Example: bridge, inscription) _____
Name of Dentist _____
Address _____
City _____ State _____ Telephone _____

CLOTHING INFORMATION

Can you remember how Victim was dressed? ☐ No ☐ Yes
Was the Victim wearing jewelry? ☐ No ☐ Yes
Ring Style: Wedding _____ Fraternal _____ School _____
Describe in detail stones, color, etc. _____
Inscription: ☐ No ☐ Yes ☐ Engraved ☐ Inked
Describe _____
Earrings: ☐ No ☐ Yes Pierced: ☐ No ☐ Yes
Describe _____
Cufflinks: ☐ No ☐ Yes
Describe _____
Tie Holder: ☐ No ☐ Yes ☐ Clip ☐ Stick Pin ☐ Tie Tack
Describe _____
Watch: ☐ No ☐ Yes ☐ Wrist ☐ Pocket ☐ Necklace ☐ Other _____
Describe _____
Chain/Necklace: ☐ No ☐ Yes ☐ Religious ☐ Fraternal ☐ Other _____

Describe _____

Bracelet: ☐ No ☐ Yes Describe _____

Ankle Bracelet: ☐ No ☐ Yes Describe _____

Eyeglasses/Contact Lens: ☐ No ☐ Yes Style ☐ Bi-Focal ☐ Tri-Focal ☐ Sun

Frames: ☐ Plastic ☐ Wire, Color _____

Describe _____

Pins or broaches: ☐ No ☐ Yes Describe _____

Other jewelry _____

Was Victim wearing jewelry that belonged to someone else? ☐ No ☐ Yes

Did Victim conceal valuables in the lining of clothing or other location on person? ☐ No

☐ Yes Describe _____

Was Victim taking any medications? ☐ No ☐ Yes Type _____

MALE CLOTHING

Jacket or Suit coat? ☐ No ☐ Yes ☐ Single ☐ Double Breasted

Color _____ ☐ Solid ☐ Plaid ☐ Stripe Label _____

Describe _____

Sweater? ☐ No ☐ Yes Color _____

Describe _____

Shirt Style? ☐ Dress shirt Color _____ ☐ T-shirt Color _____

☐ Work Color _____ Describe _____

Tie style? Color _____ Style _____

Describe _____

Shoes? ☐ No ☐ Yes Color _____ Type (Example: Boot, Loafer) _____

Describe _____

Socks? ☐ No ☐ Yes ☐ Dress ☐ Casual ☐ Work

Describe _____

Hat? ☐ No ☐ Yes Describe _____

Overcoat? ☐ No ☐ Yes Describe _____

FEMALE CLOTHING

Was the victim wearing? ☐ Dress ☐ Suit ☐ Blouse ☐ Skirt ☐ Shawl ☐ Other _____

Style: Anterior View (Front)

Neckline ☐ High ☐ Low ☐ Ruffles ☐ Tailored _____

Color _____ ☐ Solid ☐ Plaid ☐ Other _____

Fabric material: ☐ Wool ☐ Cotton ☐ Silk ☐ Polyester ☐ Other _____

Describe _____

Stockings? ☐ No ☐ Yes Shoes? ☐ No ☐ Yes Style/Color _____

Hat? ☐ No ☐ Yes Describe _____

Underclothing? Describe _____

Was clothing ever professionally laundered? ☐ No ☐ Yes

Name of Laundry _____

Address _____

City _____ State _____

Other important information that may be of assistance:

Should additional contact be made with the informant regarding the possibility of additional vital information? ☐ No ☐ Yes

Is there a photograph of the Victim available? ☐ No ☐ Yes Who has it?

Name _____

Address _____

City _____

Telephone _____

Hometown funeral Home to be contacted:

Name _____

Address _____

City _____

Telephone _____

Name of person who will arrange funeral service? _____

When will next of kin contact Funeral Home? _____

Type of service to be arranged: Burial _____ Cremation _____ Other _____

INFORMATION AT COMPLETION OF INTERVIEW

Name of interviewer:

Printed _____

Signature _____

Name of person providing information:

Printed _____

Signature _____

Address _____

City _____ State _____ Zip _____

Telephone # _____

Relationship of informant to the Victim _____

WITNESSED BY:

Printed Name _____ Signature _____

Printed Name _____ Signature _____

DETAILED EXTERNAL BODY EXAMINATION FORM

Please Keep Pages Together Case Number _____ Narrator's Initials _____

MEDICAL INFORMATION

Deceased Height _____ Weight _____

Build: ☐ Small ☐ Medium ☐ Large

Does the Deceased have ☐ Own hair, ☐ Wig ☐ Toupee.

Is the Deceased ☐ Completely Bald ☐ Slightly Bald

Hair Color: _____ Hair Length: ☐ Long ☐ Short

Facial Hair: Beard: ☐ No ☐ Yes, Color _____ ☐ Long ☐ Short ☐ Goatee

Mustache: ☐ No ☐ Yes, Color _____ Style _____

Eyebrows: ☐ Long ☐ Short, Color _____

Fingernails: ☐ Long ☐ Short ☐ Nail biter

Finger Nail Polish: ☐ No ☐ Yes, Color _____

Toe Nail Polish: ☐ No ☐ Yes, Color _____

Does the Deceased have any type of:

Fractured Bones? ☐ No ☐ Yes

Amputation ☐ No ☐ Yes

Leg ☐ Rt ☐ Lt Foot ☐ Rt ☐ Lt Toe ☐ Rt ☐ Lt # _____

Arm ☐ Rt ☐ Lt Hand ☐ Rt ☐ Lt Finger ☐ Rt ☐ Lt # _____

Describe: _____

Does the Deceased have any type of prosthesis? (Example: Implants, Pins, Metal Plates, Artificial Leg or Arm) ☐ No ☐ Yes, Describe _____

Does the Deceased have any:

Birth Mark ☐ No ☐ Yes,

Describe and Location _____

Tattoos ☐ No ☐ Yes,

Describe and Location _____

Scars ☐ No ☐ Yes

Medical ☐ No ☐ Yes (Example: Appendix, Open Heart Surgery, Cancer)

Describe location of scar _____

Trauma ☐ No ☐ Yes (Example: knife, Gunshot)

Describe _____

CLOTHING INFORMATION

Appearance of clothing Describe: (Clean, dirty, torn etc.)

Is there jewelry on the deceased? ☐ No ☐ Yes

Ring Style: Wedding _____ Fraternal _____ School _____

Describe in detail stones, color, etc.: _____

Inscription: ☐ No ☐ Yes, ☐ Engraved ☐ Inked

Describe _____

Earrings: ☐ No ☐ Yes, Pierced ☐ No ☐ Yes

Describe _____

Cufflinks: ☐ No ☐ Yes Describe _____

Tie Holder: ☐ No ☐ Yes, ☐ Clip ☐ Stick Pin ☐ Tie Tack

Describe _____

Watch: ☐ No ☐ Yes, ☐ Wrist ☐ Pocket ☐ Necklace ☐ Other _____

Describe _____

Chain/Necklace: ☐ No ☐ Yes, ☐ Religious ☐ Fraternal ☐ Other _____

Describe _____

Bracelet: ☐ No ☐ Yes, Describe _____

Ankle Bracelet: ☐ No ☐ Yes, Describe _____

Eyeglasses: ☐ No ☐ Yes, Style: ☐ Bi-Focal ☐ Tri-focal ☐ Sun

Frames: ☐ Plastic ☐ Wire, Color _____

Describe _____

Pins or broaches: ☐ No ☐ Yes, Describe _____

Other jewelry: _____

Are there any other personal effects of the deceased? ☐ No ☐ Yes, (Examples:

Newspaper, Pictures,

Cards)Describe _____

MALE CLOTHING

Jacket or Suit coat? ☐ No ☐ Yes, ☐ Single ☐ Double Breasted,

Color _____ ☐ Solid ☐ Plaid ☐ Stripe

Describe: _____

Shirt style: ☐ Dress shirt, color _____ ☐ T-shirt, color _____ ☐
Work, color _____

Describe: _____

Tie style: Color _____ Style _____

Describe _____

Shoes: ☐ No ☐ Yes, Color _____ Type (Example: Boot, Loafer) _____

Describe _____

Socks: ☐ No ☐ Yes, ☐ Dress ☐ Casual ☐ Work

Describe _____

Hat: ☐ No ☐ Yes, Describe _____

Other apparel on deceased? (Underclothing) _____

FEMALE CLOTHING

Is the deceased wearing? ☐ Dress ☐ Suit ☐ Blouse ☐ Skirt ☐ Shawl ☐ Other _____

Style: Anterior View (Front)

Neckline ☐ High ☐ Low ☐ Ruffles ☐ Tailored _____

Color _____ ☐ Solid ☐ Plaid ☐ Other _____

Fabric material: ☐ Wool ☐ Cotton ☐ Silk ☐ Polyester ☐ Other _____

Describe _____

Stockings? ☐ No ☐ Yes Shoes? ☐ No ☐ Yes Style/Color _____

Hat? ☐ No ☐ Yes Describe _____

Does the clothing appear to be professionally laundered? ☐ No ☐ Yes

Name of Laundry _____

Address _____

City _____ State _____

Describe Laundry Marks _____

INFORMATION AT COMPLETION OF EXTERNAL BODY EXAMINATION

Name of Narrator:

Printed _____ Signature _____

Printed Name _____ Signature _____

PRELIMINARY CASE REPORT

Deceased Name: _____ Male ____ Female ____

Legal Address: _____

Country: _____ Citizenship: _____

Social Security #: _____ Passport #: _____ Visa #: _____

Date of Birth: _____ Place of Birth: _____

Marital Status: S M W D Spouse Name: _____

Race: _____ Education: _____ U.S. Military: ☐ No ☐ Yes Branch _____

Employment: Job Title: _____

Company: _____ City: _____ State: _____

Burial: ☐ No ☐ Yes Cremation: ☐ No ☐ Yes

Cemetery Name: _____

Address: _____

Release or Ship to: _____

Address: _____ City: _____ State: _____

Telephone: _____ Contact: _____

This information given by: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Social Security # _____ Passport # _____ Visa # _____

I, _____, attest that the above information was given to me on _____ and is true and correct.

Signed: _____ Date: _____

Printed: _____

Information taken and witnessed by:

Date: _____

Printed: _____ Social Security # _____

RELEASE FORM DESIGNATION

Deceased Name: _____

Next of Kin: _____

Local Address: _____

Local Telephone: _____

Length of stay in area: _____

Ship to: _____

Address: _____

City: _____ State: _____ Country: _____

Telephone: _____

Disaster Office Control released to: _____

Name of Funeral Home: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Funeral home Notified: _____

Date: _____ Time: _____ a.m./p.m.

Notified by: _____

Social Security #: _____

ORGANIZATION ASSIGNMENT LIST				1. Incident Name	2. Date Prepared	3. Time Prepared												
POSITION NAME				4. OPERATIONAL PERIOD (Date/Time)														
5. INCIDENT COMMANDER AND STAFF				9. OPERATIONS SECTION														
Incident Commander				Chief														
Deputy				Deputy														
Safety Officer				a. MORGUE BRANCH I – DIVISIONS/GROUPS														
Information Officer																		
Liaison Officer																		
6. AGENCY REPRESENTATIVES																		
Agency																		
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	Name																	
				Division/Group														
				Division/Group														
				Division/Group														
				Division/Group														
7. PLANNING SECTION				b. SEARCH & RECOVERY BRANCH II – DIVISION/GROUPS														
Chief				Branch Director														
Deputy				Deputy														
Resources Unit				Division/Group														
Situation Unit				Division/Group														
Documentation Unit				Division/Group														
Demobilization Unit				Division/Group														
Technical Specialist				Division/Group														
				c. SECURITY BRANCH III – DIVISIONS/GROUPS														
				Branch Director														
				Deputy														
				Division/Group														
				Division/Group														
				Division/Group														
				Division/Group														
8. LOGISTICS SECTION				d. BRANCH IV DIVISION														
Chief				Branch Director														
Deputy				Deputy														
a. SUPPORT BRANCH				Division/Group														
Director				Division/Group														
Supply Unit																		
Facilities Unit				10. FINANCE SECTION														
Ground Support Unit				Chief														

b. SERVICE BRANCH		Deputy		
Director		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Compensation/Claims Unit		
Food Unit		Cost Unit		

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period				
	5. INCIDENT MEDICAL AID STATIONS							
Medical Aid Stations	Location			Paramedics				
				Yes	No			
6. TRANSPORTATION								
a. AMBULANCE SERVICES								
Name	Address	Phone		Paramedics				
				Yes	No			
b. INCIDENT AMBULANCE								
Name	Location			Paramedics				
				Yes	No			
7. HOSPITAL								
Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Grnd		Yes	No	Yes	No

8. MEDICAL PROCEDURES								
9. Prepared by:				10. Reviewed by (Safety Officer)				

AUTOPSY BODY RELEASE

Case Number: _____ Autopsy Station Representative: _____

Name: _____

Decedent ready to release for embalming:

Pathologist

Embalming complete:

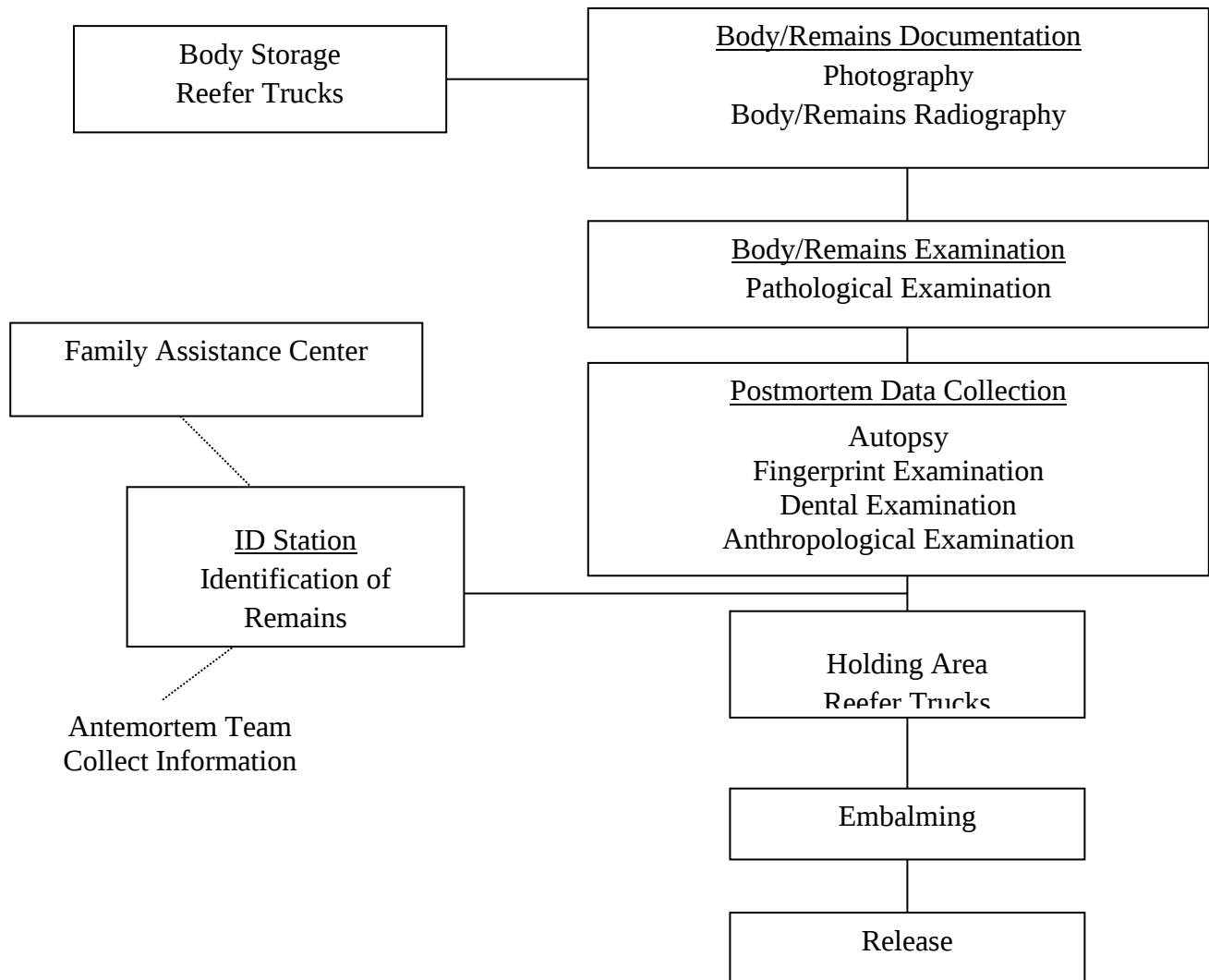
Funeral Director

Decedent ready to release to funeral home:
(i.e., positive identification and autopsy complete)

Pathologist

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Addendum 4: Sample Morgue Operations Flow Chart and Checklist



Sample Morgue and Operations Checklist

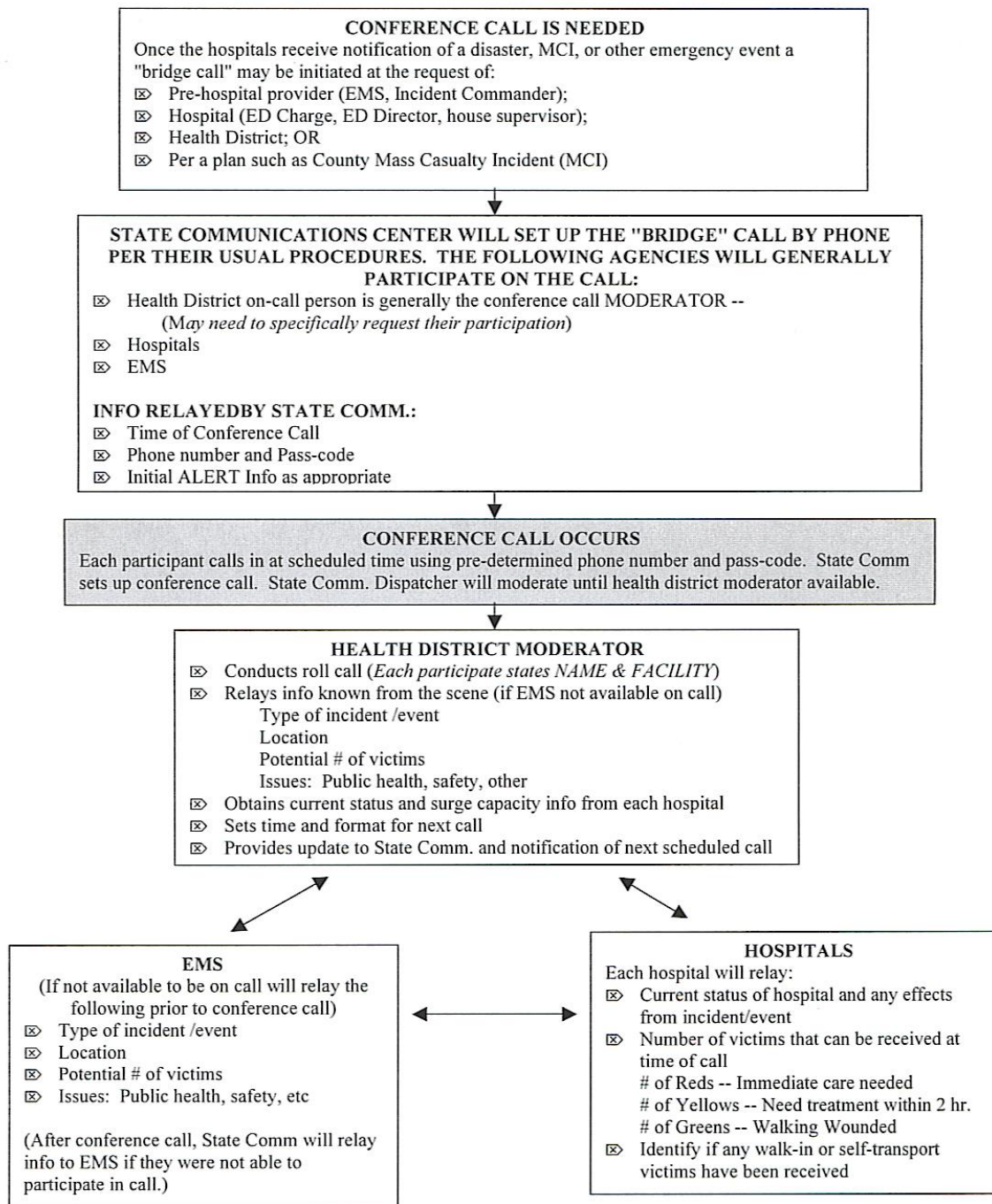
- **LOG BOOKS:** Three, one for bodies, one for body parts and one for personal effects
- **CASE FILE:** Initiated with body number. The file must stay with the body during entire process. The case number should be placed on each form as it is used.
- **NUMBERING OF BODIES:** The same number used on the body as marked on the body bag at the scene i.e., 1, 2, or 3. This number should be used throughout the entire process.
- **BODY RECEIVING:** Each body received should be documented in the log book by date, time received, person receiving the body and person delivering the body.
- **PHOTOGRAPHY:** Pictures should be taken before clothing is removed. Full body pictures should be taken of each body. The case number must be in every picture taken
- **PERSONAL EFFECTS AND CLOTHING:** Should be collected, inventoried and bagged with the appropriate case number. All clothing and personal effects should be placed in a secure area.
- **RADIOLOGY:** Type and number of x-rays will depend on the type of incident. All x-rays should go with the body through the entire process.
- **FINGERPRINTS:** Fingerprint specialists should attempt to print all bodies. Fingers should only be removed on non-viewable bodies at the discretion of the Coroner. If fingers must be removed for printing, they should be placed in a sealed bag with the case number and placed with the body after processing.
- **DENTAL:** It is often necessary to reconstruct jaws of victims to aid in dental examination. In the case of disfigured remains that are not viewable by next of kin, this is not an issue. However in some instances, jaws of viewable bodies may need to be reconstructed. This will only be done with the permission of the Coroner and in a way that preserves the ability to view the remains.
- **AUTOPSY:** If an autopsy is required a Forensic Pathologist must conduct it.
- **EMBALMING:** All examinations must be completed and a release form signed by the Coroner before any embalming takes place. If possible, the family should also give permission to embalm in writing. All remains should be treated as a contagious disease case.

Attachment 2: State Communications Center Conference Call Process for Hospitals

See next page

STATE COMMUNICATIONS CENTER ("STATE COMM") CONFERENCE CALL PROCESS FOR HOSPITALS

July 2004



ESF 9 Search and Rescue

Primary Coordinating Agencies: Urban - Jurisdiction Having Authority
Rural - Benewah County Sheriff's Department

Support Agencies:

County Benewah County Central Dispatch
Benewah County Sheriff's Department Marine Division
Fire Protection Districts
Emergency Management Department
Benewah County Road and Bridge Department
Coeur d' Alene Fire Department—Idaho Collapse Search
and Rescue

Municipalities St. Maries Police Department
Municipal Public Works

Tribe CDA Tribal Marine Division

Volunteer RACES
Civil Air Patrol
Search and Rescue Volunteers (SAR)
Mountain West Rescue Dogs
Benewah Volunteer Divers

Introduction

Purpose:

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

Scope:

- ESF 9 addresses both Urban Search and Rescue and Rural Search and Rescue within the incorporated and unincorporated areas of Benewah 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 Jurisdiction Having Authority will provide an Incident Commander and be the lead agency for all Urban Search and Rescue in Benewah County.

- The Benewah County Sheriff's Department will coordinate all non-urban search and rescue and will provide an incident commander.
- Urban Search and Rescue, as described in this ESF, is limited to technical rescue, damaged structures, and collapsed buildings.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require urban search and rescue support to include floods, earthquakes, and severe storms.

Planning Assumptions:

- A severe earthquake, flood, or winter storm could damage urban areas and trap residents and visitors.
- Major damage could occur to clinics, ambulance services, and transportation routes.
- Medical facilities could be quickly overloaded.
- Emergency measures to protect life and health during the first 72 hours after a disaster, in all likelihood, will be dependent upon local resources.
- Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.
- In the event of a major disaster, necessary search and rescue support will be available from State and Federal sources.
- Municipal and Fire District personnel have been trained in technical rescues techniques such as trench, high angle, confined space, and water.
- Rescue dog organizations and water diving volunteers are trained in rescue techniques.

Concept of Operations/Responsibilities

General:

Both Rural and Urban Search and Rescue in Benewah County will be conducted according to existing Standard Operating Procedures, Mutual Aid Agreements, and other formal directives.

The Benewah County Sheriff's Department will maintain the capability to perform rural Search and Rescue. Fire Protection Districts will maintain and expand as funding is available for increased technical rescue capabilities. Benewah County Emergency Management, functioning as ESF 5 Emergency Management, will work with the LEPC and the State of Idaho to apply for grant funding for Urban Search and Rescue equipment and training.

Organization:

- ESF 9 will be led by the Benewah County Sheriff or his designee.

- 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 districts and applied to tactical operations.
- ESF 1 Transportation will provide transportation services as directed.
- ESF 3 Public Works and Engineering and the Damage Assessment Coordinator will perform building inspections and remove debris.
- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will open and maintain mass care facilities and provide food and water to the responders and the mass care facilities.
- ESF 8 Public Health and Medical Services will provide medical triage and transport.
- ESF 13 Public Safety and Security will maintain order and security at the incident scene(s) and Mass Care facilities.
- ESF 15 Public Information will provide public information briefings to the media.

Notification:

- The EOC and/or the Benewah County Central Dispatch Center will notify ESF 9.
- ESF 9 will notify support agencies.
- ESF 9 personnel will respond as directed and placed on standby as appropriate.

Response Actions:Initial

- The Jurisdiction Having Authority, upon notification of a need for Urban 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 Benewah County Sheriff's Department 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.
- ESF 4 Fire Fighting will provide additional personnel as requested by ESF 9.

- ESF 13 Public Safety and Security will perform traffic control and evacuation as requested by ESF 9 and the evacuation coordinator.
- The Chief Elected Official will:
 - ❑ Request activation of the EOC.
 - ❑ Declare a Disaster if necessary.
 - ❑ Direct ESF 3 Public Works and Engineering to be activated to support ESF 9.
 - ❑ Issue evacuation orders when appropriate.
 - ❑ Direct the Benewah County Emergency Management Director to activate ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
- The Benewah County Emergency Management Director will:
 - ❑ Activate ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 8 Public Health and Medical Services, and ESF 15 Public Information, as necessary.
- ESF 15 Public Information will provide briefings to the media.

Continuous

- The Benewah County Emergency Management Director will;
 - ❑ Coordinate support activities for the ESF 9 rescue mission with ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 7 Resource Support, ESF 8 Public Health and Medical Services, and ESF 15 Public Information as necessary.
 - ❑ Request additional State and Federal assistance if needed.

Continuity of Government

- The ESF 9 or a designated representative will relocate with the EOC staff to an alternate EOC if the situation so warrants.
- All essential records will be protected from destruction and loss.

Administration and Logistics

- Normal search and rescue practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and supplies for Search and Rescue activities, during EOC operations will be provided by the Benewah County Clerk's Office.
- A search and rescue log will be maintained during EOC operations. Additionally, every effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified.
- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life and significant property damage.
- The EOC will be established by the Emergency Management Director.

Maintenance

- ESF 9 Search and Rescue will annually review this Emergency Support Function and Attachment and update and modify, as necessary in coordination with the Emergency Management Director.
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps, and demographic information will be developed and maintained and appended to this Emergency Support Function by ESF 9. They will be annually reviewed and updated as necessary.

Resources: RACES

Civil Air Patrol

Coeur d' Alene

St. Joe Search and Rescue

Mountain West Rescue Dogs

Benewah Volunteer Divers

Coeur d' Alene Fire Department/ Idaho Collapse Search and Rescue
(structure and trench rescue)

Agency Resources

See individual Agency Resource maintained by the individual agencies.

Resources: RACES
Civil Air Patrol
Coeur d' Alene
St. Joe Search and Rescue
Mountain West Rescue Dogs
Benewah Volunteer Divers
Coeur d' Alene Fire Department/ Idaho Collapse Search and Rescue (structure and trench rescue)

Agency Resources

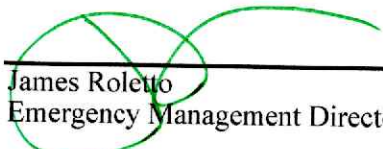
See individual Agency Resource maintained by the individual agencies.

ESF 9 Search and Rescue

Approved:


Benewah County Sheriff

2-21-2024
Date


James Roletto
Emergency Management Director

1/30/24
Date

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ESF 10 Oil and Hazardous Materials

Primary Coordinating Agency: Local Emergency Response Authority
Fire Protection District of Jurisdiction
Benewah County Sheriff's Department

Support Agencies:

County	Benewah County Emergency Management Benewah Community Hospital Private Ambulance Districts (EMS) Benewah County Central Dispatch Panhandle Health District Fire Protection Districts LERA LEPC
Municipalities	St. Maries Police Department Municipal Public Works Departments Municipal Water Districts
State of Idaho	Region 1 Hazardous Materials Response Team
Businesses	Kootenai Medical Center Private Industry Shippers of Hazardous Materials Chemtrec

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 Benewah 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 or transporters, or in response to other technological disasters.

Policies

- The Fire District from the Jurisdiction Having Authority's Local Emergency Response Authority (LERA) is the primary coordinating ESF 10 agency.
- The Incident Command System will be utilized in hazardous materials incident response.

- 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.
- Supporting documents such as SOPs, hazards vulnerability analysis, checklists, resource lists, call-up rosters, maps, and demographic information will be developed and maintained and appended to the ESF by ESF 10. They will be reviewed annually, updated, and distributed as prescribed in the Basic Plan.
- The Benewah County Emergency Management Director will develop, and coordinate with the LEPC, procedures to evaluate the ESF at least annually through tabletop, functional, and full- scale exercises.
- The Hazardous Materials ESF and attachments will be reviewed annually and updated as necessary by ESF 5 Emergency Management.
- Mutual aid between agencies, municipalities, business, counties, and states will be encouraged.
- Shortfalls in training, procedures, or equipment will be documented in exercise evaluations and reviewed by LEPC members for corrective action and follow-up.
- Most facilities under the Emergency Planning and Community Right-to-Know Act of 1986 provide the required documentation to the Benewah County LEPC, the Idaho Bureau of Homeland Security, and the local fire districts.
- Benewah 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.
- Three response levels have been identified to facilitate incident response. All incidents will be initially classified as a Level III response. Thereafter, the incident commander will determine the appropriate response level.
- Benewah County intends to utilize courses sponsored by the Federal and State governments, as well as private organizations in fulfilling training requirements of Title III. Each emergency response agency must determine what level of response and training is required. The following five training and competency level s should be addressed.
 1. First response awareness
 2. First response operation
 3. Hazardous materials technician
 4. Hazardous materials specialist
 5. On-scene incident commander

First response awareness level and first response operation level training should be scheduled for firefighter, law enforcement, emergency medical and health environmental personnel.

- Fixed-site hazardous material facilities will:
 - ❑ 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 Benewah County LEPC and ESF 5 Emergency Management.
 - ❑ Provide liaison to the Benewah County EOC.
 - ❑ Provide a representative to the incident command post.
 - ❑ Initiate notification to the Benewah County Central 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.

Situation

Disaster Condition:

- The threat of a disaster involving hazardous materials has escalated due to the increase in everyday use, manufacture, transportation, and storage of chemicals throughout the County.
- Facilities within the County which store/handle hazardous materials are limited in numbers, size, and scope of the operation and in actual chemical used. Almost exclusively, these facilities are involved in the storage and distribution of pesticides, fertilizers, petroleum products, or water purification agents (chlorine) – HAZMAT storage/handling facilities.
- Major transportation routes on which hazardous materials are commonly transported include the Union Pacific Railroad, St. Maries River Railroad, U.S. Highway 95, State Routes, and numerous rural roads.
- The existence of fixed hazardous materials facilities in Benewah County provides the potential for a toxic release.
- Benewah County has not received information from all fixed facilities about hazardous materials present.
- Herbicides, pesticides, and other toxic substances are used in agricultural activities throughout the County.
- Hazardous materials incidents may occur as the result of natural disasters, human error, accidents, or terrorism.

Planning Assumptions:

- Local hazardous materials incident response is limited. There would be a need to request technical assistance for many types of emergencies.
- Trained Federal, State, and private emergency response personnel are available to assist in response/clean-up activities. However, delays can be expected due to the time and location of the accident as well as delays in reporting and notification.

- Hazardous materials incident response training and response equipment are not considered to be adequate.
- Benewah County has the capability to make some protective responses in the event of an incident involving the transport, storage, or usage of hazardous materials.
- Benewah Community Hospital does have the capability to provide treatment to victims exposed to hazardous materials. 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.
- 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.
- Response time may be delayed due to adverse weather.
- Communications between the County and the State EOC is adequate. If standard channels are interrupted, backup HF radio operating on the Idaho SECURE Net will be used. Additionally, communication operated by the Benewah County RACES organization will be available.
- All municipal and district Fire Departments have the capability to make the initial protective response to a hazardous materials incident.
- The Region 1 Northern Idaho Regional Hazardous Materials Response Team will be called upon to deal with more demanding situations.
- 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 Region 1 North Idaho Regional Hazardous Materials Response Team, as well as the entire EOC staff and annex coordinators.
- The resources of volunteer groups, industries, cities, counties, State and Federal government may be required to cope with major hazardous materials incidents.
- The Kootenai 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 they are requested in the State.
- Idaho State Police will respond to all hazardous materials transportation incidents on State and Federal highways. If requested by the County, they will respond to incidents on county roads to offer technical and/or enforcement assistance.

- ISP may need to conduct an investigation concurrent to that performed by local jurisdictions in order to gather information for cost recovery actions that are provided for under State law.
- In the event an act of terrorism is suspected, the 101st Civil Support Team would be able to respond if needed.
- In the event of a serious hazardous materials incident, many of the residents in the risk area will choose to evacuate spontaneously without official order or recommendation. Many will leave by routes not designated as main evacuation routes.
- There may be various quantities of dangerous materials, such as those used in agricultural activities, not covered by regulations or not placarded.
- A transportation hazardous materials incident may require the evacuation of residents at any location within Benewah County.
- Hazardous materials entering the sewage system may necessitate the shutdown of sewage plants. This may result in the release of untreated sewage.
- The amount of time available to determine the scope and magnitude of the incident will impact on the protective actions recommended.
- A hazardous materials incident will exceed the normal response capabilities of Benewah County.
- Communication between Benewah County and the State EOC may be limited or non-existent.
- Response time may be delayed because of icy roads.

Concept of Operations/Responsibilities

General:

- Hazardous materials incident response agencies include the County Sheriffs Organization, St. Maries City Police, Fire Protection Districts, and County Search and Rescue Assistance, available by request from the Idaho State Police, Idaho Transportation Department, State Fish and Game, Emergency Medical Services, the U.S. Forest Service, and the Bureau of Land Management. Further expertise and technical advice is available from the local office of Panhandle Health District, the DEQ field office in Boise, and from industry.
- The NIMS Incident Command System will be utilized in Hazardous Materials incident response.
- 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 Idaho Office of Emergency Management 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 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).

- The County command channel is available for use during emergencies. This will allow the Incident Commander a dedicated frequency direct to the EOC. Additionally, all Fire Protection Districts and the Benewah County Emergency Management 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.
- ESF 10 will utilize appropriately trained and equipped personnel from Benewah County, as well as State and Federal agencies.
- ESF 15 Public Information will act as the official spokesman for the ESF 10 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 ESF 15 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 Chief Elected Official will request ESF 10 to report to the EOC when notified of an emergency situation.
- ESF 10 will coordinate hazardous Material incident operations at the EOC.
 - ❑ Hazardous materials incident operations at the EOC will be directed by the Hazardous Materials Incident Response Coordinator. The Incident Commander will direct the response team and the activities at the scene. Initially the Incident Commander will be the ranking local emergency response official who responds to the scene. The Incident Commander will assume command as soon as possible.
 - ❑ If a fire is involved, the Fire Chief will be in charge of all on-scene operations. Once the fire is extinguished, the Incident Commander will be in charge
 - ❑ Existing mutual aid agreements will remain in effect.
 - ❑ It is the releaser’s legal and financial responsibility to clean up and minimize the risk to the health of the general public and the workers that are involved. If the responsible party cannot be located, or is unable or unwilling to initiate a clean-up, and the County does not have the capability to do the clean-up, then the County should declare an emergency/disaster and request State assistance. In most cases the U.S. Environmental Protection Agency (EPA) will be contacted to initiate clean-up. However, overall responsibility for protection of the public remains with the County

- ❑ Depending upon the seriousness of the incident, responses to protect the public could include evacuation and notification of contaminated water supplies.
- ❑ The Public Information Officer or a member of their staff will act as the official spokesperson for the Hazardous Materials Incident Response Coordinator and the Incident Commander.
- The Local Emergency Response Authority (LERA) in Benewah County is as follows:
 - ❑ St. Maries— St. Maries Fire Protection District
 - ❑ Plummer— Plummer Gateway Fire Protection District
 - ❑ Tensed—Tensed Fire District
 - ❑ Fernwood— Fernwood Fire Protection District

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 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 Region 1 North Idaho Regional Hazardous Materials Response Team will respond to incidents at any location.
- Benewah County Emergency Management 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.
- The Department of Environmental Quality (DEQ) as well as the Region 1 North Idaho Regional Hazardous Materials Response Team, the Idaho Bureau of Homeland Security, and private industry emergency response personnel will assist local jurisdictions to deal with hazardous materials emergencies.
- The Department of Environmental Quality (DEQ) will oversee clean up 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.
- The Benewah County Emergency Management Director will, if conditions warrant, recommend activation of the EOC and/or establish a command post near the scene to provide communications, coordination and direction, and control.
- On-scene radio command at hazardous material incidents will, by necessity be relayed through the dispatch center to the Incident Commander at the command post.
- The fixed site hazardous material facility will:

- ❑ Develop an on-site contingency plan which specifies notification and emergency response procedures and responsibilities.
- ❑ Provide technical support.
- ❑ Provide planning support.
- ❑ Provide liaison to the EOC.
- ❑ Provide a representative to the incident command post.
- ❑ Initiate notification providing information specified in the accident notification form to designated agencies.
- ❑ Initiate written follow-up of a release in accordance with Section 304 of SARA, Title III.

Notification:

- The Benewah County Central Dispatch Center will be notified of a potential Hazardous Materials Incident.
- Upon notification by the Central Dispatch Center, the Local Hazardous Materials Response Team will respond to the scene.
- As the designated (see list above), LERA will request the activation of the EOC.
- Upon activation of the EOC, the Benewah County Emergency Management Director will request the activation of ESF 10.

Response Actions:Initial

- Incident Commander and Hazardous Materials Incident Response Team:
 - ❑ Assess the situation and attempt to determine if hazardous materials are present.
 - ❑ Check placard of vehicle with the Emergency Response Guidebook to determine the type of material and its Potential hazard or Contact Facility Coordinator for fixed-site incident to determine identity and potential hazard of released material.
 - ❑ Call for information:
 - EMS Communications Center 1-800-632-8000
 - CHEMTREC - Washington D.C. 1-800-424-9300 (not for radiological incidents)
 - EPA, Idaho Operations Office, Boise

Note: EPA will provide data on what to do until experts arrive; will notify shippers, manufacturers or others who know the particular chemical; and will stand by to alert others to help as needed.

- ❑ Call Idaho Emergency Communications Dispatcher (EMS) 1-800- 632-8000 if expertise or additional help is needed. EMS will handle all further notifications for assistance and will serve as the major communications link between response entities.
- ❑ Take steps to isolate the area to minimize public exposure to the hazard if a

physical, chemical, or radiological hazard is present.

- ❑ Phone dispatch and report the following:
 - Date and time.
 - Name of person giving call.
 - Name and telephone number of on-scene contact.
 - Location.
 - Nearby populations.
 - Nature (e.g., leak, explosion, spill, fire, derailment).
 - Time of release.
 - Possible health effects/medical emergency information.
 - Number of dead or injured; where dead/injured are taken.
 - Name of material(s) released; if known.
 - Manifest/shipping invoice/billing label.
 - Shipper/manufacturer identification.
 - Container type (e.g., truck, rail car, pipeline, drum).
 - Rail car/truck 4-digit identification numbers.
 - Placard/label information.
 - Characteristics of material (e.g., color, smell, physical effects), only if readily detectable.
 - Present status of the material (e.g., gas, liquid).
 - Total amount of material that may be released.
 - Other hazardous materials in area.
 - Amount of material released so far/duration of release.
 - Whether significant amounts of the material appear to be entering the atmosphere, nearby water, storm drains, or soil.
 - Direction, height, color, odor of any vapor clouds or plumes.
 - Weather conditions (wind direction and speed).
 - Local terrain conditions.
 - Personnel at the scene.
- ❑ Inform the Hazardous Materials Incident Coordinator about the situation and establish on-going communications between the command post and the EOC.
- ❑ Report incident to bordering cities, counties, or states if there is imminent danger to their water or air.
- ❑ Monitor the size, concentration and movement of leaks, spills, and releases.
- ❑ Plot wind speed and direction.

- ❑ Monitor the public, emergency workers, and equipment for contamination.
 - ❑ Maintain records of exposure.
 - ❑ Establish staging areas upwind and in a safe area.
 - ❑ Ensure that appropriate containment/displacement techniques are initiated.
 - ❑ Ensure that standard decontamination procedures are used to assure that hazardous materials are not spread beyond the incident site by emergency personnel.
 - ❑ Monitor the release to assess its impact, both on and off site.
 - ❑ Coordinate with the Idaho Division of Environmental Quality Environmental Coordinator and the Environmental Investigator who will provide technical guidance and support to the Incident Commander.
 - ❑ Upon arrival of a properly identified emergency response team, manufacturer, owner, or Idaho State Police or Division of Environmental Quality representative, maintain control of the overall situation but relinquish the responsibility to neutralize and dispose of the material to the response team. Remain at the scene to assure that all phases of the operation are completed.
- The Chief Elected Official will:
 - ❑ Request ESF 10 to report to the EOC when notified of an emergency situation.
 - ❑ Declare a disaster when appropriate.
 - ❑ Authorize activation of public warning systems by ESF 2 Communications and Warning, evacuation of threatened areas, and request ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services to activate mass care facilities, and ESF 7 Resource Support to incur expenditures as necessary.
- ESF 10, 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.
 - ❑ Notify immediately the EMS Communications Center (1-800-632-8000) who will in turn notify the State Division of Environmental Quality (DEQ) to inform them of the incident. The DEQ Field Office may also be contacted.
 - ❑ Attempt to provide a technical representative to be present in the EOC.
 - ❑ Determine if there is a threat to the drinking water supply. If so, notify the public and private system operators.
 - ❑ Coordinate with the incident commander to ensure State agencies have been notified and the incident has been classified, and determine if local authorities can handle the situation.
 - ❑ Contact the National Weather Service 1-208-334-9861 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.

- ❑ Maintain a situation map.
 - ❑ Limit emergency operations to the extent of expertise provided by emergency service personnel and available equipment and materials on hand.
- The Benewah County Emergency Management Director will:
 - ❑ If conditions warrant, recommend activation of the EOC and/or establish a command post near the scene to provide communications, coordination and direction, and control.
 - ❑ Determine whether to recommend a shelter in place strategy, or evacuation in coordination with on-scene authorities. (See Attachment 1.)
 - ❑ Coordinate evacuation with the Evacuation Coordinator and the executive authorities.
 - ❑ Coordinate activation of shelters with the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services as necessary.
 - ❑ Coordinate with ESF 2 Communications and Warning and ESF 15 Public Information to warn the public of actual or potential threats.
- ESF 13 Public Safety and Security will provide support requested by the Incident Commander including:
 - ❑ Refer all questions from the media about the incident to the County PIO or designee.
 - ❑ In conjunction with the ESF 15 Public Information Officer and the ESF 2 Communication and Warning Coordinator, alert and/or warn the threatened population.
 - ❑ Evacuate the threatened population if the situation warrants.
 - ❑ Implement SOP for investigation and enforcement.
- ESF 4 Firefighting will provide support as requested by the Incident Commander, ESF 10, and the EOC including:
 - ❑ Request mutual aid and/or technical support, if needed.
 - ❑ Reevaluate perimeters as the hazardous material is identified and/or environmental conditions change.
 - ❑ Assist medical personnel in isolating and removing contaminated or injured persons from the scene.
- Emergency Medical Services (EMS) will provide support as requested by the Incident Commander, ESF 10.
- 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.
 - ❑ Make available all emergency response equipment and facilities on a needed basis.

- ❑ Make available emergency response and advisory personnel with special skills and knowledge to handle the situation.

Continuous

- The Chief Elected Official will approve reentry of evacuated areas when they are determined to be safe.
- ESF 10 will:
 - ❑ 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.
 - ❑ Coordinate clean-up activities with DEQ.
- The Benewah County Emergency Management Director will:
 - ❑ Maintain situation map, post and update pertinent information on status boards and maps, and update plume projections as appropriate.
 - ❑ If appropriate, request ESF 15 Public Information to release prepared messages designated for broadcast over the EAS.
 - ❑ Coordinate with EOC staff and executive authorities on whether a local disaster emergency should be declared.
 - ❑ Coordinate medical support with ESF 8 Public Health and Medical Services.
 - ❑ Coordinate with 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.
- Incident Commander and Hazardous Materials Incident Response Team will:
 - ❑ Ensure that ESF 10 is fully informed and updated concerning the incident. Establish ongoing communications between the command post and the EOC.
 - ❑ Seek technical advice and guidance from the State of Idaho DEQ Environmental Coordinator and the Idaho State Police Hazardous Materials Specialist.
 - ❑ Upon arrival of a properly identified emergency response team, manufacturer, owner, Idaho State Police, or DEQ representative, relinquish the responsibility to neutralize and dispose of the material but maintain control of the overall situation. Remain at the scene to assure that all phases of the operation are completed.
 - ❑ Monitor the public, emergency workers, and equipment for contamination. Maintain records of exposure.
 - ❑ Coordinate actions of all responders, Federal, State, local, and industry.
 - ❑ Perform/coordinate decontamination procedures if required.

- ESF 13 Public Safety and Security will provide support as requested by the Incident Commander and ESF 10.
- ESF 4 Firefighting will provide support as requested by the Incident Commander and ESF 10.
- Emergency Medical Services (EMS) will provide support as requested by the Incident Commander and ESF 10.
- Industry Emergency Response Services will:
 - ❑ Make emergency response equipment available on an as-needed basis. This may include radio communications, self-contained breathing apparatus, fire trucks, portable generators, protective clothing, earth-moving equipment, ambulances, respirators, etc.
 - ❑ Make available on an as-needed basis, emergency response, and advisory personnel with special skills and knowledge. This may include emergency medical technicians, operators skilled in handling chemical spills and environmental processes, and other engineering skills.
 - ❑ Assist and/or perform decontamination procedures.
- All Organizations will:
 - ❑ Continue Response Phase and monitoring activities as required.
 - ❑ Prepare a final report for the Emergency Management Director which includes the log of activities. Include comments and recommendations for future operations. The log will summarize the entire incident including the cause of the incident, damage assessment, and all expenditures.
 - ❑ Participate in a critique of emergency operations.
 - ❑ Investigate the incident to determine exact circumstances and cause of release.
 - ❑ Coordinate the release of mutual aid.
 - ❑ Assess the need for replacing, repairing or maintaining equipment, apparatus, and materials.
 - ❑ Recoup expenses for the operation from the shipper and/or spiller.
 - ❑ Coordinate with the Evacuation Coordinator (Annex B) for the re-entry of the evacuated population.
 - ❑ Assess damage in coordination with the Damage Assessment Coordinator.
 - ❑ Monitor clean-up operations.
 - ❑ Assist the EOC staff in the development of recommendations for decontamination priorities by providing information on contaminated levels of facilities and areas which have been affected.
 - ❑ Coordinate decontamination activities.
 - ❑ Coordinate with ESF 8 Public Health and Medical Services or the appropriate medical evaluation of citizens and responders.
 - ❑ Contact ESF 3 Public Works and Engineering to provide assistance in the

containment of a hazardous materials incident.

- ❑ Assess the need for crisis counseling for the affect population.

Continuity of Government

- The ESF 10 Oil and Hazardous Materials Incident Response Coordinator, or a designated representative, will relocate with the EOC staff to an alternate EOC if the situation so warrants.
- All essential records will be protected from destruction and loss.

Administration and Logistics

- Normal practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and supplies will be provided by the Benewah County Clerk.
- A log will be maintained during EOC operations. Additionally, every effort will be made to document each transaction sufficiently, so that complete records can be reconstructed and claims properly verified.
- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.
- The EOC will be established by the Emergency Management Director.

Emergency Support Function Maintenance

- The LERAs will annually review the Hazardous Materials Incident Response Emergency Support Function with Attachments and update and modify, as necessary, in coordination with the Emergency Management Director.
- Supporting documents such as SOPs, hazard vulnerability analysis, checklists, resource lists, call-up rosters, maps and demographic information will be developed and maintained and appended to this Emergency Support Function by the LERA will be annually reviewed and updated as necessary.

Resources:

RACES
Civil Air Patrol
Coeur d' Alene Tribe Marine Division
St. Joe Search and Rescue
Mountain West Rescue Dogs
Benewah Volunteer Divers
Coeur d' Alene Fire Department Collapse structure and trench rescue

Attachments

Attachment 1 Hazardous Material Public Protection Decision Checklist
Attachment 2 Hazardous Material Incident Report Form
Attachment 3 Hazard Analysis-Chemical Descriptions

- Attachment 4 Special Population Zone
- Attachment 5 Chemical Procedures SOP
- Attachment 6 Technical Support Resources

Resources:

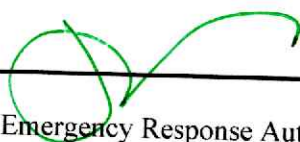
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ESF 10 Hazardous Materials

Approved:



Local Emergency Response Authority Date 1/30/24



James Roletto
Benewah County Emergency Management Director Date 1/30/24

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Attachment 1: 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 fire fighting 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 had, 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 that 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.

Attachment 2: 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 ___ EPA ___ USCG ___ ChemTrec
Private Industry ___ Clean-up Contractor ___ Other ___
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 District	_____	_____
24.	County Emergency Management	_____	_____
* 25.	BHS (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 #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 ___ 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.)

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Attachment 3: HAZARDOUS ANALYSIS

HAZARD ANALYSIS (Chemicals)

The Environmental Protection Agency defines the 366 SARA, Title III, chemicals as “extremely hazardous substances.” Benewah County uses or possess SARA, Title III chemicals.

Although there are hazardous materials fixed sites in Benewah County, it is the consensus that a far greater threat to the public and the environment is created by the transport of these and other hazardous materials over the highways. The remote location, long stretches of lightly traveled back roads and highways, difficulty of maintenance and weather extremes combined with the close proximity of fragile waterways and primitive forest combine to make an extremely hazardous condition.

While the county has identified hazardous materials at the facilities listed in this annex as potential hazards to the public, the county does not anticipate an actual release.

Hazardous materials must be considered a potential hazard to the public. The County finds no reason to suspect that an accidental release should be anticipated. Identification of the facilities has been accomplished in order to assure the maximum possible attempt has been made to locate and identify hazardous materials in the county, the possibility exists that other sites may, unknown to county officials, and have hazardous materials on their premises. The following is a list of possible chemicals and their descriptions:

Adducer -CAS# 116-06-3 It is a carbonate pesticide. This material is super toxic; the probable oral lethal dose for humans is less than 5 mg/kg, or a taste (less than 7 drops) for a 150 lb. person; it is extremely toxic by both oral and dermal routes. Fire-wear positive pressure breathing apparatus and special protective clothing. Dike fire control water for later disposal; do not scatter material.

Anhydrous Ammonia -CAS# 7664-41-7 Vapors cause irritation of eyes and respiratory tract. Liquid will burn skin and eyes. Poisonous; may be fatal if inhaled. Contact may cause burns to skin and eyes. Contact with liquid may cause frostbite. Fire -Wear positive pressure breathing apparatus and full protective clothing. Ammonia in container may explode in heat of fire. Ventilate area of spill or leak to dispense gas. If in gaseous form stop flow of gas. If source is a cylinder and leak cannot be stopped in place, remove leaking cylinder to a safe place in open air and repair leak or allow cylinder to empty. If in liquid form allow to vaporize. Keep unnecessary people away; isolate hazard area and deny entry. Stay upwind; keep out of low areas. Ventilate closed spaces before entering them. Evacuate area endangered by gas. In case of a spill or leak from a drum or smaller container or a small leak from a tank, isolate 80 feet in all directions. In case of a large

spill from a tank or many containers, first isolate 160 feet in all directions, then evacuate in a downwind direction an area 0.4 miles wide and 0.6 miles long.

Azinpos - Methyl- CAS# 86-50-0 Acute: extremely toxic. Probable oral lethal dose in humans is 5 -50 mg/kg, or between 7 drops to 1 teaspoon for a 150 lb. person. A potent cholinesterase inhibitor which can cause death. Fight fire from maximum distance. Do not scatter material, dike fire control water for later disposal.

Carbofuran -CAS# 1563-66-2 This material is extremely poisonous. May be fatal if swallowed, inhaled, or absorbed through skin. Contact may burn skin or eyes. Probable lethal oral dosage to humans 5 to 50 mg/kg or 7 drops to 1 teaspoon for 150 lb. person. Fire -stay at maximum distance. Dike fire control water for later disposal, do not scatter material.

Chlorine -CAS# 7782-50-5 Poisonous; may be fatal if inhaled. Contact may cause burns to skin and eyes. Fire -Wear positive pressure breathing apparatus and full protective clothing. Container may explode in heat of fire. May combine with water or steam to produce toxic and corrosive fumes of hydrochloric acid. Keep unnecessary people away; isolate hazard area and deny entry. Stay upwind; keep out of low areas. Ventilate closed spaces before entering them. Wear positive pressure breathing apparatus and special protective clothing. Keep combustibles away from spilled material. Stop leak if you can do it without risk. Use water to spray to reduce vapor but do not put water on leak or spill area. Isolate area until gas has dispersed. If a spill or leak from a drum or smaller container or a small leak from a tank occurs, isolate 140 feet in all directions. If a large spill occurs from a tank or from many containers or drums, first isolate 290 feet in all directions. Then evacuate in a downwind direction, an area of 0.7 miles wide and one mile long. If water pollution occurs, notify appropriate authorities.

Dimethoate -CAS# 60-51-5 ' Very toxic; the probable oral lethal dose in humans is between 50-500 mg/kg, or 1 teaspoon and one ounce for a 150 lb. person. Dimethoate is a cholinesterase inhibitor, meaning it affects the central nervous system. Death is due to respiratory arrest arising from failure of respiratory center, paralysis or respiratory muscles, intense bronchoconstriction or all three. Fire -Dike c.c« fire control water for later disposal, do not scatter material. Wear positive pressure breathing apparatus and protective clothing. Fight fire from maximum distance.

Disulfoton -CAS# 298-04-4 It is classified as super toxic. Probable oral lethal dose in humans is less than 7 drops for a 150 lb. person. It is poisonous and may be fatal if inhaled, swallowed, or absorbed through the skin. Contact may cause burns to skin and eyes. Fight fire from maximum distance. Dike fire control water for later disposal, do not scatter material. Wear positive pressure breathing apparatus and special protective clothing.

Endosulfan -CAS# 115-29-7 It is very toxic. The probable oral lethal dose is 50 to 500 mg/kg or 1 teaspoon to 1 ounce for a 150 lb. person. Fire -wear positive pressure breathing apparatus and special clothing. Remove and isolate contaminated clothing at the site. Container may explode from the heat of the fire or run off from fire control water and may release irritating or poisonous gases.

Ethogroghos -CAS# 13194-48-4 This material is extremely toxic; the probable oral lethal dose for humans is between 7 drops to 1 teaspoonful for a 150 lb. person. It is a cholinesterase inhibitor which affects the nervous system. Fight fire from maximum distance. Dike fire control water for later disposal; "do not scatter" material. Wear positive pressure breathing apparatus and special protective clothing.

Methamidoghos -CAS# 10265-92-6 This material is harmful or fatal if swallowed, -, inhaled, or absorbed through the skin. Fire -Fight fire from maximum distance. Dike fire control water for later disposal; do not scatter material. Wear positive pressure breathing apparatus and special protective clothing.

Methomyl -CAS# 16752-77-5 Methomyl has high oral toxicity, moderate inhalation toxicity. The probable oral lethal dose for humans is between 7 drops and 1 teaspoon for a 150 lb. person. Death is due to respiratory arrest. Keep unnecessary people away; isolate hazard areas and deny entry. Stay upwind and keep out of low areas. Wear protective clothing, including boots, gloves, and goggles. Do not touch spilled material, or handle broken packages without protective equipment. Wear positive pressure breathing apparatus, and do not breathe dust, vapors, or the fumes from burning material.

Mevinghos -CAS# 7786-34-7 This material is super toxic; the probable oral lethal dose for humans is less than 5mg/kg, or a taste for a 150 lb. person. It has direct and immediate effects whether it is swallowed, inhaled, or absorbed through the skin. Do not touch spilled material. In case of spills, stay upwind; keep out of low areas. Ventilate closed areas before entering them. Use water spray to reduce vapors. Wear positive pressure breathing apparatus and special protective clothing. A respirator with activated carbon gas filter cartridge may be used.

ParaQuat -.CAS# 1910-42-5 Can cause death due to severe injury to the lungs. The lowest lethal oral dose reported in humans is 43 mg/kg. Fight fire from maximum distance. Dike fire control water for later disposal, do not scatter material.

Parathion -Methyl -CAS# 298-00-0 This material is extremely toxic; the probable oral lethal dose is 5-50 mg/kg or between 7 drops and 1 teaspoonful for a 150 lb. person. Chronic toxicity does not appear to be a major consideration. Fire - Poisonous gases are

produced in fire and when heated. Decomposition may lead to sufficient internal pressure to cause the container to rupture violently.

Sulfuric Acid -CAS# 7664-93-9 Corrosive to all body tissues. Inhalation of vapor may cause serious lung damage. Contact with eyes may result in total loss of vision. Skin contact may produce severe necrosis. Fatal amount for adult: between 1 teaspoonful and one-half ounce of the concentrated chemical. Even a few drops may be fatal if the acid gains access to the trachea. Gastric perforation and peritonitis may occur and may be followed by circulatory collapse. Circulatory shock is often the immediate cause of death. Fight fire from safe distance or protected location. Use care as water applied directly to this acid results in evolution of heat and causes spattering. Wear positive pressure breathing apparatus and special protective clothing.

Terbufos -CAS# 13071-79-9 This material may be fatal if swallowed, inhaled, or absorbed through the skin. Repeated inhalation or skin contact may progressively increase susceptibility to poisoning. Fire may produce irritating or poisonous gases. Wear positive pressure breathing apparatus and special protective clothing. Fight fire from maximum distance. Dike fire control water for later disposal, do not scatter material.

Although there are hazardous materials fixed sites in Benewah County, it is the consensus that a far greater threat to the public and the environment is created by the transport of these and other hazardous materials over the highways. The remote location, long stretches of lightly traveled back roads and highways, difficulty of maintenance and weather extremes combined with the close proximity of fragile waterways and primitive forests combine to make an extremely hazardous condition.

While the county has identified hazardous materials at the facilities listed in this annex as potential hazards to the public, the county does not anticipate an actual release.

Hazardous materials stored at the facilities listed in this annex must be considered a potential hazard to the public. The county finds no reason to suspect that an accidental release should be anticipated. Identification of the facilities has been accomplished in order to assure the maximum possible protection of the public and first responders in the county. Although every attempt has been made to locate and identify hazardous materials in the county, the possibility exists that other sites may, unknown to county officials, have hazardous materials on their premises.

Those zones followed by the initials ill indicate that they are vulnerable zones derived from an **EPA** model. They indicate that a worse case chemical release has the potential to harm any population within the zone. Those zones followed by the initials DOT indicate that they are evacuation zones derived from the Department of Transportation's Emergency Response Guidebook.

They indicate that all populations within the zone should be evacuated in the event of a hazardous materials release.

A reevaluation of the fixed sites could result in a smaller estimated vulnerable zone if the following factors existed or occurred:

- a. The quantity of chemicals on-site that might be involved in an accident is reduced.
- b. The time period of release of a given quantity of hazardous chemicals increases.
- c. The release source point is above ground.
- d. The terrain considered is rough, uneven, and mountainous instead of flat.
- e. The area is urban, containing high buildings and other person-made structures.

In addition to reevaluating the vulnerable zones, consideration should be directed toward risk analysis. Risk analysis involves the likelihood of a release occurring and determining the severity of the consequences.

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Attachment 4: CHEMICAL SPILL PROCEDURES SOP

The following procedures "shall" be followed in the event of any hazardous materials accident or spill that may occur in Benewah County.

Notify at once:

1. Sheriff and/or Under - sheriff
2. HAZMAT Coordinator, at 549-1483.
3. Emergency Management Director, Norman Suenkel, 208-245-4122 or cell #208-582-0771

Once the HAZ-MAT Coordinator (Incident Commander) has identified the spill and determined the extent of the emergency, he/she will notify the Sheriff's Dispatch to call certain agencies. These agencies are as follows:

4. Boise EMS 1-800-632-8000
5. Idaho State Police -Boise 1—208-334-2900
6. Bureau of Homeland Security 1-208-334-3460
7. North Area Field Officer 1-800-632-8000 Kevin Benton
8. Panhandle Health District 208-415-5100 (If unable to contact, call Boise office 375-5230)

For Road Deputy when dispatched:

1. Keep up wind and do not go near scene until contents are identified. In order to identify the contents, look for placard on truck, or check the manifest carried by the driver in cab of truck. Check Emergency Response Guidebook if you have one in your vehicle or have dispatch check the book in their office.
2. Secure the scene (road blocks, etc.) and then request dispatch to call the appropriate officials listed in 1-3, above.

SPECIAL NOTE: Use field glasses if necessary to identify the placard.

CAUTION: Treat each spill as a safety threat to you and others until proper identification has been made.

Dispatch has the capability to identify the potential hazard of the chemical and emergency actions to take by entering the number taken from the placard into the teletype system. Index "MQ" and put in placard number when the U.N. appears.

Attachment 5: TECHNICAL SUPPORT RESOURCES

COMPANY

SERVICES

State Emergency Response Team
Pocatello Fire Department
408 E. Whitman
Pocatello ID.

Hazardous Material Response
Technical Advice

Envirosafe Service, Idaho Inc.
1602 W. Franklin
Boise. ID.
208-384-1500

Hazardous Waste Disposal

Contact: Charleen Roberts, Customer
Service

Northwest Technologies, Inc.
Abatement
6724 Emerald
Boise, ID
208- 323-0757

Asbestos Abatement, Lead Paint

Some Hazardous Waste Cleanup/Response

Contact: Dave Holm

Special Resource Management
200 N. 4th, # 206
Boise, ID
208-345-3667 (24 Hour 1-800-654-2504)

Hazardous Material Emergency Response
excluding Radioactive and Explosives

Contact: Pat Stoll

Dames and Moore
1750 Front St., Suite 100
Boise, ID,

Consultant for on and off-scene spills.
Emergency containment to long term
remediation.

Contact: Mark Torf

E & G Contractors, Inc.
13579 Dekay Road
Pocatello, ID
208-238-1010

Hazardous Waste Disposal
Contact: Sherry Honas

Residuals Management, Inc.
1107 N 11th
P.O. Box 1072

Hazardous Materials Response

Boise, ID.

208-386-3668

Key Environmental Services

P.O. Box 2654

Pocatello, ID

208-232-4271

Site Investigation, Assessment,
Remediation, and Disposal

Contact: Roger McAtee, Kerry Johns,
Matt Nielsen

INL Warning Commo Center

Dept. of Energy

Idaho Falls, ID.

Radiological Assistance Program

Contact: 208-526-1515

Chemtrec

Hazardous Materials Spill Communications
and Advice

1-800-262-8200

ESF 11 Agriculture and Natural Resources

Primary Coordinating Agency: U of I Extension Educator

Support Agencies: Municipal Animal Control
Private Animal Care Centers

Introduction

Purpose:

ESF 11 provides for the protection of croplands, livestock, and natural resources during a declared disaster in Benewah 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 Benewah County Extension Educator is assigned the responsibility to coordinate ESF 11.
- The Director of Emergency Management 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.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis completed in the All-Hazards Mitigation Plan, there are several emergencies that could require protection of agricultural land, livestock, and domestic pets to include agroterrorism, floods, earthquakes, hazardous materials spills, and severe storms.

Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake may occur at a time of day that produces maximum casualties.

- Disasters that result in large number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure will require State and Federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- Communications systems, particularly telephones that survive the initial disaster, may be overloaded.
- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- Benewah 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, Benewah County must plan for and be prepared to save lives, and protect property and agricultural resources 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:

Benewah County Emergency Management recognizes the need to coordinate relocation areas for livestock and domestic pets during a declared disaster. As directed by the Chief Elected Official, the Benewah County Emergency Management Director will coordinate relocation areas for both livestock and pets with ESF 11.

ESF 11, the Benewah County Extension Agent will provide protective information for County cropland through ESF 15 Public Information.

Organization:

- The Benewah County Extension Educator will designate county staff to assist him in the ESF 11 role.
- ESF 11 will coordinate the relocation of livestock.
- ESF 11, working with ESF 15 Public Information, will provide livestock and cropland protection information to the general public.

Notification:

- The EOC and/or the Benewah County Central Dispatch Center will notify ESF 11.
- ESF 11 will notify support agencies.
- ESF 11 personnel will respond as directed and placed on standby as appropriate.

Response Actions:

Initial

- 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.
- ESF 15 Public Information will provide public information through media channels regarding the relocation of domestic pets, livestock, and the protection of croplands.

Continuous

- ESF 11 will:
 - ❑ Communicate cropland and livestock protection information to the public through ESF 15 Public Information.
 - ❑ Provide status briefings to the Benewah County Emergency Management Director.
- ESF 15 Public Information will provide public information through media channels regarding the relocation livestock and the protection of croplands.
- The Benewah County Sheriff will:
 - ❑ 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.

Continuity of Government

- ESF 11 or a designated representative will relocate with the EOC staff to an alternate EOC if the situation so warrants.
- All essential records will be protected from destruction and loss.

Administration and Logistics

- Normal agriculture and natural resource practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and supplies for agriculture and natural resource protection activities during EOC operations will be provided by the Benewah County Clerk's Office.
- An agriculture and natural resource protection log will be maintained during EOC operations. Additionally, every effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified.
- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.
- The EOC will be established by the Emergency Management Director.

Maintenance

- ESF 11 Agriculture and Natural Resources will be annually reviewed, updated, and modified as necessary by the Emergency Management Director in coordination with the Benewah County U of I Extension Educator.
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps, and demographic information will be developed, maintained, and appended to this Emergency Support Function by ESF 11. They will be annually reviewed and updated as necessary.

Agency Resources

See individual Agency Resource maintained by the individual agencies.

Resources: Municipal Animal Control
 Private Animal Care Centers

Attachments

Attachment 1 Animal Control and Protection
Attachment 2 Agroterrorism

July 2024

Resources: Municipal Animal Control
Private Animal Care Centers

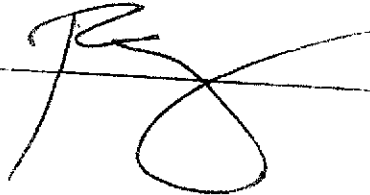
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ESF 11 Agriculture and Natural Resources

Approved:

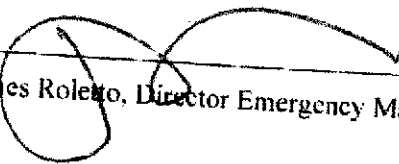
Rusty Gosz
U of I Extension Educator



05/15/24

Date

James Roletto, Director Emergency Management



1/30/24

Date

Attachment 1: Animal Control and Protection

This Attachment discusses actions to be considered to control, protect, and ensure the humane care and treatment of domesticated animals during a disaster/emergency situation.

Any disaster that threatens humans will also threaten animals creating a situation where it will be necessary to provide water, food, first aid, and shelter.

County and city agencies with animal control responsibilities will be overwhelmed post-impact and will not be able to provide care and placement for untold numbers of displaced animals.

Animal shelters, boarding kennels and other animal shelter facilities will be full to capacity

Shelters that have been established for disaster victims will not accept companion animals, with the exception of animals trained as sight and hearing assistance companions. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating suitable shelter for the pet(s) at the expense of the owner.

The sheltering and protection of companion animals and livestock is the responsibility of their owners. Animal owners should plan for animal care during a disaster as they prepare their family preparedness plan.

Livestock left in evacuated areas will need to be cared for and provision will need to be made for re-entry to facilitate this need.

Benewah County will request assistance from the State and private sector.

Personnel with proper training and protective equipment will be needed to re-enter evacuated areas for the purpose of rescue or care of livestock or domestic animals.

As needed, the County will assist in the protection of animals affected by disaster, to include rescue, shelter, control, feeding, and preventive immunization of animals left homeless, lost, or strayed as a result of the disaster. Costs incurred will be passed to animal owners when located. The Benewah County Humane Society, Emergency Animal Rescue Service and similar organizations, local and national, and local volunteers will be asked to assist in this effort.

Elected officials will approve temporary animal shelter locations as the need arises. Facilities for consideration might include the Benewah County Fair grounds and buildings and High School Football Fields.

During emergencies, requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary professionals will be routed through the Benewah County Emergency Operations Center.

The city animal control officers will attempt to handle wild animals out of their natural habitats that are a danger to themselves, or humans with assistance from the State wildlife resources personnel.

EVACUATION TIPS FOR PETS

- Take your pets with you. Many people mistakenly leave their companion animals behind when they evacuate during an emergency, thinking their pet's instincts will prevent them from being harmed. Nothing could be farther from the truth. Companion animals depend on us for their survival, much as children do.
- Identify your pet. Securely fasten a current identification tag to your pet's collar. If you face evacuation, it is a good idea to attach to the collar the phone number of a friend or family member who is well out of disaster range. That way, anyone who finds your pet will be able to reach a person who knows how to contact you.
- Photograph your pet. Carry a photo of your pet for identification purposes.
- Transport your pet safely. Use secure pet carriers and keep your pet on a leash or in a harness.
- Find a pet-friendly hotel. Because most emergency shelters do not admit pets, call hotels in a safe location and ask if you can bring your pet. If the hotel has a no-pets policy, ask the manager if the hotel can waive the policy during the disaster.
- Foster your pet. If you and your pet cannot stay together, call friends, family members, veterinarians, or boarding kennels in a safe area to arrange safe foster care.
- Have supplies on hand. Be sure to pack a week's worth of food, water, medication, cat litter, or any other supplies your pet needs on a regular basis.
- Plan your evacuation and leave in plenty of time. Do not wait until the last minute to evacuate. When rescue officials come to your door, they may not allow you to take your pets with you.
- Carry a list of emergency telephone numbers with you. This should include your veterinarian, local animal control, local animal shelters, the Red Cross, and any other individual or group you might need to contact during the disaster.

EVACUATION TIPS FOR FARM ANIMALS

- Evacuate animals as soon as possible. Be ready to leave once the evacuation is ordered.
- Arrange your evacuation route in advance.
- Arrange for a place to house your animals.
- Plan an alternate evacuation route. Alternate routes should be mapped out in case the planned route becomes inaccessible.
- Set up safe transportation. Make sure that you have available trucks, trailers, or other vehicles suitable for transporting farm animals. And arrange to have experienced animal handlers and drivers to transport them.
- Take your supplies with you. At evacuation sites, you should have, or be able to readily obtain, food, water, veterinary care, handling equipment, and generators if necessary.

Attachment 2: Agroterrorism

The Threat

Some experts believe that agriterrorism may be more attractive to terrorists than traditional bio-chemical attacks because it is virtually risk-free and has a high probability of success. The following factors contribute to this situation.

Why Agriterrorism May Be an Attractive Tool for Terrorists

FACTOR	DESCRIPTION
Lower physical risk	Disseminating a plant or livestock disease pathogen presents less physical risk to the perpetrator than releasing human disease pathogens or lethal chemicals.
Smaller chance of outrage and backlash	Agriterrorism is not likely to create the same kind of backlash as using a method of terrorism that kills people.
Similarity to natural outbreaks	Livestock and crops can be attacked in a way that the disease outbreak mimics a natural disease occurrence, complicating epidemiological investigation and reducing risk of detection.
Lower technical barriers	Agriterrorism can be carried out fairly easily, by comparatively low-tech means. The cost and the technical/scientific skills and education required to collect, produce, and deliver biological agents against animal agriculture are modest. Pathogens could be isolated from infected animals or diseased crops, and small quantities could easily be carried across a Customs checkpoint or unregulated border area, or sent through the mail. Then, infection with some pathogens would be simple. (For example, dropping Newcastle disease-contaminated bird droppings into a feeding trough could cause a terrible epidemic, or placing tongue scrapings from foot-and-mouth disease-infected animals into the ventilation system of a large hog operation.)

Vulnerability

The following factors increase the United States' vulnerability to agriterrorism:

Factors That Affect Vulnerability

FACTORS	DESCRIPTION
Number of agents	There are many agents (at least 22) that are lethal and highly contagious to animals, many of which are not vaccinated against.
Resilience	Most of these agents are environmentally resilient. They can live for a long time in organic matter (e.g., soil).
Susceptibility	Antibiotic and steroid programs, and husbandry programs designed to improve quality and quantity of meat, have made U.S. livestock more disease prone. U.S. livestock and poultry are especially susceptible to exotic diseases because most serious diseases that affect them have been eradicated or brought under control with U.S. borders, so the animals lack antibodies to fight these agents. In crops, widespread use of commercial hybrids has limited their genetic diversity, making them more vulnerable to a killer pathogen.
Concentrated populations	Animal populations are highly concentrated, and large herds make ideal targets for infection and contagion. For example: About 75% of the swine industry is concentrated in nine Midwestern States; the most successful swine farms each have 10,000 hogs or more. Beef cattle are fattened in large feedlots - some containing 150,000 to 300,000 animals at a time. Dairies usually have as many as 1,500 lactating cows at one time. Poultry has a heavy concentration in the Delaware/Maryland/Virginia peninsula. Chickens are usually grown in floor pens with 10,000 to 20,000 birds per pen.
Mobility	Animal populations are highly mobile. The animals are typically born in one location, moved halfway across the country to a feedlot for final fattening, and then moved again for slaughter. Chicken breeding stocks and eggs are shipped great distances for the purpose of genetic improvements. Animals that are incubating disease during these movements can greatly increase the spread of the disease.
Inadequate security	Agricultural facilities are not highly secure. Food processors lacking sufficient security and safety preparedness methods have proliferated over the years.
Limited detection capabilities	The United States is even more vulnerable because it is unprepared to prevent such an attack or even quickly detect an outbreak. (Veterinary students receive minimal education in foreign animal diseases.) Our primary recourse would be response, after an attack has occurred.

Comparative Threat

Animals: Anti-livestock pathogens are of the greatest concern because they can be introduced simply and would spread quickly.

Crops: Some experts believe that pathogens designed to attack existing crops would be less effective weapons because they spread slowly and unreliably and are highly influenced by weather. It would be difficult to cause the widespread destruction of a crop because most crops are not grown in isolation. In addition, they have already been exposed to various pathogens, which have increased their resistance. (There are, however, a few foreign strains against which current crops have no resistance, and some strains are highly resistant to fungicides.)

Seed: The infection of seed may be more likely because much of the seed used in U.S. agriculture is produced overseas, and only a small portion of imported seed is actually tested.

Potential Impact

The potential ramifications of a bio assault on the U.S. agricultural industry would be far-reaching, with major economic and social consequences. The amount of damage would depend on how quickly the problem is detected.

Animal Diseases

LIST A DISEASES	SELECTED LIST B DISEASES ¹	
• African horse sickness • African swine fever • Bluetongue • Classical swine fever • Contagious bovine pleuropneumonia • Foot-and-mouth disease • Highly pathogenic avian influenza • Lumpy skin disease • Newcastle disease • Peste des petits ruminants • Rift Valley fever • Rinderpest	Multiple Species: • Anthrax • Aujeszky's disease • Echinococcosis/hydatidosis • Heartwater • Leptospirosis • New World screwworm (<i>Cochliomyia hominivorax</i>) • Old World screwworm (<i>Chrysomya bezziana</i>) • Paratuberculosis • Q Fever • Rabies Avian: • Avian infectious bronchitis • Avian infectious laryngotracheitis	Cattle: • Bovine anaplasmosis • Bovine babesiosis • Bovine brucellosis • Bovine cysticercosis • Bovine genital campylobacteriosis • Bovine spongiform encephalopathy (BSE) • Bovine tuberculosis • Dermatophilosis • Enzootic bovine leukosis • Haemorrhagic septicaemia • Infectious bovine rhinotracheitis/ infectious pustular vulvovaginitis • Malignant catarrhal fever • Theileriosis

¹ Other categories of List B diseases include equine, sheep, goat, fish, crustacean, bee, Lagomorph, mollusc, and other. Full lists are available at the OIE web site: http://www.oie.int/eng/maladies/en_fiches.htm.

• Sheep pox and goat pox • Swine vesicular disease • Vesicular stomatitis	• Avian mycoplasmosis (M. Avian chlamydiosis gallisepticum) • Avian tuberculosis • Duck virus hepatitis • Duck virus enteritis • Fowl cholera • Fowl pox • Fowl typhoid • Infectious bursal disease (Gumboro disease) • Marek's disease • Pullorum disease	• Trichomonosis • Trypanosomosis (tsetse-borne) Swine: • Atrophic rhinitis of swine • Enterovirus encephalomyelitis • Porcine brucellosis • Porcine cysticercosis • Porcine reproductive and respiratory syndrome • Transmissible gastroenteritis • Trichinellosis
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Disease Transmission among Animals

Animal diseases can be spread in three primary ways:

• Airborne transmission. Some diseases (e.g., foot-and-mouth (FAM) disease, avian influenza, Newcastle disease) can travel in aerosol form very long distances in the air. (In 1981, FAM broke out in France and traveled 175 miles to Great Britain in 3 days.) Airborne diseases are extremely difficult to contain and thus would present an enormous challenge to emergency responders in the event of an outbreak. These diseases can also be transmitted by direct contact.	 Countries Where FAM Disease Has Been Reported Since 2000
• Direct contact. Some diseases (e.g., FAM, rinderpest, vesicular stomatitis, hog cholera, African swine fever) can be spread by direct contact among animals, contact with contaminated objects such as feed and water troughs, milking machines and other equipment, and people's clothes and shoes. This makes biosecurity measures—keeping animal facilities clean and restricting human and vehicle traffic around animals—absolutely critical.	
• Vectors. Some diseases (e.g., vesicular stomatitis, lumpy skin disease, Rift Valley fever, bluetongue, African swine fever) can be spread by other organisms, such as mosquitoes and ticks. In these cases, disease control depends on insect control.	

Animal Diseases of Greatest Concern

The animal diseases of greatest concern to the United States are Foreign Animal Diseases (FADs) - diseases not normally found in this country. These diseases have the potential to spread quickly because U.S. animals have not built up resistance to them.

An outbreak of one of the List A diseases could severely damage the U.S. agricultural market because it would be internationally recognized as grounds for export embargo.

Viruses present the greatest agriterrorism threat to livestock. The entire List A animal diseases are viruses, except contagious bovine pleuropneumonia which is caused by mycoplasma. (For more information on viruses and mycoplasmas, refer to Biological Agents in Appendix A.)

The following table² summarizes information about List A diseases that primarily affect cattle, swine, and poultry. BSE (“mad cow disease”), included in the table, is not a List A disease but is of current interest. Other List A diseases include peste des petits ruminants and sheep/goat pox, which affect primarily sheep and goats, and African horse fever, which affects primarily horses.

List A: Diseases Affecting Primarily Cattle, Swine, or Poultry

Disease	Primary Modes of Transmission	Primary Animals Affected	Vaccine Available?	Location	Affect Humans?
Foot-and-mouth disease	Airborne aerosols; direct or indirect contact (via human clothing, equipment, vehicles, or through milk or partially cooked meat)	Cloven-hoofed animals (esp. cattle and swine)	Y	Asia, Africa, Middle East, South America	Occasionally after prolonged exposure, humans can develop mild symptoms
Vesicular stomatitis	Direct contact (i.e., shared feed and water troughs, milking machines); insect vectors	Cattle Swine Horses	Y	U.S., Mexico, Canada, Caribbean, Central and So. America	During epidemics humans can get a version resembling flu
Swine vesicular disease	Ingestion of infected meat	Swine	N	Hong Kong, Japan, Europe	Occasional cases of flu-like illness
Rinderpest (“cattle plague”)	Direct contact with any animal secretions; airborne droplets	Cattle Sheep Goats	Y	Africa, Middle East, Asia	N

² Kohnen, p. 16

Contagious bovine pleuro-pneumonia	Inhalation of droplets of infected animal secretions	Cattle	Y	Asia, Central Africa, Spain, Portugal	N
Lumpy skin disease	Insect vectors	Cattle	Y	Africa	N
Rift Valley fever	Insect vectors, esp. mosquitoes; direct contact with blood or tissue	Sheep Cattle	Y	Africa	Humans very susceptible; disease is sometimes fatal (human vaccine available)
Bluetongue	Insect vectors	Sheep Cattle	Y	U.S., Africa, Europe	N
Bovine spongiform encephalopathy (“mad cow disease”)	Ingestion of foods containing infected meat and bone meal	Cattle	N	Primarily Great Britain; some cases in W. Europe	Suspected precursor to new variant of Creutzfeldt-Jakob disease (fatal)
African swine fever	Insect vectors (ticks); ingestion of infected meat; direct contact; airborne aerosols within buildings	Swine	N	Africa, Iberian Peninsula, Sardinia	N

Animal Diseases of Greatest Concern

List A: Diseases Affecting Primarily Cattle, Swine, or Poultry

Disease	Primary Modes of Transmission	Primary Animals Affected	Vaccine Available?	Location	Affect Humans?
Classical swine fever (“hog cholera”)	Direct contact with animal secretions; indirect contact via shoes, clothing, equipment	Swine	Y	Africa, Asia, So. and Central America, parts of Europe	N

Highly pathogenic avian influenza (“fowl plague”)	Direct contact; airborne aerosols	Chickens Turkeys	Y	Worldwide	Usually rare, but 1997 Hong Kong epidemic killed 6 with influenza-like illness
Newcastle disease	Direct contact with animal secretions—feces; contaminated feed, water, equipment, human clothing, etc.	Poultry Wild birds	Y	Worldwide	Occasionally causes transitory conjunctivitis after extensive exposure

Crop Diseases

Most crop diseases produce failed harvests rather than killing the plants outright. They do so by drastically reducing crop quality and quantity.

Fungi present the biggest threat to crops. The three anti crop agents developed by the United States in the 1960s were all fungi: wheat rust, corn smut, and rice blast. If a fungus were introduced under the right conditions, “the spores... [could be] spread for great distances by the wind and establish centers for further spread once they infect a plant. Because of infection, subsequent spread normally occurs in a series of waves, the frequency of which depends on the incubation period of the particular fungus.”³

The WTO recognizes the International Plant Protection Convention (IPPC) as the source of international standards for the plant safety measures affecting trade (i.e., the pathogens to which plants and plant products must not have been exposed). Each of the 111 IPCC member countries submits its own phytosanitary restrictions according to the standards set by the IPPC and the country’s specific vulnerabilities.

Transmission of Crop Diseases

Fungi, viruses, and bacteria cause crop diseases. Wind, water, or vectors transmit these plant pathogens. Because they depend heavily on environmental factors (e.g., temperature, humidity, rainfall, sunlight), the introduction of a pathogen does not necessarily result in widespread infection. There are three primary transmission modes of crop diseases:

- **Airborne (Fungal Diseases).** Fungi produce dry spores, which are dispersed on the wind and can travel great distances. After a fungus has infected an area, it is very difficult to eliminate all of the spores. Although fungicides are helpful, fungi can persist in other hosts, allowing the disease to continue infecting plants for a long time.
- **Vectors (Viruses and Bacteria).** Insects such as aphids are often virus carriers. When an aphid feeds on a leaf, it pierces cell walls and transmits the virus. Although viruses can be extremely damaging to crops, their ability to spread is limited by insect movement. Crop viruses are currently untreatable. Virus

³ Rothschild, J.H. *Tomorrow’s Weapons: Chemical and Biological* (New York: McGraw-Hill, 1964), p. 24. Quoted in Kohnen, p. 17.

control depends on insect control and the use of virus-resistant crop strains. Insects can also transmit bacteria.

- **Waterborne (Bacteria).** Bacteria require moisture for transmission. Although they cannot be transmitted on the wind, they can travel via wind-driven rain. Splashing rainwater can spread bacteria among individual plants, and irrigation runoff can spread bacteria over entire fields. Although bacteria can cause serious plant diseases, they generally cannot spread over vast areas.

Crop Diseases of Greatest Concern

There is no international List A of crop diseases, because every country sets its own import requirements. However, the diseases listed in the following table are particularly worrisome based on the following factors:

- Ease of transmission.
- High level of impact on harvests.
- Ability to infect staple cereals.
- Historical consideration for offensive weapons use.

Crop Diseases of Particular Agriterrorism Concern

Crop Affected	Disease	Pathogen	Pathogen Type	Primary Mode of Transmission
Cereals (wheat, barley, rye)	Stem rust of wheat	Puccinia graminis	Fungus	Airborne spores
	Stem rust of cereals	Puccinia glumarum	Fungus	Airborne spores
	Powdery mildew of cereals	Erysiphe graminis	Fungus	Airborne spores
Corn	Corn blight	Pseudomonas alboprecipitans	Bacteria	Waterborne cells
Rice	Rice blast	Pyricularia oryzae	Fungus	Airborne spores
	Rice blight	Xanthomonas oryzae		Waterborne cells
	Rice brown-spot disease	Helminthosporium oryzae	Fungus	Airborne spores
Potato	Late blight of potato	Phytophthora infestans	Fungus	Airborne spores

Crop Pests

The introduction of a foreign pest is another potential agriterrorist threat. Insects can directly damage crops, and infestations of particular insects can prompt export restrictions. (The Mediterranean fruit fly, or “Medfly,” lays its eggs on many types of fruit on which the larvae later feed. If the Medfly became established in the United States, the USDA estimates that it would cost \$1.5 billion per year in lost production and export restrictions.

Crop Diseases and Public Health

Crop diseases are not generally considered a public health threat in the United States. Very few plant pathogens are toxic to humans, and strict regulatory processes prevent contaminated products from reaching the market.

Response to the Threat of Agriterrorism

The USDA has the major responsibility for protecting the nation's food supply from agriterrorism. Other agencies that share in this responsibility include the:

- National Security Council.
- Department of Justice.
- Department of Health and Human Services, which includes the Centers for Disease Control and Prevention.
- State and local agricultural office

The USDA increased its budget for counterterrorism in 2001 by \$39.8 million. It has also requested funding to upgrade its research facility at Plum Island, NY, to Biosafety Level 4 - capable of and dedicated to the study of plant and animal pathogens.

The United States has banned imports of many animal products, live ruminants, and swine from FAM disease-affected countries. Because of this year's increase in FAM flare-ups around the world, the USDA has assigned additional inspectors and dog teams at airports to check incoming flights and passengers.

“The U.S. agricultural economy has in place networks and plans to respond to an attack once detected, and surveillance of crop and animal disease in the United States is extraordinarily sophisticated. Even if a terrorist group managed to deliver a biological agent effectively against a target, the effects of the attack would likely be severely limited by the U.S. response.”⁴

Disease Surveillance and Detection

In covert attacks, how quickly a suspicious event is detected and reported will determine how timely and effective the response is. In turn, the timeliness and effectiveness of response will define the ability to reduce illness and death.

Surveillance is the first line of defense against a disease outbreak. U.S. agriculture relies upon ground surveillance - plant pathologist and field veterinarians - for disease reporting. The greater the number of human monitors, and the better trained they are to recognize diseases, the better the chance that serious diseases do not become widespread

⁴ Jason Pate and Gavin Cameron. “Covert Biological Weapons Attacks against Agricultural Targets: Assessing the Impact the Impact against U.S. Agriculture.” BCSIA Discussion Paper 2001-9, ESDP Discussion Paper ESDP-2001-05, John F. Kennedy School of Government, Harvard University, August 2001. Accessed at the Center for Nonproliferation Studies web site, <http://cns.miis.edu/research/cbw/aglinks.htm>.

outbreaks. Disease outbreaks in wildlife should also be monitored because they can serve as early warning signs of agricultural outbreaks.

Control, Containment, and Eradication Measures

Should and outbreak be detected, the disease must be controlled, contained, and eradicated. Typical measures include:

- Quarantine of infected animal populations.
- Contact tracing to identify potential exposures.
- Herd depopulation (killing infected and exposed animals).
- Disposal of infected carcasses and products by incineration or burial.
- Decontamination of equipment.
- Movement control (of animals, people, equipment, and products).
- Vaccination of uninfected animal populations.

Emergency Procedure for Animal Disease Outbreaks

Within 36 hours of a serious disease outbreak, a national USDA team can be mobilized to handle the situation. The following is a summary of what would happen if an FAD broke out:

- A. **Recognition.** A farmer notices a sick animal, or a herd manager of a large production operation notices a higher mortality rate than normal or unique symptoms in a group of animals, and calls the local or corporate veterinarian and/or the county agriculture agent. This recognition could also begin at a port, sale barn, or other place of animal concentration.
- B. **Diagnosis.** The veterinarian/county Agent either makes a diagnosis of a domestic disease or suspects something abnormal based on clinical signs or epidemiology.
- C. **Notification.** If abnormal, the county Agent will notify a representative of the State veterinarian or APHIS area veterinarian in charge, who will begin the investigation.
- D. **Investigation.** Within 24 hours, a foreign animal disease diagnostician (FADD) visits the premises and begins an investigation. The FADD may be a State or Federal veterinary medical officer. The FADD works with the labs to describe the situation and takes the appropriate samples to confirm the disease.
- E. **ERT Response.** The Early Response Team (ERT) may be called within 24 hours to characterize an unconfirmed or emerging disease or to describe the pathogenesis and epidemiology of the disease. The ERT makes recommendations that may lead to either a return to routine control and surveillance measures or an escalation of response.
- F. **Containment, control, and eradication.** If a disease is confirmed, local and State resources are used to contain, control, and eradicate the disease

if possible. If those resources are exceeded or the State requests assistance, the Regional Emergency Animal Disease Eradication Organization (READEO) is activated to integrate with the State's response. The READEO's role is to give additional technical support, coordinate national communication, and manage national consequences and Federal response resources.

Emergency Procedure for Plant Disease Outbreaks

PPQ's Invasive Species and Plant Management (ISPM) section is responsible for plant disease control and eradication. Plant protection includes guarding against foreign diseases as well as against pests, which can transmit diseases or do direct damage to crops. Although plant diseases do not usually spread as rapidly as animal diseases do, PPQ has procedures in place to control outbreaks very quickly. Below is an outline of the events following a plant disease outbreak.

- A. **Recognition.** A grower recognizes a problem with his/her crops and contacts the local plant health expert (often a plant pathologist associated with a university). Under most circumstances, the grower can simply send a sample of the diseased plant into a local agricultural lab and get a diagnosis. PPQ allows 48 hours from initial report of a disease to confirmation by a qualified taxonomist.
- C. **Notification.** If the lab recognizes the disease as being particularly serious, it will notify the State plant health authority.
- D. **Emergency response.** If the disease is one for which emergency procedures already exist, the plan is put into action by the ISPM personnel, regional Rapid Response Teams (RRTs), regional and State personnel, and industry groups.
- E. **Quarantine.** An RRT can be at the infection site within 48 hours; the members of this team are prepared to take emergency quarantine action if necessary.
- F. **Assessment.** If the pest is a new one, PPQ calls upon the New Pest Advisory Group to assess the significance of the pest and to determine a response plan. This process takes at most 21 days for pests that are not considered critical, or significantly less for a major pest that is likely to spread quickly and that may have significant economic or other effects.

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ESF 12 Energy

Primary Coordinating Agency: Benewah County Road and Bridge

Support Agencies:

County Benewah County Central Dispatch
Plummer – Worley Highway District
CDA Highway District
Benewah County Sheriff’s Department

Municipalities Municipal Police Departments
Municipal Public Works Departments

Tribe CDA Highway District

Businesses AVISTA Corp.

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 Benewah County.

Scope:

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 function. 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, tribal, 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 Benewah County Road and Bridge Department will work with the CDA Highway District, the Plummer – Worley Highway District, 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.
- ESF 12 and supporting agencies will establish communication to cooperate and coordinate with public and private agencies and similar entities.
- ESF 12 support agencies will assist local energy suppliers to obtain information, equipment, specialized labor, fuel, and transportation to repair or restore local energy systems.
- ESF 12 will be activated upon notification of a potential or actual occurrence of a major disaster or emergency.
- ESF 12 will coordinate with ESF 15 Public Information to make public announcements and media releases, e.g. situation and status, power conservation measures, and other energy related issues.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergency conditions that could require the restoration of energy services including structure fires, floods, earthquakes, hazardous materials spills, and severe storms. The Reservation has a single loop power supply.

Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.
- Disasters that result in large number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure, will require State and Federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- While it is likely that outside assistance will be available in disaster situations, the Tribe 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

General:

ESF 12, along with the 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 North 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.

Organization:

- ESF 12 is led by the Benewah County Road and Bridge Department. Supporting agencies include the highway districts, municipal public works departments, and private suppliers of energy services, such as Avista Power and propane suppliers.
- Emergency Management will coordinate provisions of emergency power and all energy restoration, maintain a status map of energy outages, and brief the Chief Elected Official.
- 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.
- Commercial power suppliers such as Avista Power will be responsible for commercial power service restoration within their service areas.
- The propane gas suppliers 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.

Notification:

- The EOC and/or the Benewah County Central Dispatch Center will notify ESF 12.
- ESF 12 will notify support agencies.
- ESF 12 personnel will respond as directed and placed on standby as appropriate.

Response Actions:

Initial

- 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.

Continuous

- ESF 12 will:
 - ❑ Communicate with and monitor local and utility response actions.
 - ❑ Receive and assess requests for aid from local agencies, energy offices, energy suppliers, and distributors.
 - ❑ Request from State EOC, when appropriate, needed resources to repair damaged energy systems. Such resources could include transportation to speed system repair.
 - ❑ Work with the command group to establish priorities to repair damage to such systems.
 - ❑ Update ESF 15 Public Information with accurate assessments of energy supply, demand, and requirements to repair or restore energy systems.
 - ❑ Provide information to ESF 15 Public Information regarding the schedule for energy services restoration.
 - ❑ Keep accurate logs and other records of emergency responses.
 - ❑ Draft recommendations for after-action reports and other reports as appropriate.
 - ❑ Request assistance from ESF 3 Public Works and Engineering to remove debris blocking restoration access to power and gas lines.
- Energy Suppliers will coordinate service restoration with ESF 12.

Continuity of Government

- ESF 12 or a designated representative will relocate with the EOC staff to an alternate EOC if the situation so warrants.

- All essential records will be protected from destruction and loss.

Administration and Logistics

- Normal energy provision practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and supplies for Energy Restoration activities, during EOC operations, will be provided by the County Administrative Department.
- An Energy Restoration log will be maintained during EOC operations. Additionally, every effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified.
- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.
- The EOC will be established by the Emergency Management Director.

Maintenance

- ESF 12 Energy will be annually reviewed, updated, and modified as necessary by the Emergency Management Director in coordination with the Road and Bridge Foreman.
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps, and demographic information will be developed and maintained and appended to this Emergency Support Function by ESF 12. They will be annually reviewed and updated as necessary.

Agency Resources

See individual Agency Resource maintained by the individual agencies.

be reconstructed and claims properly verified.

- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.
- The EOC will be established by the Emergency Management Director.

Maintenance

- ESF 12 Energy will be annually reviewed, updated, and modified as necessary by the Emergency Management Director in coordination with the Benewah County Road and Bridge Supervisor.
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps, and demographic information will be developed and maintained and appended to this Emergency Support Function by ESF 12. They will be annually reviewed and updated as necessary.

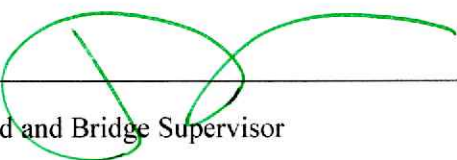
Resources: Coeur d' Alene Highway District
Kootenai Electric Cooperative
Propane Suppliers
Avista Power
Clearwater Power

Agency Resources

See individual Agency Resource maintained by the individual agencies.

ESF 12 Energy

Approved:



Road and Bridge Supervisor

1/30/24

Date



James Roletto
Emergency Management Director

1/30/24

Date

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ESF 13 Public Safety and Security

Primary Coordinating Agency: Benewah County Sheriff's Department

Support Agencies:

County Benewah County Central Dispatch
Benewah County Road and Bridge
Plummer – Worley Highway District
Fire Protection Districts
County Coroner
Office of Emergency Management

Municipalities Municipal Police Departments

Tribe CDA Tribal Police

Introduction

Purpose:

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

Scope:

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

The ESF 13 Public Safety and Security is under the operational control of the Board of County Commissioners during declared emergency operations and will exercise direction and control of the actions contained in this Emergency Support Function. ESF 13 will take action to supplement staff and other resources as required. There will be full coordination with the Commissioners, the Emergency Management Director, and other members of the EOC staff.

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

- The Benewah County Sheriff will be ESF 13 and will coordinate law enforcement activities from the Emergency Operations Center (EOC) during a national emergency or disaster. The Director of Search and Rescue, as ESF 9, will also operate from the EOC.
- 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.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require law enforcement support to include floods, earthquakes, pandemics, agroterrorism incidents, hazardous materials spills, and severe storms.

Planning Assumptions:

- The Benewah County Sheriff is the chief law enforcement officer in the County.
- The City of St. Maries provides law enforcement services to their jurisdiction.
- The City of Plummer provides law enforcement services to their jurisdiction.
- The State of Idaho Police Region 1 Headquarters is located in Coeur d'Alene Idaho.
- The Sheriff's Department has sufficient officers to provide law enforcement services to the unincorporated areas of the County.
- Law enforcement capability in Benewah County consists of the County Sheriff's Department, with a limited staff, and assistance (by request) from the St. Maries City Police, CDA Tribal Police, Idaho State Police, and State Fish and Game.
- Terrain causes radio communication limitation and timely response problems.
- Hazardous materials training and radiological monitoring, is available through other agencies.
- Recreational activities during the summer months create an additional law enforcement burden.

- A disaster could require law enforcement activities on a scale which would severely tax or exceed normal capability.
- Military support for law enforcement services may be available through the State in a State declared disaster, if requested.
- Additional law enforcement support may be drawn from the private sector i.e. other police departments, and the Idaho Fish and Game Department.
- A rapid appearance of news media representatives, sight-seers, and the general public can be expected at the disaster scene.
- 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

General:

The Benewah County Sheriff, an elected official, is the chief law enforcement officer in the County. The Sheriff's Department provides law enforcement in all unincorporated areas of the County and in incorporated areas as contracted. The Benewah County Sheriff is dispatched by the Benewah County Central Dispatch Center.

Organization:

- As ESF 13, the Benewah County Sheriff's Department 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 Chief of the St. Maries Police Department is responsible to cooperatively communicate, plan, and prepare with the Benewah County Sheriff's Department to ensure that the law enforcement requirements of the Benewah County Emergency Operations Plan and supporting ESF and Annexes can be implemented.
- Law enforcement activities at the disaster area will be directed by the senior County deputy present.
- Requests for information from the news media or the general public will be referred to the ESF 15 Public Information Officer (PIO).
- Law Enforcement personnel will coordinate with the Idaho State Police (ISP) District Office in Coeur d'Alene, and EOC staff for traffic control, providing public safety and security of property and conducting warning, communications, and evacuation operations.
- ESF 13 may draw upon additional support services from groups within the public and private sector with which the County has mutual aid agreements.
- Law Enforcement personnel may be augmented by auxiliaries to include search and rescue teams, and other locally recruited assistance. Auxiliary forces will be utilized before contacting mutual aid agencies.

- Municipal Law Enforcement Departments assist ESF 13 as described in the Benewah County Base Plan.

Notification:

- All Law Enforcement is notified and dispatched by the Benewah County Central Dispatch Center.
- ESF 13 will be activated upon activation of the County EOP, or as requested by the Chief Elected Official, or the Benewah County Emergency Management Director.

Response Actions:

- ESF 13 will fulfill all assigned functions in ESFs and Annexes as specified by:
 - ❑ Managing law enforcement resources, and directing traffic control and law enforcement operations, using jurisdiction standard operating procedures.
 - ❑ Assisting with warning the public as requested.
 - ❑ Directing evacuation as approved by Commissioners/Mayors.
 - ❑ 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.
 - ❑ Maintain a chronological log of activities.
 - ❑ Staff essential positions for 24-hour operation.
 - ❑ Estimate personnel and equipment requirements.
 - ❑ If necessary, request assistance from non-county agencies, i.e. Idaho State Police and State Fish and Game.
 - ❑ Coordinate State highway traffic through the Idaho State Police, and Idaho Department of Transportation, District 1 in Coeur d'Alene.
 - ❑ Coordinate airfield and airspace control (temporary flight restrictions) with local airport managers, U.S. Flight Service in Boise, ITD, and Bureau of Aeronautics in Boise, upon concurrence of the Commissioners. (See Attachment 1)
 - ❑ Determine if assistance is needed, and provide for special need groups:
 - Visually/hearing impaired and other handicapped.
 - Senior Citizen Centers.
 - ❑ Control access to insure security of the scene and evacuate isolated areas. Limit traffic to authorized vehicles and persons.
 - ❑ Direct evacuation efforts. (Annex B)
 - ❑ Brief the EOC staff on law enforcement status, limitations, and requirements for additional assistance.
 - ❑ Support ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Operations with traffic/ crowd control and security.
 - ❑ Provide special escort service for evacuation convoy or emergency response

vehicles.

- ❑ Maintain current status record of law enforcement resources.
- ❑ During the disaster, maintain financial receipts and other documentary items of Law Enforcement activities. (See Annex C Financial Management)
- ❑ Assist with the dissemination of warning (See ESF 2 Communications and Warning).
- ❑ Provide security for vital installations and resources.
- ❑ Establish and maintain communications links between County EOC, law enforcement mobile units, and other strategic points in support of law enforcement operations.
- ❑ Through the ESF 15 Public Information Officer (PIO), announce and publicize traffic control measures which will affect local residents.
- ❑ Assist with the distribution of radiological monitoring equipment to designated locations under the guidance of ESF 10 Oil and Hazardous Materials in case of radiological incident.
- ❑ Monitor traffic flow on evacuation routes. (Annex B)
- ❑ Provide and direct search and rescue operations. (See ESF 9 Search and Rescue)
- ❑ Coordinate with the ESF 15 Public Information PIO to announce traffic control measures which will affect local residents regarding emergency news releases with emphasis on encouraging evacuation and advising persons against entering evacuated areas.
- ❑ Coordinate with ISP District Office in Coeur d'Alene to verify proposed routing of traffic on State highways and establish control points.
- ❑ Handle inquiries and inform families on the status of individuals injured or missing due to a disaster. Coordinate names with the ESF 8 Public Health and Medical Services Mortuary Coordinator.
- ❑ Maintain the security of the EOC and admit only authorized personnel.
- ❑ Coordinate with the ESF 10 Oil and Hazardous Materials Incident Response Coordinator and provide law enforcement support as necessary.

Recovery Phase

- ESF 13 will:
 - ❑ Continue needed activities initiated under the Response Phase.
 - ❑ Provide damage estimate information to the Damage Assessment Coordinator. (Annex A)
 - ❑ Brief EOC staff on status of law enforcement activities.
 - ❑ Provide financial receipts to Administrative Services. (See Annex C Financial Management)
 - ❑ Reduce staffing and shifts as required (priority to mutual aid/outside assistance).

- ❑ Arrange for the return of prisoners.
- ❑ Plan for the resumption of normal activities.
- ❑ Prepare a closing report, including a chronological log, and comments and recommendations for future operations to be given to the Emergency Management Director.
- ❑ Participate in a critique of disaster operations.

Continuity of Government

- ❑ The line of succession of ESF 13 Public Safety and Security is to the Chief Deputy.
- ❑ All essential records will be protected from destruction and loss.

Administration and Logistics

- ❑ Normal practices and procedures will be continued under emergency conditions, if possible.
- ❑ Administrative support and supplies will be provided by Benewah Clerk's Office while the EOC is in operation.
- ❑ Every effort will be made to document each transaction sufficiently so that complete records can be constructed and claims properly verified after the emergency period has passed.
- ❑ No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.
- ❑ The EOC will be activated by the Emergency Management Director.

Maintenance

- ❑ ESF 13, the Benewah County Sheriff, will annually review this Emergency Support Function and Attachments and update and modify, if necessary, in coordination with the Emergency Management Director.
- ❑ Supporting documents, such as SOP's, notification and resource lists, maps, and demographic information, will be developed, maintained, and appended to this Emergency Support Function by the Benewah County Sheriff. They will be reviewed annually and updated as necessary.

Resources: Coeur d' Alene Tribal Police

Attachments

Attachment 1 - Temporary Flight Restrictions

- The EOC will be activated by the Emergency Management Director.

Maintenance

- ESF 13, the Benewah County Sheriff, will annually review this Emergency Support Function and Attachments and update and modify, if necessary, in coordination with the Emergency Management Director.
- Supporting documents, such as SOP's, notification and resource lists, maps, and demographic information, will be developed, maintained, and appended to this Emergency Support Function by the Benewah County Sheriff. They will be reviewed annually and updated as necessary.

Resources: Coeur d' Alene Tribal Police

Attachment

Attachment 1 - Temporary Flight Restrictions

ESF 13 Law Enforcement

Approved


Benewah County Sheriff

2-21-2024
Date


James Roletto
Emergency Management Director

1/30/24
Date

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Attachment 1: Temporary Flight Restrictions

The following information is required by the Idaho Department of Transportation, Bureau of Aeronautics, Boise, Idaho, to secure a Temporary Flight Restriction.

1. Name and organization of person, recommending or requesting temporary flight restrictions.
2. Brief description of the situation.
3. Estimated duration of restrictions.
4. Name of agency responsible for on-scene emergency activities and telephone or other communications contact.
5. A description of the affected area by reference to prominent geographical features depicted on aeronautical charts, if possible, otherwise, by geographical coordinates.
6. Description of material or activity posing a hazard to persons and property in the air.
7. Description of hazards that would be magnified, spread, or compounded by low flying aircraft or rotor wash.
8. Nature of airborne relief, proposed aircraft operations, and location of relief aircraft base (include closed airfields).
9. Contact point or radio frequency for handling news media requests to operate at altitudes used by relief aircraft.

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ESF 14 Long Term Community Recovery

Primary Coordinating Agency: Benewah County Emergency Management Director

Support Agencies:

County Benewah County Board of Commissioners
Panhandle Health District

Volunteer American Red Cross of Greater Idaho
Salvation Army
Inland North West Charter

State of Idaho Bureau of Homeland Security North Idaho Area Officer

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

- Recovery from isolated events is usually within the capability of Benewah County and municipal governments.
- Any required out of County assistance is requested from the next higher level of government after the local jurisdiction has fully committed its own resources to the recovery process. The situation changes when a major disaster causes widespread destruction.
- The Benewah County Commissioners are responsible for all community recovery policy decisions in the County, outside incorporated cities. Mayors are responsible for recovery policy and decisions within their cities. The County Disaster Recovery organization will support cities within the County during recovery situations if requested by mayor(s).
- 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. Benewah 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

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require emergency planning and preparedness to include floods, earthquakes, hazardous materials spills, pandemics, agroterrorism incidents, and severe storms.

Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.
- Disasters which result in large number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure will require State and Federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- A major disaster could quickly overload the one hospital in the County. Additionally, a shortage of medical supplies may occur in the event of a major disaster.
- Communications systems, particularly telephones that survive the initial disaster, may be overloaded.
- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- While it is likely that outside assistance will be available in disaster situations, Benewah County must plan for, and be prepared to save lives and protect property through independent disaster response and recovery operations.

- A large-scale disaster can overwhelm any municipality, County, or State requiring Federal disaster assistance to individuals and governments.
- Benewah County developed an All-Hazards Mitigation Plan in 2010 to promote mitigation and ensure mitigation projects and activities are pre-identified prior to a disaster.
- 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; for example, hospitals, public safety radio centers, fire stations, and so forth. The Benewah County Emergency Management Director will identify affected/degraded facilities and assess the community impact.
- Communication between emergency agencies is vital during and after a disaster. The minimum level of communications during a disaster is the ability to communicate, by any means, with the surrounding counties and the State EOC.
- 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

General:

- The concept for Benewah County recovery operations is based upon a coordinated effort of Municipal, County, Tribal, 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 Benewah County should disaster strike. Refer to those plans for an explanation of post disaster response and recovery efforts.
- The Benewah County Disaster Recovery Organization consists of the County Commissioners, Mayors, the County Emergency Management staff, and members of County and City departments, as well as local agencies, public and private. The Benewah County Emergency Management Director 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 grants 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 American Red Cross and/or the Salvation Army will provide mass care activities that include sheltering, feeding, and emergency first aid to all disaster victims as part of a broad disaster relief program. (see ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services)
- The Situation Report will be used as a means of advising the Governor of the extent of damages within Benewah 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 Disaster Field Office may be established within four days of a Presidential Disaster Declaration. It will be established by FEMA and FEMA employees. A DFO will be established as close to the affected area as possible. The DFO could be located in Benewah 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:

- As ESF 14, the Benewah County Emergency Management Director is responsible for coordinating County Recovery and Mitigation Plans, Procedures, and Directives.
- The Benewah County Emergency Management Director is the official Point of Contact for Bureau of Homeland Security.

- The EOC is the focal point for policy and decision making and execution of emergency plans and policy decisions.
- ESF 15 Public Information will provide public information related to the Disaster Recovery Program to citizens and visitors to Benewah County.
- 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 Emergency Management Director 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 Emergency Management Director 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.

Notification:

- ESF 14 will be notified by the EOC and Activated as needed to support community recovery.

Response Actions:Post-Disaster Priorities (0-12 hours)

- ESF 3 Public Works and Engineering and the Damage Assessment Coordinator 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/Tribal Officials will receive and review damage assessment reports to determine the magnitude of the event. The Damage Assessment Coordinator (Annex A Damage Assessment) 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 Benewah County Emergency Management Director 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 the Emergency Management Director. Determining the extent and level of damage is important in supporting a disaster declaration. Using the criteria for (minor, major, catastrophic) disaster, the Emergency Management Director 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 the EOC and State officials.
 - ❑ 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.
 - ❑ ESF 8 Public Health and Medical Services and ESF 9 Search and Rescue are responsible for assessing the need of:

- Supporting mass casualty activities.
 - Immediate health issues.
 - Search and rescue activities in an urban environment.
- ESF 2 Communications and Warning will determine communications status.
 - ❑ Benewah County RACES operators will be used to provide emergency communications if the County suffers a communication failure. A variety of communication means is available. HF, UHF, VHF and other radio links. Telecommunications rely on landline, and cellular tower systems are susceptible to failure.
- Situation Reports and other information are shared with State and Federal officials as needed. The Benewah County Emergency Management Director 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)

- If Benewah County is unable or cannot open a sufficient number of emergency shelters to house and accommodate persons forced from their homes, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will coordinate with the Emergency Management Director the provision of additional emergency shelter for disaster victims. The creation of temporary facilities outside the disaster area(s) may be necessary.
- Mass feeding and distribution sites will be located based on the PDA, demographics, and greatest need. This activity will be coordinated with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services including:
 - ❑ Feeding disaster victims and emergency workers.
 - ❑ Establishment of fixed and mobile feeding kitchens and bulk food distribution sites.
 - ❑ Coordinating requests for food, water, and ice.
 - ❑ Coordinating with State counterparts to locate and secure prepackaged food and adequate supplies of water.
 - ❑ Coordinating with ESF 7 Resource Support to locate and secure other needed resources, i.e. refrigerated trucks.
 - ❑ Coordinating with ESF 8 Public Health and Medical Services to ensure that emergency first aid services are available to disaster victims and emergency workers.
 - ❑ 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.

Note: *Special Human Needs Concerns - Special Populations*

Children, elderly, and economically disadvantaged social groups will be impacted greater than the general population. These groups may be unable or unwilling to seek disaster aid. Relief agencies must reach out and seek to assist these groups in greater proportion than the general population.

- ESF 3 Public Works and Engineering will determine road and bridge status, including debris and the impact on ingress of relief teams.
- ESF 12 Energy will assess water supply, electric power, and telephone status.
- The Damage Assessment Coordinator will continue to assess 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. Benewah County supports the DRC by providing staff from:
 - ❑ Public Health District.
 - ❑ Community Services Department
 - ❑ Public Works Departments
 - ❑ American Red Cross.
 - ❑ 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.

Continuity of Government

- ESF 14 or a designated representative will relocate with the EOC staff to an alternate EOC if the situation so warrants.
- All essential records will be protected from destruction and loss.

Administration and Logistics

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

- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life and significant property damage.
- The EOC will be established by the Emergency Management Director.

Maintenance

- ESF 14 Long Term Community Recovery will be annually reviewed, updated, and modified as necessary by the Emergency Management Director in coordination with the Idaho Bureau of Homeland North Idaho Area Field Officer.
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps, and demographic information will be developed and maintained and appended to this Emergency Support Function by ESF 14. They will be annually reviewed and updated as necessary.

Resources: American Red Cross
Salvation Army

Agency Resources

See individual Agency Resource maintained by the individual agencies.

effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified.

- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life and significant property damage.
- The EOC will be established by the Emergency Management Director.

Maintenance

- ESF 14 Community Recovery and Mitigation will be annually reviewed, updated, and modified as necessary by the Emergency Management Director in coordination with the Idaho Bureau of Homeland North Idaho Area Field Officer.
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps, and demographic information will be developed and maintained and appended to this Emergency Support Function by ESF 14. They will be annually reviewed and updated as necessary.

Resources: American Red Cross
Salvation Army

Agency Resources

See individual Agency Resource maintained by the individual agencies.

ESF 14 Community Recovery and Mitigation

Approved:

James Roletto
Emergency Management Director

11/30/24
Date

ESF 15 Public Information

Primary Coordinating Agency: Benewah County Emergency Management Department

Support Agencies:

County Benewah County Board of Commissioners
Benewah County Sheriff's Department
Benewah County Fire Protection District
Panhandle Health District Public Information Officer
School District Spokespersons

Municipalities Municipalities Designated Spokesperson

CDA Tribe Tribal Spokespersons
Tribal Council

Business 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:

The Benewah County ESF 15 Public Information will receive direction from the Board of County Commissioners and will exercise direction and control over the actions contained in this Support Function. ESF 15 will appoint support staff to include an assistant. During a disaster, information relative to media releases will be cleared by the Public Information Officer (PIO) through the Chairman of the commissioners and coordinated with the Emergency Management Director. There will be full coordination with all other Emergency Support Functions.

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 Chief Elected Official(s) will serve as primary spokesman to the media, or delegate that function to the PIO.
- The Chief Elected Official will authorize all information released prior to the release.

- The role of Public Information Officer will be appointed by the Emergency Management director with the concurrence of the County board of Commissioners. The PIO will designate staff to assist in that effort.
- ESF 15 Public Information will disseminate 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 IOEM Public Information Officer information regarding the Declaration of a Countywide Disaster and resources being supplied by the State of Idaho and Federal Agencies.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require emergency public information support to include floods, earthquakes, pandemics, agroterrorism incidents, hazardous materials spills, and severe storms.

Planning Assumptions:

- Severe winter storms, earthquakes, or floods could prevent dissemination of printed information to some remote areas of the County.
- The media will immediately pursue information regarding the emergency.
- Local media will cooperate in an emergency situation.
- A Benewah County Joint Information Center or System will be activated.
- Telephone and/or power service may be interrupted, requiring alternate methods of communications, such as communications provided by the Benewah County RACES organization.
- An aggressive program combining both emergency information and educational material could significantly reduce loss of life and property damage.
- There is a need for a single source of reliable information during an emergency for both the public and the media.
- The County is serviced by cable television, radio (KOFE 1240 AM), and internet service.
- Radio reception is good throughout the County and should be dependable in most emergency situations.
- Benewah County has one weekly newspaper, the Saint Maries Gazette Record. There are two online news services Benewah News and Benewah County News.

The Reservation newspaper is the Council Fires. The Couer d'Alene Press is a regional publication, and the Spokesman/Review is circulated out of Spokane

- Certain special populations (non-English speaking, hearing/vision impaired, elderly, or ill) will require extraordinary measures for alert/notification.
- There is not a Spanish speaking radio station with coverage in Benewah County.
- It would be difficult to quickly distribute printed information because of the size and the geographic layout of the County.
- The Emergency Alert System is active and covers the County. For activation see ESF 2 Communications and Warning Attachment 1 EAS Activation Procedures.
- Local and neighboring media should cooperate in an emergency situation.
- Telephone and/or power service may be interrupted, requiring alternate methods of communications such as amateur and CB radio operators.
- An aggressive program combining both emergency information and educational material could significantly reduce damage to life or property.
- The media will actively seek correct information regarding the emergency dissemination to the public.
- External media may be less cooperative and more demanding. They will be interested less in details than in spectacle and "human interest" stories of universal appeal and quick impact.
- A limited number of phones will be available for media use.
- Rumors will circulate.
- In case of a disaster that generates extensive media interest, we will request the Bureau of Homeland Security (BHS) to activate a Public Information Emergency Response Team to support the County effort.

Concept of Operations/Responsibilities

General:

- The ESF 15 Public Information Officer (PIO) is appointed by the Emergency Management Director with the concurrence of the County Board of Commissioners.
- The PIO will be located in the Emergency Operations Center (EOC) or in a location with access to the responsible elected officials, current emergency information and the media.
- The PIO will serve as official spokesman and the media's single point of contact for the county and will coordinate all public information releases with the County Commissioners, and assume responsibility for the organization and operation of the public information system.
- A continuing flow of emergency information and instructions will be provided to the public and the media.
- A rumor control service will be provided by assuring that accurate information is disseminated immediately and regularly.

- The PIO will coordinate with all other annex coordinators, liaison agencies, other local PIO's and PIO's from the State, and Federal government as necessary.
- Ongoing public education programs will be provided to increase the awareness of those hazards that Benewah County is particularly vulnerable to, and the mitigation, preparedness, response, and recovery activities associated with those hazards.
- ESF 15 Public Information will activate the Benewah County Joint Information Center or System. The Center will be a specific location where all media related activities will be managed. If the physical Center is not activated 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 ESF 15 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 Center 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 Center/System.
- A rumor control function will operate in the Joint Information Center to ensure that accurate information is disseminated immediately and regularly.
- The ESF 15 will coordinate with the EOC staff, liaison agencies, local PIOs, and PIOs from the State and Federal government, as necessary.
- Ongoing public education programs will be provided by ESF 5 Emergency Management, to increase the awareness of those hazards that Benewah County is particularly vulnerable to, and the mitigation, preparedness, response, and recovery activities associated with those hazards.

Organization:

- The Chief Elected Official(s) will serve as primary spokesman to the media, or delegate that function to the PIO.
- The Benewah County Sheriff or designee will fulfill the role of ESF 15 and assume public information functions delegated by the Chief Elected Official.
- The Benewah County Emergency Management Director will coordinate with BHS if a Public Information Emergency Response Team is needed.
- All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Road and Bridge Department, Highway Districts, School Districts, and corporate public information officers that are directly involved in emergency operations, will support the Joint Information Center/System by providing staff to support emergency information activities, as requested by the PIO.

Notification:

- The EOC and/or County Dispatch will notify ESF 15.
- ESF 15 will notify support agencies.

- ESF 15 personnel will respond as directed and placed on standby as appropriate.

Response Actions:Initial

- The Chief Elected Official(s) will:
 - ❑ Serve as primary spokesman to the media, or delegate that function to the ESF 15 PIO.
 - ❑ Give final approval for release of emergency instructions and information or delegate that function to the PIO.
 - ❑ Designate the Joint Information Center or alternate locations for media briefings.
- The Benewah County Emergency Management Director will:
 - ❑ Advise the Chief Elected Official on when to disseminate emergency information and/or instructions to the public.
 - ❑ Appoint an ESF 15 Public Information Officer as requested by the Chief Elected Official.
 - ❑ Assist the ESF 15 PIO with news releases and rumor control.
 - ❑ Coordinate with BHS if a Public Information Emergency Response Team is needed.
- ESF 15 Public Information will:
 - ❑ Report to the EOC and manage all aspects of Public Information on behalf of the County.
 - ❑ Assume public information functions delegated by the Chief Elected Official.
 - ❑ 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 and notify the public of appropriate telephone numbers of the rumor control line.
 - ❑ Verify field reports.
 - ❑ Coordinate with media representatives to avoid interference with emergency operations.
 - ❑ Coordinate with Federal, State, or volunteer organization's PIOs as required.
 - ❑ Disseminate information and emergency public information material to the visually impaired and other special need groups as necessary.
 - ❑ 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.

Continuous

- All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Road and Bridge Department, Highway Districts, and School Districts that are directly involved in emergency operations, will:
 - ❑ Provide information as requested by the ESF 15 PIO.
 - ❑ Clear all emergency-related news requests with the ESF 15 PIO through the Joint Information Center/System.
 - ❑ Provide staff to support emergency information activities as requested by the ESF 15 PIO.
 - ❑ Refer media inquiries to the ESF 15 PIO through the Joint Information Center/System.

Continuity of Government

- Normal practices and procedures will be continued under emergency conditions to the extent possible. However, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life and/ or significant property damage.
- The EOC will be established and communication support will be provided by the Emergency Management Director.

Administration and Logistics

- Normal public information practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and supplies for public information activities during EOC operations will be provided by the Benewah County Clerk's Office.
- A Public Information log will be maintained during EOC operations. Additionally, every effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified.
- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.
- The EOC will be established by the Emergency Management Director.

Maintenance

- The PIO will annually review ESF 15 Public Information and update or modify as necessary, in conjunction with the Emergency Management Director.
- Supporting documents such as notification and media lists, maps and demographic information will be maintained and appended to this ESF by the PIO. They will be annually reviewed and updated as necessary.

Resources: Tribal Spokespersons
Tribal Council
Corporate Spokespersons

extent possible. However, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life and/ or significant property damage.

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Administration and Logistics

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- Supporting documents such as notification and media lists, maps and demographic information will be maintained and appended to this ESF by the PIO. They will be annually reviewed and updated as necessary.

Resources: Tribal Spokespersons
Tribal Council
Corporate Spokespersons

ESF 15 Public Information

Approved:


James Roletto
Emergency Management Director

11/30/24
Date

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ESF 16 Military Support

Primary Coordinating Agency: Benewah County Board of Commissioners

Support Agencies: 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 Benewah 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 Benewah County in support of disaster relief. Benewah 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 North Idaho Area Field Officer and, if he is not available, directly through the Idaho Bureau of Homeland Security Emergency Operations Center.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergency conditions that could require support from the State of Idaho Military Division including floods, earthquakes, pandemics, agroterrorism incidents, hazardous materials spills, and severe storms.

Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.

- Disasters that result in large number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure will require State and Federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- While it is likely that outside assistance will be available in disaster situations, Benewah 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 County Commissioners, through the EOC, 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 North Idaho Area Field Officer.
- Requests for military support by emergency support functions at the County level will be coordinated with the County Commissioners at the EOC. Requests for service 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 Benewah County Board of County Commissioners, or members of the EOC staff under their direction, will interface directly with the Idaho Bureau of Homeland Security North Area Field Officer to request support from the State of Idaho Military Division.
- The County will provide radio and pager communication. Should local communications be inoperable, alternate means will be made available.
- Benewah County Emergency Management 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.

Notification:

- ESF 16 will be notified upon request of the Benewah County Board of County Commissioners through the Benewah County EOC.

Response Actions:

Benewah County defers to the Idaho State Emergency Operations Plan for issues of military support.

Continuity of Government

- ESF 16 or a designated representatives will relocate with the EOC staff to an alternate EOC if the situation so warrants.
- All essential records will be protected from destruction and loss.

Administration and Logistics

- Normal practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and supplies for military support activities, during EOC operations will be provided by the Benewah County Clerk's Office.
- A military support log will be maintained during EOC operations. Additionally, every effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified.
- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.
- The EOC will be established by the Emergency Management Director.

Maintenance

- ESF 16 Military Support will be annually reviewed, updated, and modified as necessary by the Emergency Management Director in coordination with the Idaho Bureau of Homeland Field Officer.
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps, and demographic information will be developed and maintained and appended to this Emergency Support Function by the Benewah County Emergency Management Director. They will be annually reviewed and updated as necessary.

Agency Resources

See individual Agency Resource maintained by the individual agencies.

ESF 16 Military Support

Approved:


James Roletto
Emergency Management Director

11/30/24
Date

Annexes

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Annex A: Damage Assessment

I. 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.

II. Situation and Assumptions

A. Situations

1. Many events, natural or man-made, have the potential to cause major damage within the County. A planned damage assessment program will facilitate an efficient and effective response and recovery effort.
2. The initial damage assessment will document the severity and magnitude of the disaster for the following purposes:
 - a. To identify the type, extent, and location of damages.
 - b. To establish priorities for recovery operations.
 - c. To determine resource and personnel requirements.
 - d. To determine eligibility and need for State and /or Federal assistance.
3. Immediately following a major disaster, several organizations, i.e. American Red Cross, insurance companies, and public utilities will conduct damage assessments. Information from these organizations will be helpful in determining the full extent of damage and formulating response and recovery plans.

B. Assumptions

1. An initial damage assessment will be conducted by local personnel.
2. Local damage assessment teams will be composed of personnel from Planning and Zoning, City Building Inspectors, and engineers.
3. In the event of a major disaster, trained State and Federal personnel will be available to assist in detailed damage assessments.
4. Accurate and timely damage assessment will expedite disaster assistance.

III. Concept of Operations

- A. Damage assessment operations will be coordinated from the EOC.
- B. 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).

- C. Although initial assessment of damages immediately following a disaster rest with Benewah 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 Disaster Services Agency (FEMA) dispatch Federal representatives to assist the County in assessing damages to public and private properties.
- D. 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.
- E. Damaged structures within the incorporated areas of Benewah County will be posted in accordance the International Building Code 2003-Section 115 under the title "Unsafe Structures and Equipment", showing condition of the structure and its suitability for continued occupation.

IV. Organization and Responsibilities

- A. The Incident Commander(s) will:
 - 1. Authorize activation of the damage assessment function.
 - 2. Authorize a request for State and/or Federal assistance in conducting damage assessment if appropriate.
 - 3. Authorize posting of damaged structures within the incorporated areas of the County will be done in accordance with the International Building Code 2003-Section 115 under the title "Unsafe Structures and Equipment."
 - 4. Designate location of disaster debris disposal site.
- B. The Damage Assessment Coordinator (the County Assessor) will:
 - 1. Report to the EOC when requested.
 - 2. Form damage assessment teams and brief them on the following:
 - a. Current disaster status.
 - b. Damage assessment procedures, checklists, forms, etc. (Attachment 2)
 - c. Assign area of assessment responsibility with priority given to key facilities and infrastructure.
 - 3. Compile, analyze, and track the data received from damage assessment teams.
 - 4. 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.

5. Provide a detailed account of damage sustained throughout the County by contacting all municipalities, irrigation districts, and appropriate County departments.
 6. Coordinate with the American Red Cross for results of their assessment efforts.
 7. Collect damage information, from all sources, on the following:
 - a. Public roads and bridges.
 - b. Dams.
 - c. Public buildings and equipment.
 - d. Hospitals.
 - e. Schools.
 - f. Jails and confinement facilities.
 - g. Transportation facilities and equipment.
 - h. Communication facilities and equipment
 - i. Water and sewage treatment plants.
 - j. Irrigation canals and facilities.
 - k. Private residences.
 - l. Private businesses.
 - m. Farms and ranches
 - n. Agriculture.
 - o. Churches.
 8. Maintain a situation map.
- C. The Benewah County Emergency Management will:
1. Review, with the Damage Assessment Coordinator, appropriate local officials and EOC staff, damage assessment reports to determine if outside assistance is necessary.
 2. If assistance is required, coordinate damage assessment reports and needs with Bureau of Homeland Security (BHS) Field Officer.
 3. Prepare damage assessment reports and plot damaged areas on maps.
 4. Coordinate with the ESF 15 to develop and release damage assessment and if appropriate claims information to the public.
 5. Coordinate with ESF 3 Public Works and Engineering, highway district representatives to establish priorities for emergency repair to roads, bridges, buildings, and debris removal.
 6. 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)

7. Coordinate procedures controlling entry into damaged buildings with the Damage Assessment Coordinator and elected officials.
 8. Implement a system to handle requests for inspection of damaged facilities. (Attachment 2)
 9. Create a database that will manage records of damaged buildings and provide timely reports of buildings' status as repairs are made.
 10. Coordinate with adjacent counties to determine how damage in these areas may impact the County.
 11. Coordinate with and assist State and/or Federal agencies in conducting Preliminary Damage Assessments.
 12. Provide initial and follow-up situation and damage reports to BHS (Attachment 1).
- D. Law Enforcement (Sheriff's Department and City Police), if available, assist with the initial damage assessment effort.
- E. Fire Services, if available, assist with the initial damage assessment effort.
- F. Benewah County Road and Bridge as ESF 3 will report damage to roads, bridges, and public facilities to the EOC and assist with initial damage assessment effort.

V. Direction and Control:

The Benewah County Damage Assessment Coordinator is under the directional control of the Board of County Commissioners during emergency operations and will exercise control of the actions required by this annex. The Damage Assessment Coordinator will take action to supplement the emergency operations staff and other resources as required. (Appendix 1) There will be full coordination with the Emergency Management Director and all members of the Emergency Management Organization.

VI. Continuity of Government:

- A. The Emergency Management Director will direct emergency damage assessment operations in the event of the absence of the Damage Assessment Coordinator.
- B. The Damage Assessment Coordinator will relocate with the EOC staff to an alternate EOC if the situation so warrants.
- C. All essential records will be protected from destruction and loss.

VII. Administration and Logistics

- A. Administrative support and supplies within the EOC will be provided by.
- B. Administrative Services.
- C. Every effort will be made to document each transaction sufficiently so that

complete records can be constructed and claims properly verified after the emergency period has passed.

- D. EOC facility and communication support will be provided by the Emergency Management Director.
- E. Operations essential to preventing injury, loss of life, or significant property damage will have precedence over normal administrative procedures.
- F. Normal practices and procedures will be continued under emergency conditions, if possible

VIII. Annex Maintenance:

- A. The Damage Assessment Coordinator, in coordination with the Emergency Management Director, will annually review this annex and update and modify, as necessary.
- B. Supporting documents to this annex such as SOPs, checklists, and notification and resource lists will be maintained and appended to this annex by the Damage Assessment Coordinator. They will be annually reviewed and updated as necessary.

Attachments

- Attachment 1 BHS Damage Assessment Report Forms
- Attachment 2 Conducting Building Safety Assessments
- Attachment 3 Inspections Requests

Annex A Damage Assessment

Approved:

Date

Damage Assessment Coordinator

Date

James Roletto
Emergency Management Director

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Attachment 1: BHS Damage Assessment Report Forms

This Attachment contains Bureau of Homeland Security Damage Assessment Report Forms.

Idaho Damage Assessment: Public Damage Jurisdiction Totals

Jurisdiction:

Date:

Debris Loss Totals

Protective Measures

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		\$			\$
					\$
					\$
					\$

Property / Facility Loss Totals

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 / residents affected	# of Businesses Affected	Repair \$	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		
Sheet Total	Amount			Cost in \$			

Summary – Local Resources Committed, Local Capability, Assistance Needed?

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. Cubic Yds.	\$	Qty. Cubic Yds.	\$	Qty. Cubic Yds	\$	Qty. Cubic Yds	\$	Qty. Cubic Yds	\$		
Sheet Total	Amount of Debris in Cubic Yards						Cost in \$						
Summary – Local Resources Committed, Local Capability, Assistance Needed?													

Idaho Damage Assessment: Protective Measures

Page # ____ / ____

Agency:			Inspector / Team Leader:		Jurisdiction:		Date:
Location (Milepost, Address, GPS Coordinates)	Sandbagging/ Expedient Flood Works		Barricades		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 Jurisdiction Totals

Jurisdiction:**Date:**

Residential Loss Totals

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		\$

Business Loss Totals

People Affected	Number	Business	Number	Loss Value
Unemployed		Business Destroyed		\$
Reduced Hours		Business Severely Damaged		\$
		Business Moderately Damaged		\$
		Business Affected		\$

Agriculture Loss Totals

Loss Type	Number	Loss Value
Farm Buildings		
Farm Machinery / Equipment (pieces)		
Livestock (head)		
Crop Land (acres)		

Idaho Damage Assessment: Individual Damage

Page # ____ / ____

Agency:			Inspector / Team Leader:		Jurisdiction:		Date:
Location (Milepost, Address, GPS Coordinates)	Damage Category 1-10	Insured Y/N	Dead/Injured/ Missing # Circle One		People Evacuated/ Displaced #	Loss Est.\$ Nearest 1K	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			
Sheet Total	Amount				Cost in \$		

Summary – Local Resources Committed, Local Capability, Assistance Needed?

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Attachment 2: Conduction Building Safety Assessments

This Attachment contains Forms to conduct building safety assessments.

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date and time: _____ ☐ AM ☐ PM
 Affiliation: _____ Areas inspected: ☐ Exterior only ☐ Exterior and interior

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.

Estimated Building Damage (excluding contents)

Observed Conditions:	Minor/None	Moderate	Severe	Estimated Building Damage (excluding contents)
Collapse, partial collapse, or building off foundation	☐	☐	☐	☐ None
Building or story leaning	☐	☐	☐	☐ 0 – 1%
Racking damage to walls, other structural damage	☐	☐	☐	☐ 1 – 10%
Chimney, parapet, or other falling hazard	☐	☐	☐	☐ 10 – 30%
Ground slope movement or cracking	☐	☐	☐	☐ 30 – 60%
Other (specify) _____	☐	☐	☐	☐ 60 – 100%
				☐ 100%

Comments: _____

Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

☐ 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: _____

☐ Detailed Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____

☐ 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
☐ Steel frame
☐ Tilt-up concrete
☐ Concrete frame
☐ Concrete shear wall
☐ Unreinforced masonry
☐ Reinforced masonry
☐ Other: _____

Primary Occupancy

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

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
Overall hazards:				
Collapse or partial collapse	☐	☐	☐	_____
Building or story leaning	☐	☐	☐	_____
Other: _____	☐	☐	☐	_____
Structural hazards:				
Foundations	☐	☐	☐	_____
Roofs, floors (vertical loads)	☐	☐	☐	_____
Columns, pilasters, corbels	☐	☐	☐	_____
Diaphragms, horizontal bracing	☐	☐	☐	_____
Walls, vertical bracing	☐	☐	☐	_____
Precast connections	☐	☐	☐	_____
Other: _____	☐	☐	☐	_____
Nonstructural hazards:				
Parapets, ornamentation	☐	☐	☐	_____
Cladding, glazing	☐	☐	☐	_____
Ceilings, light fixtures	☐	☐	☐	_____
Interior walls, partitions	☐	☐	☐	_____
Elevators	☐	☐	☐	_____
Stairs, exits	☐	☐	☐	_____
Electric, gas	☐	☐	☐	_____
Other: _____	☐	☐	☐	_____
Geotechnical hazards:				
Slope failure, debris	☐	☐	☐	_____
Ground movement, fissures	☐	☐	☐	_____
Other: _____	☐	☐	☐	_____

General Comments: _____

Continue on page 2

Page 2

Sketch (optional)

Estimated Building Damage

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

A full-page sheet of white graph paper with a light gray grid. The grid consists of small squares, approximately 10 units wide by 10 units high. There are no margins or additional markings on the page.

INSPECTED

LAWFUL OCCUPANCY PERMITTED

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

Date _____

Time _____

☐ Inspected Exterior Only

☐ Inspected Exterior and Interior

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

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

This facility was inspected under emergency conditions for:

Inspector Comments:

(Jurisdiction)

Inspector ID / Agency

Facility Name and Address:

**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:

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**

Attachment 3: 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?
(If yes, someone to let the inspector in)
- (Y) (N)
- 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?
(If yes, insure caller has reported damage to the appropriate utility)
- (Y) (N)
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 question please contact the Department of Planning and Zoning.

List any pertinent information the field inspector may need:

Taken by: _____ Date: _____ Time _____ [] a.m. [] p.m.

Annex B: Evacuation and Sheltering

I. 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.

II. Situation and Assumptions

A. Situations

1. This annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the County.
2. Evacuating hazardous areas is the most effective action for protecting people in many disasters or disaster threatening situations.
3. The public is more willing to evacuate if their source of information is from an official source rather than only the media.
4. Snowstorms, mud and rockslides have in the past blocked major traffic routes.
5. Riverine Flooding occurs along all tributaries to the Coeur d'Alene, the St. Joe and St. Maries Rivers.
6. The mountainous terrain of the County creates a flood-prone environment.
7. Rain-on-snow events can and do occur at almost all elevations across the County. These events often contain enough moisture to cause flooding on the most of the major rivers in the County.

B. Assumptions

1. Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being told to do so.
2. Some people will refuse to evacuate no matter what the threat. Evacuation will be primarily in family groups using private vehicles.
3. Public transportation will also be required.
4. Roughly 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government mass care facilities.
5. 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. Evacuation instructions will be based on known or assumed health risks associated with the hazard.

6. Earthquakes, floods, urban and wildfires, and hazardous materials accidents could necessitate evacuating all or part of Benewah County.
7. In a natural disaster the residents of Benewah County could be evacuated to another county.
8. After a major disaster, many evacuation routes could be closed because of damage to pavement and bridges.
9. Evacuation may be primarily in family groups using private vehicles.
10. Public transportation could also be used for evacuation.
12. An evacuation could be enhanced if some means were available through which families could communicate if separated.
13. In an increased readiness posture or some other disaster spontaneous evacuees may be expected from outside the county.

III. Concept of Operations

Four types of evacuations could be used in Benewah County depending on the type, size and scope of the disaster. “Preventive Evacuation” refers to short-term, evacuation designed to minimize losses of life and property by clearing an area before disaster strikes. “Protective Evacuation” is also a process that occurs prior to impact but is distinguished in that evacuees must remain clear of the area for longer periods of time. “Rescue Evacuation” involves recovery operations concentrated on short-term removal of victims after the impact of the disaster. “Reconstructive Evacuation” involves post-impact removal of victims for a long period of time to permit rehabilitation and reconstruction of an area that has become largely uninhabitable.

- A. 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 2-5)
- B. Orders to evacuate unincorporated areas of the County will be made by the County Commissioners. Mayors will issue evacuation orders for their respective cities.
- C. The decision to order a large-scale evacuation must be made by the County Commissioners after a disaster declaration has been made. The decision to allow the relocated population to return to their homes is also made by the Commissioners.
- D. People who may refuse to follow evacuation instructions of public officials will be left alone until all who are willing to leave have been provided for. Then, time permitting; further efforts will be made to persuade the non-evacuees to leave.

- E. The nature of the threat, the possibility of escalation, the need for expert consultation, and the number of people initially affected must be considered when deciding if evacuation procedures should be activated.
- F. 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.
- G. 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.
- H. Schools, nursing homes, hospitals, jails, and other institutions are responsible for evacuation of their populations.
- I. Persons residing within the affected area will be directed to evacuate via designated highways. County roads will be used as alternate relocation routes as necessary.
- J. School District and private bus company buses will be used to evacuate individuals who require transportation, from designated pick up points.
- K. Emergency highway regulations will be put into affect 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.
- L. 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.
- M. The decision to allow the evacuated population to return will be made by the Chief Elected Official(s).
- N. The Benewah County Sheriff will work with all county agencies on movement planning, transportation resources and staging areas.
- O. Persons residing within the affected area will be directed to relocate to host areas via designated highways. County roads will be used as alternate relocation routes as necessary.
- P. Evacuation transportation will be provided from designated pick-up points.
- Q. In the event of complete road closure, a limited evacuation will be conducted by air.

IV. Organization and Responsibilities

- A. The Chief Elected Official(s) will:
 - 1. Issue evacuation orders when appropriate.
 - 2. Determine the County's policy for dealing with people that do not comply with evacuation instructions.

3. Authorize return to evacuated areas when appropriate.
- B. The Sheriff's Department/ Police Department member(s) who will coordinate the evacuation(s) will:
 1. When notified, report to the EOC.
 2. Review current information about the emergency situation and make recommendations on the appropriate evacuation options to implement.
 3. Determine if the incident commander has already evacuated any area; if so, identify perimeters and verify extent of evacuation and need for security.
 4. In support of evacuation.
 - a. Estimate traffic capacity of each designated evacuation route.
 - b. Select evacuation routes from risk area to designated mass care facilities.
 - c. Examine access to evacuation routes from each part of the risk area.
 - d. Prepare the evacuation movement control plan.
 - e. Coordinate with law enforcement officials in the field.
 5. Identify assembly areas for pick up of people that require transportation.
 6. Coordinate with ESF 11 for animal care and control officers to evacuate animals at risk during catastrophic emergency situations.
- C. The Benewah County Emergency Management will:
 1. Coordinate with the Sheriff's Department/Police Department Evacuation Coordinator before making evacuation recommendations to the Chief Elected Official.
 2. Ensure that ESF 6 Mass Care is aware of the location of mass care facilities that will be used to house evacuees.
 3. Coordinate with and assist ESF 11 Agriculture and Natural Resources staff to identify facilities that may be used to house evacuated animals.
 4. Coordinate the County's assistance requirements with the Bureau of Homeland Security (BHS).
 5. Develop and maintain a County situation map showing evacuation routes.
 6. Develop and maintain a County situation map showing damaged or destroyed highways and highway facilities, routes used, and their designation (Class A, etc.) and the hazards present.
- D. ESF 13 Law Enforcement will:
 1. Provide traffic control during evacuation operations. Operational considerations include:

- a. Route assignment and departure scheduling.
 - b. Road capacity expansion.
 - c. Entry control for outbound routes.
 - d. Perimeter control for inbound routes.
 - e. Traffic flow, including dealing with breakdowns.
 2. Assist in the evacuation of the risk area, as necessary.
 3. Protect property in the evacuated area.
 4. Limit access to the evacuated area.
 5. Inform the EOC of progress or problems relative to the evacuation.
 6. As appropriate, plan and arrange for the return of the evacuated to their homes.
 7. Coordinate additional assistance requirements with Idaho Bureau of Homeland Securities.
 8. Prepare a final report including the Evacuation Coordinator's EOC log. Include comments and recommendations for future operations. Give the final report to the Emergency Management Director.
 9. Participate in a critique of emergency operations.
- E. ESF 3 Public Works and Engineering will:
1. Verify the structural safety of routes (roads, bridges, etc.) that will be used to evacuate people.
 2. During State or National emergencies, coordinate County and State highway use with Idaho Transportation Department District #1.
 3. Issue road use permits for the use of highway space on regulated routes.
- F. ESF 15 Public Information will:
1. Disseminate information to the public to include.
 - a. Identification of areas to be evacuated.
 - b. Evacuation routes.
 - c. Departure times.
 - d. Pick-up points for people requiring transportation assistance.
 - e. Location of mass care facilities outside of the evacuation area.
 2. Keep evacuees and the general public informed on evacuation activities and any actions they should take.
 3. Disseminate information on appropriate actions to protect and care for pets and farm animals that are to be evacuated or left behind.
- G. ESF 6 Mass Care will:

1. Activate staff and open mass care facilities outside the evacuation area, when directed to do so by appropriate authority.
 2. Keep the EOC informed of conditions at mass care facilities.
- H. ESF 8 Health and Medical Services will coordinate with hospitals, nursing homes, and other health care facilities that are to be evacuated.
- I. School Superintendents will:
1. Evacuate students from school buildings when necessary.
 2. Close school facilities and release students from school when directed by appropriate authority.
 3. Coordinate, when needed, the use of school buses and drivers to support the overall evacuation effort.
- J. All Tasked Organizations, this includes Fire Department, Law Enforcement, Road and Bridge, Public Works, Highway Districts, and School Districts that are involved in emergency operations will:
1. Protect and secure facilities and equipment left in the area to be evacuated.
 2. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.

V. Continuity of Government

- A. Government and emergency operations will be maintained by relocating, as necessary, to an alternate EOC.
- B. All essential records will be protected from destruction and loss.

VI. Administration and Logistics

- A. Normal procedures will be continued during emergency conditions to the maximum extent possible.
- B. Administrative support and supplies for operation within the EOC will be provided by Administrative Services.
- C. Every effort will be made to document each transaction sufficiently to provide an accurate history of the event and to facilitate the handling of claims after the emergency has passed.
- D. The EOC will be established and communication support within the EOC will be provided by the Emergency Management Director.
- E. No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life and significant property damage.

VII. Annex Maintenance

- A. The Benewah County Sheriff will annually review the Evacuation Annex and update and modify, as necessary, in coordination with the Emergency Management Director.
- B. Supporting documents to this EOP, such as SOPs, checklists, notification rosters, resource lists and maps will be developed and maintained by the Emergency Management Director. They will be annually reviewed and updated as necessary.

VIII. Attachments

- Attachment 1: Emergency Highway Traffic Regulation Signs
- Attachment 2: Evacuation Pro and Con
- Attachment 3: Evacuation Checklist
- Attachment 4: Shelter in Place Pro and Con
- Attachment 5: Shelter in Place Procedures and Checklists

Attachment 6: Refusal to Comply with Evacuation Directions

Annex B Evacuation

Approved:

Benewah County Sheriff	Date
------------------------	------

James Roletto	Date
Emergency Management Director	

Attachment 1

Emergency Highway Traffic Regulation Signs

1. **Evacuation Route (CD-1, 18" diameter)**

This sign is to be used in advance of, and at any turn in an approved evacuation route, and elsewhere for straight-ahead confirmation where needed.

2. **Area Closed (CD-2, 30" X 24")**

This sign shall be used to close a roadway entering an area from which all traffic is excluded because of a disaster.

3. **Traffic Regulation Post (CD-3, 30" X 24")**

This sign shall be used (with the 30" X 30" R1-1 Stop Sign) to designate a point where an official post has been set up.

4. **Maintain Top Safe Speed (CD-4, 24" X 30")**

This sign may be used on highways to limit the permissible exposure time for occupants of vehicles passing through a disaster area.

5. **Road Use Permit Required For Thru Traffic (CD-5, 24" X 30")**

This sign is to be used at any intersection, at the entrance to a route on which a traffic regulation post is located.

Note: *EHTR signs will be available at Idaho Transportation Department Division of Highways Sign Shops within 24 hours of request.*

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Attachment 2

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 relative’s 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 as long as 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.

Attachment 3

Evacuation Checklist

AGENCY	ACTION	STATUS		
_____	Determine area that must be evacuated.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Secure authority to evacuate.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Determine policy for those refusing to evacuate.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Choose evacuation routes.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Identify traffic control procedures.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Identify and open reception centers.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Identify and open shelters.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Identify access control procedures.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Write warning message(s).	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Activate alert warning devices.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Issue special instructions to population	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>

Attachment 4

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. 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.

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. Transients. Those in parks, marinas, campgrounds, and outdoor sporting events may not have suitable shelter available and would have to travel to such.

Attachment 5

Shelter in Place Procedures and Checklist

1. Stay inside house or building.
2. Close windows and doors. Turn off air conditioners and heating system blowers.
3. Gather radio, flashlight, food, water, medicine, duct tape.
4. Go to an inside area of building and seal cracks and openings to provide extra protection especially if staying longer than two hours.
5. Do not shelter in basement as some toxic gases are heavier than air.
6. Provide protective breathing if necessary (wet towel will work).

AGENCY	ACTION	STATUS		
_____	Determine area to be sheltered in place. Ensure consideration of jails, hospitals, senior centers and handicapped.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Write warning messages(s).	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Activate alert warning devices	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Issue special instruction to population. (i.e., EAS, door to door, vehicle PA, media)	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Implement in-place sheltering.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Provide special shelter for transient populations (campgrounds, parks, etc.)	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Monitor and inspect areas for safe exit.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Issue all clear.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____	Go outside, air out house or building.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>

Attachment 6

Refusal to Comply With Directive to Evacuate

DIRECTIVE:

Your life is in immediate danger. The Benewah County Sheriff's Office is directing you to evacuate the area immediately. If you fail to comply with this order you must understand that no further contact or rescue is being planned for you. Emergency personnel must consider the threat to ALL CITIZENS as well as their own safety.

I acknowledge that I have been lawfully advised by the Benewah County Sheriff's Office to evacuate the area.

I fully understand that if I fail to comply with the directive immediately that no further emergency resources will be committed on my behalf. I assume the responsibility for the protection of myself, family members and property. No further contact or rescue effort is being planned to protect me.

I further understand that serious bodily injury or death may result from my non-compliance with this evacuation order.

Officer	Date/Time	Next of Kin (Outside Effected Area)
---------	-----------	-------------------------------------

Phone Number _____

Names of Occupant _____

Address of Occupant _____

Phone Number _____

Occupant Signatures _____

*******ALERT*******

POSSIBLE EVACUATION DUE TO EMERGENCY FIRE CONDITIONS

PREPARE NOW FOR POSSIBLE EVACUATION OF YOUR AREA!

**IMPORTANT INFORMATION IN CASE OF ACTIVATION OF
EVACUATION PLAN:**

WHAT SHOULD YOU DO FOR YOU FAMILY?

- Pack important identification papers and cards.
- Pack important insurance and business papers.
- Pack special family heirlooms.
- Pack personal effects and clothing for each family member to last several days.
- Pack entertainment items for young children
- Don't forget arrangements for pets
- Keep vehicles full of gasoline.
- Listen to the radio and watch the news.
- If you or a member of your family is handicapped, please advise us at (208) 414-2121.

WHAT SHOULD YOU DO FOR YOU HOME?

- Mow grass, clear all dry debris, branches, etc., near and on top of the house.
- Water area surrounding the house.
- Lay garden hoses and sprinklers strategically to water lawn and roof quickly.
- Be prepared to close all windows and remove curtains.
- Relocate livestock.

WHAT SHOULD YOU DO IF ACTUAL EVACUATION OCCURS?

- Listen to the radio and watch the news.
- Gather your family, pets, IMPORTANT documents/personal belongings, etc., into vehicle IF TIME PERMITS.
- Close house windows and remove curtains/drapes. Turn lights on. Leave doors unlocked.
- Turn on water sprinklers.
- Evacuate: check-in at the closest "check station" or call the Sheriff's Office after our departure to inform them of your relocation status so we can track the safety of all the residents!

Attachment 7

Fire Evacuation Guidelines

Description of the affected is as follows:

Should an evacuation of the area become necessary as determined by the Sheriff, the following guidelines and procedures will be used to help ensure a safe, orderly, and effective evacuation process.

RECOMMENDATIONS

1. If you have transportation problems, special needs or require assistance please notify the Benewah County Sheriff's Office at 208-245-2555.
2. Have a full tank of gas in your vehicle at all times.
3. Have personal items for a stay of several days ready to go.
4. Residents should prioritize their belongings in comparison to their ability to move out quickly. Obviously, everything you want cannot be taken to safety. You should think about this, and perhaps even list the things that are most important to you in the order of priority, and how much can be hauled in the family vehicle. You should also consider special medications you or your family might need. Take your pets now... **YOU WILL NOT BE ALLOWED TO RETURN ONCE EVACUATED!**
5. Fill out the form below with your name, address, phone number, the location and where you are staying. Leave this message with the officers manning check stations. Should you leave without passing through a check station, call or contact the Benewah County Sheriff's Office at 208-245-2555, regardless of whether you need shelter or not in the event on an evacuation. This will aid us in keeping track of evacuees should we need to contact them about any problems in protecting their property. You will be advised of the direction of evacuation at the time it is issued.

.....

Name of all Evacuees: _____

Address Evacuated Phone # _____

Relocation Address Phone #_____

Date & Time of Initial Contact_____

Advised Evacuation Time_____

Officer_____

Attachment 8

Flood Evacuation Plan

I. Purpose

To identify Benewah County and the City of St. Maries and the City of Plummer's responsibilities and procedures in responding to a flood threat as a result of a major natural flood and/ or dam failure.

II. Situations and Assumptions

A. Situations

1. The flood prone areas in Benewah County have a 1 in 100 chance on the average of being inundated during any year (100- year flood). These areas have been classified as Zone A which designates a "Special Flood Hazard Zone".
2. During severe winters, ice jams in the St. Maries' River, St. Joe's River, and the Coeur d'Alene River have historically caused flooding to occur in the flood prone areas.
3. Major features could sustain substantial property damage including transportation systems, industrial, urban, and suburban developments, and utility services.

B. Assumptions

1. Most of the flood prone areas along the St. Joe's, St. Maries', and Couer d'Alene Rivers lie outside the City of St. Maries and City of Plummer's City limits.
2. There will be sufficient time available to notify residents of an impending or actual dam failure.

III. Concept of Operations

- A. Upon receipt of an alert or warning of a natural flood situation, the County Sheriff will activate the warning notifications. The Whistle on the Potlatch Mill will be sounded and messages will be run on the reader boards on the highways.
- B. The Benewah County Emergency Management staff shall report to Emergency Operations Center (EOC) or alternate EOC in the event of flooding.
- E. Operations will be coordinated with Highway District #1, Benewah County, Kootenai County, Spokane County (Washington), Washington State Police, and other State agencies as set forth in the Idaho Emergency Plan. The Emergency Broadcast System (EBS) will be utilized to alert the public of the impending

flood disaster.

- F. The Regional Office of the Bureau of Reclamation will telephone the Oregon and Idaho National Weather Service Offices to issue flood warnings over the National Alert Warning System and NOAA Weather Network.

IV. Responsibilities

The Benewah County Emergency Management Director has the overall responsibility to manage the evacuation and response that is necessary to protect life and property. The Executive Group will be supported by the Operations and Support Group.

V. Procedures (By Function)

- A. ESF 2 (Communications) and Warning.
 - 1. A warning of immediate disaster will emanate from the County Sheriff's Department dispatcher.
 - 2. Upon notification from the County Sheriff, the dispatcher shall notify the City of St. Maries and the City of Plummer and initiate the warning according to the plan.
 - 3. The dispatcher on duty shall notify the Spokane County (Spokane, Washington) Sheriff to alert Washington residents of the impending flood situation.
 - 4. Dispatch will ensure that Clear Water Power Company, AVISTA, Plummer Power Company, and power plant operators have been alerted of the flooding.
 - 5. Every method available to alert the public will be utilized.
- B. ESF 2 Communications and (Warning)

All communications systems in Benewah County will be utilized to disseminate the warning, evacuations, and other emergency information as necessary to effect the orderly evacuation of the flood prone areas.
- C. ESF 13 Law Enforcement
 - 1. Upon proper notification, the dispatcher shall notify the City of St. Maries and the City of Plummer Police Departments and initiate the warning fan-out in accordance with existing plan, SOP's, and call lists.
 - 2. Upon completion of the notifications, call all off-duty personnel and reserves. Advise them to report to the EOC.
 - 3. Assign off-duty and reserve personnel as they arrive at the EOC.
 - 4. Move all extra vehicles and boats to the EOC.
- D. Evacuation

1. Identify evacuation resources in coordination with the ESF 3 Public Works and Engineering and ESF 7 Resource Support Coordinators.
 2. Confirm that planned evacuation routes are cleared with the St. Maries and Plummer Police Departments, Benewah County Sheriff's Office, and the Idaho State Police.
 3. Citizens will be evacuated to the nearest safe city location.
 4. Evacuation routes will be according to the preplanned procedures.
 5. The Union Pacific Railroad will remove tank cars and box cars with hazardous materials to Coeur d'Alene if time permits.
 6. Coordinate with the Department of Agriculture and ESF 11 Agriculture and Natural Resources on the disposition of livestock within the flood prone area.
- E. ESF 4 Firefighting Services
1. Fire department personnel will activate sirens and public address systems on vehicles to warn the public and assist Law Enforcement in traffic control.
 2. Fire equipment will be dispatched as needed or placed in an alert mode for assignment.
 3. All EMT's will maintain radio contact with dispatch.
- F. ESF 3 Public Works and Engineering
1. Maintain the integrity of the City of St. Maries and the City of Plummer's water and water treatment facilities.
 2. Erect signs and barricades to guide citizens to the evacuation routes.
 3. Assign heavy equipment and operators as needed.
- G. ESF 6 Mass Care
1. Establish a Reception and Care Center in Coeur d'Alene, Idaho to direct people to lodging and feeding facilities.
 2. Ensure at the time of registration, a locator file is prepared for the evacuees.
 3. Coordinate with the American Red Cross and Salvation Army to activate their lodging and reception centers.
- H. ESF 15 Public Information Services
1. Activate the Emergency Broadcasting System.
 2. Notify all media available to transmit information and direction to the public.
 1. Identify the projected disaster area and inform citizens to evacuate the area.
- I. ESF 7 Resource Support
1. Set-up operations in the EOC and attempt to maintain contact with the resource providers.

2. Coordinate the delivery of resources to the response units and reception and care facilities.
 3. Arrange for buses from ESF 1 Transportation and school officials if needed.
 4. Insure needed manpower, equipment, facilities, and supplies are provided.
- J. Administration
1. The County Treasurer and City Clerk will provide administrative services to support the operation.
 2. The preservation of records and documents will be maintained by each agency for reimbursement in the event a State and/or Federal disaster emergency is declared.

VI. Recovery Operations

- A. All functional areas will support the return of evacuees to their homes or to temporary lodging where continued assistance will be required.
- B. Fiscal procedures required for support of emergency services operations will be established at the level of accountability as determined by the Board of County Commissioners and the City Mayors.
- C. Additional assistance requirements will be determined and coordinated with the Bureau of Homeland Security.

VII. Direction and Control

- A. The Executive Group of Benewah County Emergency Management will maintain direction and control of the total operation.
- B. This plan is effective upon receipt. The plan will be activated as required by .the Executive Group.

Annex C: Financial Management

I. Purpose

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

II. Situation and Assumptions

A. Situations

In responding to a major disaster, expenses will be incurred that are outside of existing budget appropriations. Expenses will include additional manpower for response, consumable supplies, and in some instances, capital outlays. Expenses for short and long term recovery need to be tracked appropriately so that homeowners, business, and vendors can be reimbursed as provided by law.

B. Assumptions

1. Shortages in vital resources may occur quickly during major disasters.
2. Response agencies will sustain themselves during the first 96 hours of an emergency.
3. Households and businesses affected by the emergency will sustain themselves during the first 96 hours of an emergency.
4. Support will be available from State and Federal agencies within 96 hours.
5. Expenses incurred by a protracted event will exceed existing budget appropriations and agreements.
6. Recovery expenses fall outside of the normal budget processes of the Cities and the County.

III. Concept of Operations

- A. The Incident Commander(s) will authorize activation of the financial management function.
- B. 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.
- C. Emergency service agencies will track their individual expenses and provide reports as outlined in the Annex to the Financial Management Coordinator.

- D. The Financial Manager (County Clerk), in consultation with the Incident Commander(s) and the EOC staff, will set specific expense reporting guidelines.
- E. Disaster victims will be responsible to work with individual insurance companies and, as necessary, file claims with the Disaster Recovery Center.
- F. Expenses, even when eligible for reimbursement, should be the responsibility of the requesting agency.
- G. Detailed lists of what is needed will be passed on to the Idaho Bureau of Homeland Security if needs exceed County's resources.
- H. ESF 7 Resource Support will implement procedures to determine needs, set priorities, obtain and distribute goods and services, and coordinate financial accountability with the Financial Manager. Depending upon the nature of the disaster, this could be a simple one person undertaking, or a complex multi-person operation.

IV. Organization and Responsibilities

- A. The Incident Commander will authorize activation of the financial management function.
- B. The Financial Management Coordinator (County Clerk) will:
 - 1. Report to, and operate out of, the EOC during emergencies.
 - 2. Coordinate with Benewah County Emergency Management Director and the EOC staff to determine financial needs and the priority of those needs.
 - 3. Track financial expenditures and recommend action to the Incident Commander(s) and EOC staff.
 - 4. 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.
 - 5. Oversee the financial aspects of meeting resource requests, including record keeping and budgeting for procurement and transportation.
 - 6. Coordinate with the Benewah County Emergency Management Director when outside State and/or Federal assistance is required.
- C. The Benewah County Emergency Management Director will:
 - 1. Assist the Financial Manager as needed during response operations.
 - 2. After coordination with the Financial Manager and the Incident Commander(s), request assistance from the Idaho Bureau of

Homeland Security when County resources are, or will soon be exhausted.

D. The Legal Advisor will:

1. When requested, report to the EOC.
2. Advise the Financial Manager on contracts and questions of administrative law.
3. Advise the Incident Commander(s) on legal requirements of financial management, to include acquisition, economic stabilization, and rationing of essential resources in the County.

V. Attachments

Attachment 1 Forms for Disaster Record Keeping

Annex C Financial Management

Approved:

Benewah County Clerk

Date

James Roletto
Emergency Management Director

Date

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Attachment 1: Forms and Procedures for Record Keeping During Disasters

I. Purpose

It is virtually impossible to accurately and properly complete the necessary record keeping after disaster emergency work has been done and a period of time has elapsed. Therefore, the importance of record keeping cannot be overemphasized. Local governments must know what records to keep, how to keep them, and the wherewithal to start keeping these records immediately when employees respond to the threat of, or recovery from, a disaster emergency.

If the situation results in a presidentially declared disaster, proper documentation will be needed to justify reimbursement of local expenditures. Without documentation, local governments stand to lose considerable sums of money.

Documentation procedures are found on the following pages.

II. Documentation and Requirements

When response/recovery works begins it is essential to establish a separate folder for each work site. Basically, there are two ways to complete work at job sites: One is by using outside contractors, and the other is by using County/City personnel, equipment, and supplies (Force Account).

No matter how the work is accomplished, it must be accounted for on the following FEMA forms if Federal reimbursement will be claimed:

Force Account Labor Summary Record, Materials Summary Record, Rented Equipment Summary Record, Contract Work Summary Record, Force Account Equipment Summary Record. Copies of these forms are included in this appendix, pages 3-4 through 3-8.

- A. Force Account Labor Summary Record, FEMA Form 90-123 (see page number 3-4)

A force account is work done by public entities' own equipment and labor forces, consisting of its regular and temporary employees.

Permanent work crews should log their time and activities by site. This should be done for all personnel, equipment, and materials used.

1. As a minimum, the payroll must show the pay period, name, job, classification, number of hours worked each day, total hours worked for pay period, rate of pay (regular and overtime), total earnings, and paycheck number (warrant). Records also must indicate which job site the employee was working on each day. If the employee works on more than one job site in a day, the Force Account Labor Record for each job site should record those hours.
2. It is important to know what each permanent, temporary, and part-time employee does on each emergency or disaster-related job and

for how long. This information may be turned in daily by each employee or by the foreman. Any type of daily work report form may be used if it shows the date, hours worked, job classification, and job site worked on. If an employee works on two or more job sites in a single day, he or she should turn in a separate work report for each.

3. Transcribe the information from the daily reports to the master payroll system. Then file the daily report in the proper job folder. All applicable payroll forms should be brought up to date at least once each week.

B. Materials Summary Record, FEMA Form 90-124 (See page 3-5)

1. Materials and supplies used on each job site must be fully documented whether they are purchased or in stock. Specifically, the documentation must show unit price (which may be averaged from stock cards), total price, quantity, description, date purchased, date used, job site used on, and check number or evidence of cash payment.
2. Vendor invoices from materials that are being used, or that will be used on job sites, should be kept in a file separate from job folders. This will allow you to easily find information about the materials used. If the invoice for materials used has not yet arrived, confirm necessary information with the vendor, and write up a city or county claim voucher for the vendor invoice file. Local government may use daily written (form) reports or daily oral reports from supervisors to record expenditures of materials.

C. Rented Equipment Summary Record, FEMA Form 90-125 and Force Account Equipment Summary Record FEMA Form 90-127 (see page numbers 3-6 and 3-8)

1. Both applicant-owned and rented equipment must be fully documented for each job site it is used on. Specifically, the documentation must show the type and description, date used, hours used each day, total hours used, rate per hour (equipment only), total cost for each, and total cost for all equipment used.
2. If the equipment is rented, the date, amounts paid, and check number or evidence of cash payment also must be shown. The rental agreement must specifically state who must pay for all repairs. A copy of this agreement must be kept in the job site file.
3. Rates used on applicant-owned equipment must be no more than those approved on the current federal schedule of applicant-owned equipment rates. A copy of these rates may be obtained through the Idaho Bureau of Homeland Security. (Note: Rates do not include operator time. Operator time should be indicated on Force Account Payroll Record.)

4. Local governments must use the Equipment Record Form to document the above information for equipment used on each job site. An Equipment Record Form should be placed in each job folder immediately upon starting work. Record daily the use of any equipment on this form. A vendor invoice form also must be established for vendor invoices and rental agreements for any rental equipment used. Local governments may use daily written (form) reports or daily oral reports from supervisors to record equipment usage.
- D. Contract Work Summary Record, FEMA Form 90-126 (See page Number 3-7)

If the work is completed on a lump sum contract, an invoice and copy of the contract is needed. If a cost-type contract is used, the contractor must furnish, in addition to an invoice and copy of the contract, a detailed breakdown of all costs, including equipment used, dates used, location of work, hourly rates, and hours used. The requirement to furnish a detailed breakdown should be included in the contract. For either type contract, local government must show on each invoice the date and amount paid and check or warrant number or evidence of cash payment. Evidence of the contract advertisement, bidders, and selection of the low-bid contractor should be retained. Cost-plus contracts are not reimbursable.

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD										Page	of	
1. APPLICANT		2. PA ID		3. PW #		4. DISASTER NUMBER						
5. LOCATION/SITE		6. CATEGORY				7. PERIOD COVERING						
8. DESCRIPTION OF WORK PERFORMED												
TYPE OF EQUIPMENT		OPERATOR'S NAME		DATES AND HOURS USED EACH DAY						COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER			DATE						TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
				HOURS							\$	\$
				HOURS							\$	\$
				HOURS							\$	\$
				HOURS							\$	\$
				HOURS							\$	\$
				HOURS							\$	\$
				HOURS							\$	\$
				HOURS							\$	\$
				HOURS							\$	\$
				HOURS							\$	\$
				HOURS							\$	\$
GRAND TOTALS												\$
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED		TITLE				DATE						

FEMA Form 90-127, NOV 98

FEDERAL EMERGENCY MANAGEMENT AGENCY MATERIALS SUMMARY RECORD										Page	of
1. APPLICANT		2. PAID		3. PW #		4. DISASTER NUMBER					
5. LOCATION/SITE		6. CATEGORY		7. PERIOD COVERING				to			
8. DESCRIPTION OF WORK PERFORMED											
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)				
			\$	\$			INVOICE	STOCK	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
			\$	\$			☐	☐	☐	☐	
GRAND TOTAL				\$							
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.											
CERTIFIED		TITLE				DATE					

FEDERAL EMERGENCY MANAGEMENT AGENCY RENTED EQUIPMENT SUMMARY RECORD									
1. APPLICANT		2. PA ID		3. PW #		Page of		4. DISASTER NUMBER	
5. LOCATION/SITE		6. CATEGORY		7. PERIOD COVERING to					
8. DESCRIPTION OF WORK PERFORMED									
TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.	
		W/OPR	W/OUT OPR						
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				\$			\$		
				GRAND TOTAL					
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.									
CERTIFIED						TITLE		DATE	

FEDERAL EMERGENCY MANAGEMENT AGENCY CONTRACT WORK SUMMARY RECORD				Page of
1. APPLICANT	2. PAID	3. PW#	4. DISASTER NUMBER	
5. LOCATION/SITE	6. CATEGORY		7. PERIOD COVERING to	
8. DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS—SCOPE
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
to			\$	
GRAND TOTAL			\$	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED		TITLE		DATE

FEMA Form 90-126, NOV 98

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD										Page of
1. APPLICANT		2. PA ID		3. PW#			4. DISASTER NUMBER			
5. LOCATION/SITE				6. CATEGORY			7. PERIOD COVERING to			
8. DESCRIPTION OF WORK PERFORMED										

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS			
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE							TOTAL HOURS	EQUIPMENT RATE	TOTAL COST	
			HOURS								\$	\$	
			HOURS								\$	\$	
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			HOURS								\$	\$	
			GRAND TOTALS										\$

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.	
CERTIFIED	TITLE
DATE	

FEMA Form 90-127, NOV 98

Annex D: Human Services

I. Purpose

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 Human Services Coordinator.

II. Situation and Assumptions

A. Situations

1. Church and volunteer organizations, i.e. American Red Cross and the Salvation Army have emergency welfare capabilities.
2. Voluntary disaster assistance organizations will not be available to provide emergency human services on a national basis in a war-caused disaster.
3. Mental health and crisis counseling are locally available through the Idaho Health and Welfare Field Office in Couer d' Alene.

B. Assumptions

1. Idaho Health and Welfare may be able to provide crisis counseling if a request is made by the County Commissioners to the Governor.
2. Mental health problems may be caused or aggravated by a major disaster or its aftermath.
3. In a Presidential declaration of disaster or emergency, the Federal Emergency Management Agency (FEMA) may provide crisis counseling assistance if it is so requested and upon the Governor's assessment.
4. Local volunteer disaster assistance organizations may function during a war-caused disaster.
5. 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.
6. People who would not normally need assistance may require some form of assistance under emergency conditions.

III. Concept of Operations

- A. Human Services will be provided for, as needed, by the County.
- B. 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.
- C. Additional assistance may be requested from the State, if required.
- D. 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.

- E. In the event of a nuclear attack that would require shelter, or a peacetime disaster that would require lodging for the population, Annex F, Shelter, Reception and Care will be activated.

IV. Organizations and Responsibilities

- A. Human Services consists of:
 - 1. Human Services Coordinator: The Human Services Coordinator in Benewah County is appointed by the Emergency Management Director upon the approval of the Commissioners. 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.
 - 2. Assistant Human Services Coordinator: The Assistant is appointed by the Human Services Coordinator and assists with the administration of human services. The Assistant will assume full responsibility during the Coordinator's absence.
- B. Tasks in Support of Human Services include:
 - 1. Response Phase
 - a. Report to and operate from the EOC upon its activation.
 - b. Contact and coordinate with participating Federal, State, and volunteer support groups.
 - c. Assess the emotional needs for crisis counseling and for temporary housing, food, and clothing requirements and arrange for these as necessary.
 - d. Release public information about available services through the ESF 15 Public Information Officer (PIO).
 - e. Implement record keeping system and maintain a log of activities.
 - f. Coordinate mobile feeding, if necessary with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
 - g. Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, if it is determined that mass care is needed.
 - h. Open Disaster Application Centers, as necessary. (See ESF 14 Long Term Community Recovery)
 - i. Brief EOC staff on Human Services' status.
 - j. Provide needed assistance to the handicapped and senior citizens.
 - k. Provide human services assistance to the population housed in shelter and lodging facilities.
 - l. Apprise the Commissioners if State Health and Welfare assistance is

needed.

- m. Apprise the Commissioners of the following information if it is decided that a request for a Presidential Declaration of Emergency/Disaster is to be made:

- (1) The geographic areas for which crisis counseling will be needed.
- (2) 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.)
- (3) An estimate of the length of time services will be required.

- n. Coordinate with FEMA on individual assistance programs in the case of a Federal declaration of disaster.

2. Recovery Phase

- a. Continue needed activities that were initiated under the Response Phase.
- b. Maintain liaison with State, Federal, and volunteer agencies.
- c. Assist in reuniting families.
- d. Provide damage estimation information, as available, to the Damage Assessment Coordinator (Annex A)
- e. Coordinate the establishment of a post-emergency disaster services center, if required.
- f. Prepare a closing report which would include the log and comments and recommendations for future operations to be given to the Emergency Management Director.
- g. Participate in a critique of disaster operations.

V. Direction and Control

The Benewah County Human services Coordinator is under the operational control of the Board of County Commissioners during emergency operations and will exercise direction and control of the actions contained in this Annex. The Human Services Coordinator will take action to supplement staff and other resources as required. There will be full coordination with the Emergency Management Director.

VI. Continuity of Government

- A. The Assistant Human Services Coordinator will assume the duties of the Coordinator in his absence.
- B. The Human Services Coordinator will relocate to the alternate EOC if the designated site is not usable.
- C. Efforts will be made to safeguard all records

VII. Administration and Logistics

- A. Normal County practices and procedures will be continued under emergency conditions to the extent possible.
- B. Administrative support and supplies will be provided by County Clerk's Office while the EOC is in operation.
- C. The EOC will be established and communication support within the EOC will be provided by the Emergency Management Director.
- D. 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.
- E. No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

VIII. Annex Maintenance

- A. The Human Services Coordinator will annually review the annex and update and modify, if necessary, in coordination with the Emergency Management Director.
- B. Supporting documents, such as SOPs, notification and resource lists and check lists will be maintained and appended to this annex by the Human Services Coordinator. They will be annually reviewed and updated as necessary.

Attachments

Attachment 1 Red Cross Assistance

Annex D Human Resources

Approved

	Date
Human Services Coordinator	

James Roletto	Date
Emergency Management Director	

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Attachment 1: Red Cross Assistance

I. General Emergency Aid

- A. The Red Cross is concerned with only those problems created or aggravated by the disaster.
- B. Aid to disaster victims is not dependent upon a Presidential or other Federal disaster declaration, but is provided regardless of the size of a catastrophe or disaster incident.
- C. The primary efforts of the Red Cross are directed toward helping the family to bridge the gap between what it is able to accomplish for itself and what it actually needs to resume its normal family life in the home and community.
- D. A Red Cross gift is given to the victims; it is not a loan.
- E. The Red Cross will also provide:
 - 1. Assistance in the coordination of voluntary agencies' relief efforts.
 - 2. Welfare inquiry and information services.
 - 3. Referral services to government disaster programs.
 - 4. Casework services to provide additional recovery assistance to families where government programs and other resources are not adequate to meet disaster-caused needs.
 - 5. Fixed or mobile feeding stations.
 - 6. Mass shelter.
 - 7. Transportation and temporary storage of household goods.

II. Individual Assistance to Families

- A. Food
 - 1. Emergency Assistance
 - a. Without Food Stamps
 - (1) Initial order of food for 1 week (Mass Verification).
 - (2) Second order for 1 week if family has no access to source of income due to the disaster.
 - b. With Food Stamps: If total loss of food, food stamp supplement.
 - 2. Additional Assistance
 - a. Family is without their normal source of livelihood.
 - b. Family has been unable to replace income through other resources.
- B. Clothing

1. Emergency Assistance

- a. Two sets of clothing for mild or summer weather. If during winter months, appropriate amount will be established for outer garments.
- b. Additional allowance for laundry and dry cleaning if there is salvageable clothing.

2. Additional Assistance

Basic clothing, as part of a total plan or to supplement an emergency issue when the family lacks the required cash or credit resources to replace clothing, will be provided.

- C. Transportation

1. Emergency Assistance

A two week allowance will be issued for each member of the family needing to get to work, or to nearby shopping centers.

2. Additional Assistance

Repair or replacement of an automobile, if it is essential for family income, or because its lack would create undue hardship, will be provided.

- D. Personal and Home Care Items

1. Emergency Assistance

Comfort kits, first aid supplies, household accessories, and cleaning supplies.

2. Additional Assistance

Household accessories, as necessary, will be provided.

- E. Housing

1. Emergency Assistance

- a. The ARC will attempt to provide temporary housing for up to 30 days. They may also pay security and utility deposits, if necessary.
- b. Minor home repairs up to \$750 for owner occupied dwelling will be allowed.

2. Additional Assistance

- a. When Federal assistance is not available or adequate, major repair or rebuilding may be done in relation to family's investment or equity.
- b. Purchase of property.

- F. Furniture

1. Emergency Assistance

- a. When furniture can be used immediately, emergency furniture may be bought.

- b. Repair to major appliances per estimate.
 - c. Repair or replacement of major appliances.
 - 2. Additional Assistance
 - a. Additional items of furniture.
- G. Medical and Nursing
 - 1. Emergency Assistance
 - a. First aid supplies.
 - b. Replacement of eyeglasses.
 - c. Prescription drugs.
 - d. Refer to the Red Cross nurse other immediate needs such as disaster related injury or illness, burial costs, blood or blood products, dentures, prosthesis (artificial limbs).
 - 2. Additional Assistance

Additional needs such as disaster related injury or illness, burial costs, blood or blood products, dentures, prosthesis (artificial limbs).
- H. Personal Occupational Equipment
 - 1. Emergency Assistance

Personal occupational supplies and equipment that will enable a wage earner to resume his job, i.e. tools, special uniforms, boots, hard hats, etc.
 - 2. Additional Assistance
 - a. Personal occupational supplies and equipment.
 - b. Tools, equipment, and supplies necessary to an artisan or person to establish a small business.

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Annex E: Terrorism

I. Purpose

- 1) The purpose of this plan is to establish basic procedures for handling terrorist incidents in Benewah County; and
- 2) To protect emergency response workers and the populace from terrorist incidents; and
- 3) To coordinate and expedite activities and actions required to initiate an operation; and
- 4) To ensure the most effective use of resources in the shortest time and the safest, most economical manner; and
- 5) To establish cooperative agency resource ordering procedures, unified command, and communications methods; and
- 6) To establish cooperative terrorism response planning efforts.

II. Planning Factors and Assumptions

- 1) The resources of cities, counties, State or the Federal government, separately or in combination, may be required to cope with the situation. Trained Federal, State, and local emergency response personnel are available to assist in response activities. However, delays can be expected due to the time and location of the incident.
- 2) Evacuation and sheltering-in-place are primary protective actions that may be taken to protect citizens at risk from terrorism.
- 3) Response to a terrorist incident will require a high degree of interagency cooperation and communication.
- 4) Mutual aid between Federal, State, and local agencies will be encouraged.
- 5) A terrorist incident site is a crime scene and requires prudent management. This will ensure the preservation of evidence relating to the incident.

Planning Assumptions - This section describes advance judgments which have been made concerning what might happen in the event of a terrorist incident.

- 1) A single large incident or multiple small incidents may exceed local resources. An act of terrorism may overwhelm the capabilities of local and State government almost immediately, and may overwhelm Federal capabilities as well.
- 2) If appropriate personal protective equipment is not available, entry into a contaminated area (the hot zone) may be delayed until the material dissipates to safe levels.
- 3) Emergency responders should be prepared for secondary devices.
- 4) A large terrorist incident may result in significant numbers of fatalities, serious injuries, and contaminated victims.

- 5) Certain public events may increase the likelihood of a terrorist event occurring.
- 6) Certain unforeseen events may occur which may require modifying this plan. The amount of time available to determine the scope and magnitude of the incident may impact the protective actions recommended.
- 7) Communications between Benewah County and the State Emergency Operations Center may be limited or non-existent.

III. How the Plan Works

I. Notification & Communication

- 1) During a terrorist event notification and communication issues will be handled on two levels. Benewah County Central Dispatch will be the primary communications center for local response, and the Idaho State Communications Center will handle coordinated communications with State and Federal agencies. See NOTIFICATION CHART for details.
- 2) The Benewah County Central Dispatch Center will serve as the 24-hour contact points for notification of terrorist incidents.
- 3) When notified of an actual or potential terrorist incident the dispatcher will immediately record the available information.
- 4) When a response is to a known or suspected act of terrorism, all responders will be dispatched with that information. Notification of emergency responders will include police, fire, and EMS responders as well as the State Communications Center. Early notification of hospitals and other health care providers will be critical, given the likelihood of a mass casualty scenario. Benewah County Emergency Management will contact amateur radio operators and request their support at local hospitals to assist with communications, when appropriate. Dispatch procedures shall be developed specifically for acts of terrorism.
- 5) When the response is to a “routine” emergency that is discovered to be an act of terrorism, the responding unit(s) shall notify Dispatch immediately to implement “Acts of Terrorism” procedures.
- 6) An act of terrorism will require the coordinated response of local, State, and Federal resources. Initially, the communications among these agencies shall be coordinated through the Idaho State Communications Center (State Comm.). State Comm. shall be notified promptly of any such event.
- 7) Emergency responders will use their respective agency frequencies. As the incident grows and several agencies become involved, communications can become complicated. It is the Incident Commander’s responsibility to ensure that everyone has common communications.
- 8) All personnel will use proper radio etiquette and will use clear text for all radio transmissions.

II. The Incident Command System (ICS) will be used for all terrorist incident response.

The ICS is a management tool that provides a flexible structure for response to emergency situations. It allows local, State, Federal, and private entities to be integrated

under a single command structure. ICS is critical for a successful response to an act of terrorism. The event is likely to involve mass casualties, explosives, chemical agents, biological agents, and/or fire, and encompass a potentially large crime scene. This will allow responders to develop strategies jointly, to ensure that each agency's concerns are being addressed, to share radio frequencies, and to maintain overall accountability of personnel.

III. Who's In Charge - - Local emergency response agencies will employ the Incident Command System with a Unified Command structure for all terrorist incidents. The agency which arrives first will initiate incident command and appoint an Incident Commander. Once other agencies with jurisdictional or functional responsibilities arrive on scene, Unified Command will be established as soon as practical. To facilitate operations and communications, the members of a unified command should always work at the same Incident Command Post. Upon arrival the FBI may assume the lead role in crisis management and establish a Joint Operations Center (JOC). The JOC will include representatives from Federal, State, and local agencies.

Command must recognize that there may be an extended response involving local, state, and federal agencies. A command structure must be established to reflect the campaign structure of such a response. Specialized units (such as Bomb Squad, Hazmat, and large-scale triage) need to be able to determine and carry out tactics that will meet the strategic goals established by command staff. These divisions will require strong leadership, capable of both making independent decisions when appropriate and of maintaining excellent communications and coordination with command.

IV. Unified Command

Unified Command is a unified team effort which allows all agencies with jurisdictional, and in some cases functional responsibility for the incident, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability. In Unified Command resources stay under the administrative and policy control of their respective agencies. Unified Command's functions include:

- a) Decide on strategies, plans, and resources needed to resolve the incident.
- b) Decide which Incident Commander will act as spokesperson for the operational period.
- c) Selecting a Safety Officer, Public Information Officer, Liaison Officer, Operations Chief, and other ICS positions as required. The Operations Chief will normally be from the jurisdiction or agency with the greatest involvement.
- d) Decide on demobilization priorities.

V. Initial Actions

- a) The Incident Commanders (IC) will immediately assess the situation. The IC can then select the most appropriate strategy or combination of strategies.
- b) The IC will set up an Incident Command Post (ICP). The ICP will be signified by displaying a flashing green light, or a fluorescent orange flag or traffic cone.

- c) The IC will establish appropriate communications. Terrorist incident communications networks may include: Command, Tactical, Support, and others, as the situation demands. Specific frequencies will be determined at the time of the incident. No codes should be used and communications should be confined to essential messages.
- d) Other ICS features — Staging, Base, etc., should be established as required.

VI. Priority of goals on a terrorist incident should be:

- a) First, protect life.
- b) Second, stabilize the incident
- c) Third, protect property and the environment.
- d) Fourth, preserve evidence.

VII. Site Assessment

Recognizing an act of terrorism may be difficult. First responders must use their knowledge and training to identify clues that they are involved in a suspicious incident. In fact, well-trained dispatchers may catch the first clues to an act of terrorism.

Therefore, responders must be alert to the possibility of becoming victims of the terrorists' activities. Early recognition of the presence of nuclear, chemical or biological agents will allow responders to take appropriate protective actions and request assistance by a hazardous materials team. Awareness of suspicious or out-of-place packages or devices allows first responders to withdraw until a Bomb Squad team can safely handle the device. Recognizing the signs and symptoms of widespread chemical exposure allows responders to notify local hospitals to lock down and prepare for an influx of patients who are very ill and very frightened.

Dramatically heightened security is the primary difference between a "normal" response and a response to an act of terrorism. The law enforcement element of the response must be emphasized, and all responders must be aware of the possibility that they are targets.

VIII. Armed Assault/Hostage Crisis

Rescue and first responder activities inside any area controlled by or threatened by armed suspects should cease until the threat is neutralized by specialized law enforcement action. All responders and civilians caught inside the threat zone should evacuate immediately; if possible, or take shelter behind substantial cover. Law enforcement will secure the threat zone and search for destructive devices before rescue operations can begin or resume.

IX. Control Zones

If an incident involves chemical or biological agents three control zones should be established to organize the site according to function and risk. The **Hot Zone** is the hazmat operations area, where contamination does or could occur. First response personnel entering the Hot Zone must wear prescribed levels of protective equipment.

The **Warm Zone** is where the **Decontamination Corridor** is located, and the **Cold Zone** is the support zone. The Command Post should be in the Cold Zone. **Access Control Points** must be established at zone perimeters to regulate the flow of personnel and equipment into and out of the zones, and to verify that the procedures established to enter and exit are followed.

- X. Response Levels: Three levels have been identified to facilitate the response to any type of crisis situation in Benewah County.

LEVEL I: Standard Event - An event that poses an actual or potential threat to life, property, or the environment. It requires a commitment of standard local resources.

LEVEL II: Emergency Event - An event that poses a significant threat to life, property, or the environment. It requires a commitment of mutual aid resources.

LEVEL III: Disaster Event - An event that poses an extreme threat to life, property, or the environment. It requires a commitment of state or federal resources.

XI. Emergency Operations Center

Large, complex terrorist incidents may require the activation of the Emergency Operations Center (EOC) to coordinate field operations and provide overhead support. The EOC will provide a meeting place for area officials when used in accordance with this agreement. The EOC is located in the basement of the Benewah County Courthouse.

XII. Weather

Certain terrorist events, or the strategies for dealing with them, may be influenced by the weather. In those cases the National Weather Service should be contacted to obtain the latest detailed weather information.

XIII. Access and Road Closures

- a) The Incident Commanders will request and obtain authority for road closures from the responsible agencies, as necessary.
- b) The Incident Commanders will determine perimeters to control access.
 - i.) Outer Perimeter - Access permitted to approved emergency responders.
 - ii.) Inner Perimeter - Access permitted only by approval of Incident Commanders to those actually involved in incident response.
- c) Security and access control will be the responsibility of the jurisdiction law enforcement agency. Law enforcement should stop all unauthorized vehicles and persons from entering the incident area.

XIV. Evacuation and Transportation

- a) The Incident Commanders will determine if evacuation of threatened areas should be recommended.
- b) Evacuation warning/notification should be carried out by law enforcement agencies whenever possible, assisted by fire agencies if necessary.

XV. Methods of warning may include:

- a) Emergency vehicle PA Systems
- b) Door to door
- c) Local broadcast media
- d) Emergency Alert System

XVI. Evacuation transportation may include the following.

- a) Personal vehicles
- b) Emergency vehicles
- c) Local school busses

XVII. Sheltering

- a) Any time evacuation occurs due to a terrorist incident, the Incident Commanders will notify Dispatch, who will then contact the American Red Cross (ARC).
- b) The ARC will open a shelter or make other arrangements for evacuees, as required.

XVIII. Quarantine

For some events involving chemical or biological agents it may be necessary to quarantine an affected building and its occupants. In such instances the Panhandle Health District should be contacted immediately because only the PDHD has statutory authority to take this action. First responders should take actions consistent with preserving public health and safety until authorized officials arrive to implement quarantine orders.

XIX. Rehab/Food

All responders should provide their own subsistence for at least the first four hours. The American Red Cross/Salvation Army and other agencies may provide food and beverage for emergency responders, when requested.

XX. Search and Rescue

- a) The Incident Commanders will determine when search and rescue operations are required.
- b) Search and rescue operations will be coordinated by the Benewah County Sheriff's Office.
- c) If necessary, other Law Enforcement, Fire Agencies, Hazmat Teams, and resources such as Idaho Mountain Search and Rescue, may conduct search and rescue.
- d) If the search is for victims contaminated or possibly contaminated with chemical or biological agents the search should be conducted by emergency responders properly trained and equipped to deal with the situation safely.

IV. Organizational Capabilities

- 1) Idaho State Department of Agriculture

The Division of Animal Industries is responsible for animal disease control, care and well being of domestic animals, and controls the movement of domestic

animals. The Division will use local and State law enforcement officers, who have the authority by criminal code to enforce Department orders, directives, recommendations and/or findings.

The Division is available to provide veterinary and epidemiological expertise concerning animal disease out-breaks, including zoonotic diseases. The Division will also provide expertise and direction concerning the destruction of affected or exposed animals as well as the disposal of animal carcasses. The Division can also mobilize private veterinary practitioners in emergency situations.

The Division of Plant Industries is available to provide a rapid and effective response when chemical toxins or other contaminant problems threaten animal feed or human food products. Toxins, as used here, include pesticides, mycotoxins and other substances, which may contaminate food or feed products and cause them to be illegal for sale, or dangerous if allowed in the food chain. The Division's Laboratory Services provides analytical information concerning sample composition, physical and chemical properties including microbiological, pesticides, drugs, industrial chemical and heavy metals and physical filth. Samples include foods and feeds such as human and animal consumption and from environmental sources such as water, soil, vegetation.

The Division Agricultural Inspections has over 200 employees located at various grain warehouses, fruit packing facilities, potato sheds and processing plants throughout the Snake River region with good knowledge of the commodities they inspect. Their assistance as a support staff in the event of a hazardous materials incident, terrorism or natural disaster could be invaluable.

2) Idaho Department of Health and Welfare

The State Health Agency in Idaho is the Department of Health and Welfare, with primary health-related responsibility delegated to the Division of Health (DOH). The mission of the Division of Health is to advance the health of Idahoans through assessment, communication, and the assurance of conditions that foster optimal health and safety. There are seven health districts distributed throughout Idaho based in major population centers: Coeur d'Alene, Lewiston, Caldwell, Boise, Twin Falls, Pocatello, and Idaho Falls. Local governments directly operate the health districts with a local board of health. The Idaho Health and Welfare and the health districts are mandated, as described in the Rules and Regulations Governing Idaho Reportable Diseases, to report, control, and, when possible, prevent the transmission of reportable diseases and conditions. Currently there are sixty-one (61) diseases and conditions classified as reportable within Idaho.

The Idaho Department of Health and Welfare has close ties with its Federal counterpart, the Centers for Disease Control and Prevention (CDC), to provide comprehensive disease monitoring at the local, State, and National level.

The IDHW has many functions that may prove useful prior to and during a release of a biological or chemical weapon of mass destruction.

- a) Surveillance: Ongoing disease surveillance by State and district epidemiologist may detect an act of bio-terrorism, as many potential bio-terrorism agents are already

- reportable in Idaho. An unannounced event will be detected as an unusual cluster of illness, even in the absence of a definitive diagnosis, which is also reportable. The Idaho DOH has recently entered into an agreement with neighboring states, Montana, North Dakota, and South Dakota, to improve regional surveillance for unusual diseases or clusters of unusual syndromes by expanding surveillance efforts to include non-traditional sources of information such as 911 call-logs, ask-a-nurse requests, poison control logs, pharmacy sales of anti-diarrheas, veterinary surveillance, etc. Extended surveillance, to include sentinel veterinary species will be done in association with collaborators at the State and Federal agriculture departments so that zoonotic diseases are noticed early.
- b) **Diagnostics:** The DOH State Bureau of Laboratories will assist the Federal Bureau of Investigation (FBI) with identifying etiologic agents of biological and chemical terrorism, whenever possible. Biological agents can be identified up to the bio-safety level-3 (BL-3) level at the Boise facility, which includes most suspected agents (ex: anthrax, plague, and brucellosis). The BL-4 agents, such as hemorrhagic fever viruses (Ebola, Marburg), smallpox, and genetically altered microorganisms, will be shipped directly to a BL-4 facility at CDC or the Department of Defense (DOD) for analysis. Chemical agents would most often be identified in the field by members of Hazmat teams with rapid detection kits, however, the DOH State Laboratory Environmental Chemistry Section would play a supportive role in detection and confirmation when required.
 - c) **Epidemiologic Investigations:** Epidemiology Services will instigate epidemiologic investigations in response to all reported cases, conditions, and clusters of illness, as outlined in the Rules and Regulations Governing Idaho Reportable Diseases. In the case of a covert attack, the epidemiologic investigation may provide the first clues to rule in or rule out an intentional release of a biological agent. An increase in physician or ER visits may be the first indication of an intentional release. This increase should be reported to the State DOH under the ‘extraordinary occurrence of illness’ provision in the Idaho Reportable Diseases Regulations.
 - d) **Control:** Through the assistance of CDC and the DOD, State Epidemiologists will help communicate the need for prophylaxis against bio-terrorism pathogens. An algorithm for exposure and risk assessment will be generated on a case-by-case basis. Control may be as simple as hand- and clothes-washing or as complex as vaccination, antibiotic campaigns, and environmental decontamination.
 - e) **Communication:** Epidemiology Services will provide information on agents of bio-terrorism upon request or as needed in response to an incident. Information will be of a standardized format; fact sheets, presentations, CDC Morbidity and Mortality Weekly Reports (MMWRs), decontamination (if appropriate or known), and prophylaxis. In the case of an announced event, fact sheets will automatically be faxed to all emergency rooms and immediate care facilities in the cache area. A representative of DOH will be available 24 hours a day, via the State Communications Emergency Pager system, for consultation in the case of an emergency.

- f) Follow-up: Epidemiology Services records the number of affected individuals through surveillance at the local and State level. Case investigations will be carried out in a timely manner on all affected individuals. Alterations in normal case-investigation procedures may have to be developed in the case of a large scale (100's-1000's involved) incident.

V. Documentation

Participating agencies should keep the following records throughout the incident.

- 1) Personnel records
- 2) Time keeping records
- 3) Injury records
- 4) Exposure records
- 5) Equipment procurement and use records
- 6) Dispatch Logs

VI. Safety

The safety and welfare of emergency responders shall be the first and foremost consideration in all incident operations and decisions.

- 1) Training

Benewah County intends to use courses sponsored by the Federal and State governments, as well as private organizations to fulfill training requirements. Each emergency response agency must determine what type and level of training is required for its own personnel. The Idaho Attorney General's Office has expressed the opinion that, for hazmat operations, as a minimum, all responders should be trained to the *First Response Operation* level.

- 2) Personal Protective Equipment

Personnel protective equipment for events involving chemical or biological agents is:

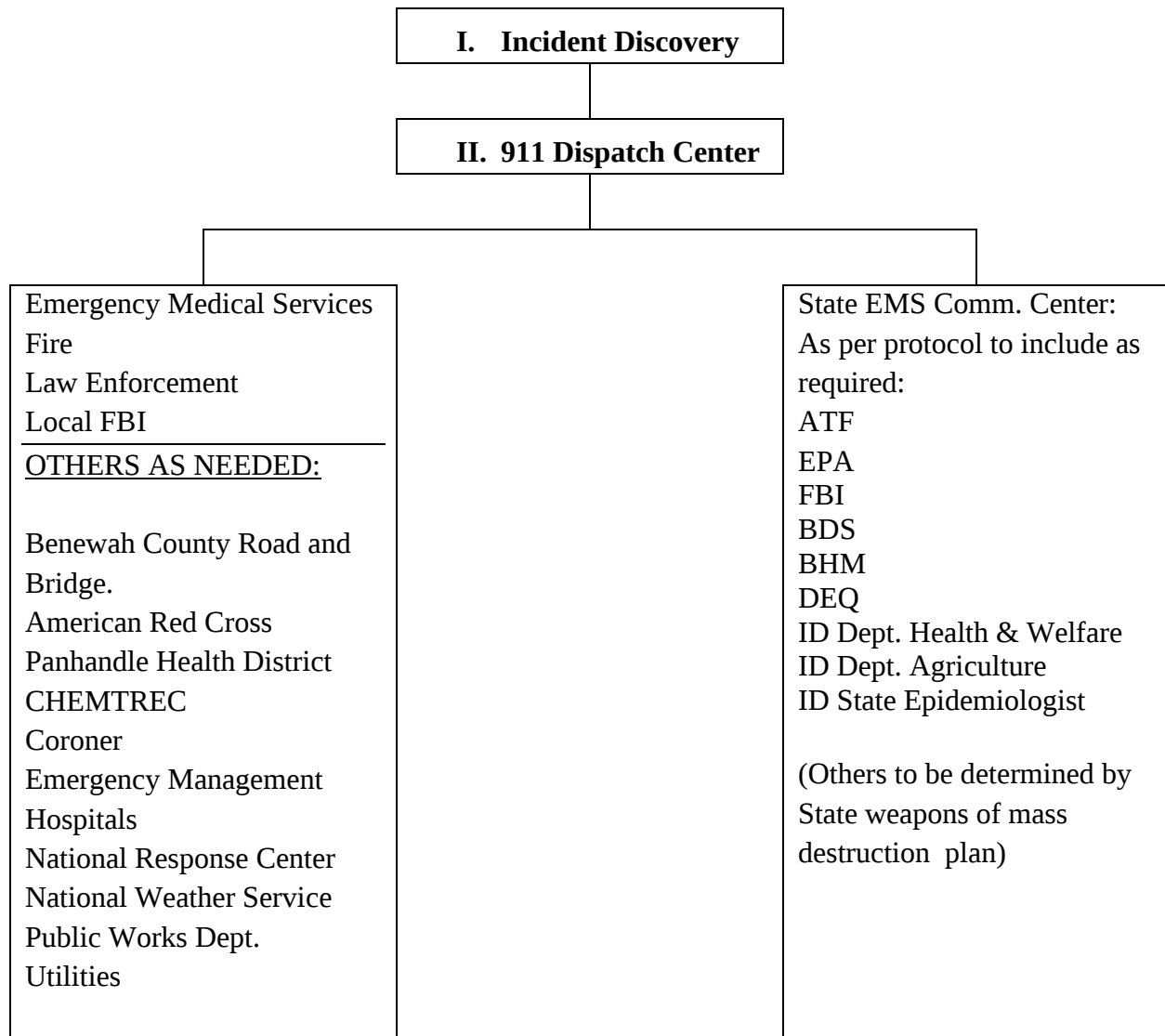
- a) Level A Protection

- i.) Supplied-air respirator (Mine Safety and Health Administration (MSHA) and National Institute for Occupational Safety and Health (NIOSH) approved). Respirators may be pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, airline respirators.
- ii.) Fully encapsulating, vapor protective, chemical-resistant suits.
- iii.) Coveralls.
- iv.) Long cotton underwear.
- v.) Gloves, chemical-resistant.
- vi.) Boots, chemical-resistant, steel toe and shank.

- vii.) Hard hat (under suit).
 - viii.) Disposable gloves and boot covers.
 - ix.) Cooling unit.
 - x.) 2-way radio communications.
- b) Level B Protection
- i.) SCBA.
 - ii.) Supplied-air respirator (MSHA/NIOSH approved).
 - iii.) Chemical resistant clothing
 - iv.) Long cotton underwear (optional).
 - v.) Coveralls.
 - vi.) Gloves (outer), chemical-resistant.
 - vii.) Gloves (inner), chemical-resistant.
 - viii.) Boot covers (outer), chemical-resistant.
 - ix.) Hard hats.
 - x.) 2-way radio communications.
- c) Level C Protection
- i.) Air-purifying respirator, full-face canister equipped (MSHA/NIOSH approved).
 - ii.) Chemical-resistant clothing (coveralls; hooded, one-piece or two-piece chemical splash suit; chemical-resistant hood and apron; disposable chemical-resistant coveralls).
 - iii.) Gloves (outer), chemical-resistant.
 - iv.) Boots (outer), chemical-resistant.
 - v.) 2-way radio communications.
- d) Level D Protection
- i.) Work uniform (shoes, shirt, trousers, etc.).
 - ii.) Coveralls - optional.
 - iii.) Gloves - optional.
 - iv.) Chemical resistant boots - optional.
 - v.) Goggles - optional.

VII. Terrorism Investigation

Every terrorist incident responded to by local agencies shall be investigated by law enforcement, and an investigation report shall be completed. Every effort should be made to collect and preserve pertinent evidence.

NOTIFICATION CHART

Definitions and Abbreviations

Definitions

ACCESS CONTROL POINTS - Specified points of entry and exit to the Control Zones through which all personnel and equipment must pass.

BASE - That location at which the primary logistics functions are coordinated and administered. The Incident Command Post may be co-located with the Base. There is only one base per incident.

COLD ZONE - Also known as the Green Zone or the Support Zone. A support area around the Warm Zone in which emergency response personnel not actually engaged in hazmat operations may standby. It is an area of minimal danger to emergency response workers. Access should be limited to emergency response personnel only.

CONTROL ZONES - Three zones, Hot, Warm and Cold, established around a hazardous materials incident site. Each zone has a specific function and should be clearly identified.

DECONTAMINATION CORRIDOR - A designated section of the Warm Zone in which decontamination activities take place. All personnel and equipment exiting the Hot Zone must pass through the Decontamination Corridor.

DEMOBILIZATION - The release of incident personnel, apparatus and related equipment.

EMERGENCY OPERATIONS CENTER (EOC) - A location from which centralized emergency management can be performed, generally by civil government officials (municipal, county, State and Federal). The EOC is located in the basement of the Benewah County Courthouse.

EMERGENCY RESPONDER - Person affiliated with an emergency response agency who is dispatched to the scene upon notification of a terrorist incident. Emergency responders may be local, State, Federal, or industry personnel who have received appropriate terrorist incident training.

HOT ZONE - Also known as the Red Zone, Exclusion Zone, or the Restricted Zone. The area of hazmat operations at a hazmat incident site. It is the area of greatest potential danger to emergency response personnel. Access is limited to those actually engaged in hazmat operations.

INCIDENT COMMANDER - The individual responsible for the command of all functions at the field response level. This person must be fully trained and knowledgeable in the Incident Command System.

INCIDENT COMMAND POST (ICP) - The location from which the Incident Commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event must have some form of ICP.

INCIDENT COMMAND SYSTEM - A management tool designed so that diverse agencies can work together effectively during an emergency response. The system provides a structure for controlling personnel, facilities, equipment and communications. The Incident Command System can be established and expanded depending upon the changing conditions of an incident.

PUBLIC INFORMATION OFFICER - The person responsible for the transfer of information to other agencies, the public, and/or the news media during the response phase of an incident. The Public Information Officer may be the Incident Commander or a designee.

REHAB - The rest and rehabilitation of all members operating at the scene. Provisions shall include: medical evaluation, treatment and monitoring, food and fluid replenishment, mental rest, and relief from extreme climatic conditions and other environmental parameters of the incident. The rehabilitation shall include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level or higher.

RESOURCES - All personnel and major items of equipment that are available, or potentially available, for assignment to incidents.

SECONDARY DEVICES - Any destructive or harmful device(s) intentionally placed at or near the scene for the purpose of causing injury to first responders or civilians. All ingress/egress routes to the scene should be cleared of secondary devices.

SIZE UP - The observation and evaluation of existing factors that are used to develop objectives, strategy, and tactics for incident response.

STAGING AREA - Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

STRATEGY - The science and art of command as applied to overall planning and conduct of an incident.

TACTICS - Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

TERRORISM - The Federal Bureau of Investigation defines terrorism: “As the unlawful use of force or violence against persons or property to intimidate or coerce a Government, the civilian populations, or any segment thereof, in furtherance of political or social objectives.”

UNIFIED COMMAND - In ICS, Unified Command is a unified team effort which allows all agencies with jurisdictional, and in some cases functional responsibility for the incident, to

manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

WARM ZONE - Also known as the Yellow Zone, Contamination Reduction Zone, or the Limited Access Zone. A buffer area around the Hot Zone in which decontamination activities are carried out. It is an area of some potential danger to emergency response personnel, particularly if the incident should escalate. Access is limited to those performing hazmat or decontamination operations

ZOONOTIC - A disease communicable from animals to humans under natural conditions.

Abbreviations

BCEM=Benewah County Emergency Management
BCH= Benewah Community Hospital
BCRB= Benewah County Road and Bridge
BCSO= Benewah County Sheriff's Office
ARC = American Red Cross
ATF = Alcohol Tobacco and Firearms
BHM = Bureau of Hazardous Materials
CDC = Center for Disease Control
PDHD = Panhandle Health District
CISM = Critical Incident Stress Management
DEQ = Division of Environmental Quality
EAS = Emergency Alert System
ECV = Emergency Communications Van
EMS = Emergency Medical Services
EOC = Emergency Operations Center
EPA = Environmental Protection Agency
ERCS = Emergency Response Cleanup Services
FBI = Federal Bureau of Investigation
FBIHQ = Federal Bureau of Investigation Head Quarters
IC = Incident Commander
ICP = Incident Command Post
ICS = Incident Command System
IP = Implementing Procedure
ITD = Idaho Transportation Department
JOC = Joint Operations Center
NWS = National Weather Service
SCBA = Self-Contained Breathing Apparatus

Annex E Terrorism

Approved:

	Date
Benewah County Sheriff	

James Roletto	Date
Emergency Management Director	

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Appendices

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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); or 3) is considered “sensitive” (i.e. easy to pilfer), 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 not 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 Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

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

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

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

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

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

Critical Infrastructures: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating

impact on security, national economic security, national public health or safety, or any combination of those matters.

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

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

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.

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 during or immediately following a disaster event.

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

Hazardous Substance: As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not

including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

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

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

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

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

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

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall

authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

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

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

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

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

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

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

Initial Response: Resources initially committed to an incident.

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.

Multi-jurisdictional 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 nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Interagency Fire Center (NIFC): A facility located in Boise, 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 nongovernmental organizations 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.

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National Incident Management System (NIMS)

Acronym List

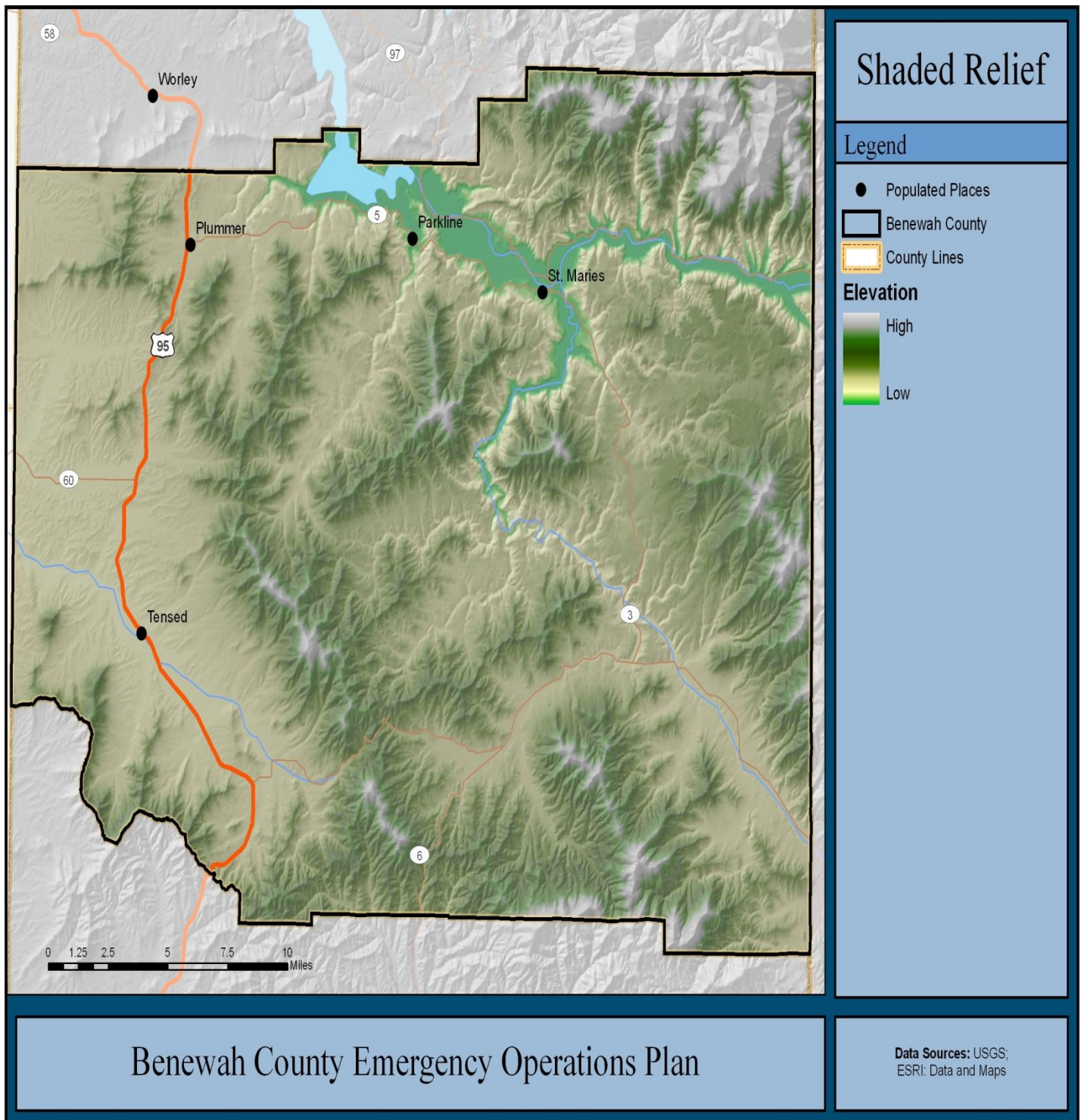
ALS	Advanced Life Support
APHIS	Animal and Plant Health Inspection Service
BHS	Bureau of Homeland Security
CBO	Community-Based Organization
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
DEQ	Division of Environmental Quality
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOC	Department Operations Center
EAS	Emergency Assistance Personnel or Emergency Alert System
EMAC	Emergency Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPIO	Emergency Public Information Officer
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
FRC	Federal Resource Coordinator
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
GIS	Geographical Information System
HAZMAT	Hazardous Materials
HSPD-5	Homeland Security Presidential Directive 5
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team

INL	Idaho National Laboratory
ISP	Idaho State Police
ITD	Idaho Transportation Department
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
LNO	Liaison Officer
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NASA	National Aeronautics and Space Administration
NAWAS	National Warning System
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NVOAD	National Voluntary Organizations Active in Disaster
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POLREP	Pollution Report
POC	Point of Contact
PVO	Private Volunteer Organization
R&D	Research and Development
RA	Reimbursable Agreement
RACES	Radio Amateur Civil Emergency Services
RCRA	Resource Conservation and Recovery Act
RESTAT	Resource Status
ROSS	Resource Ordering and Status System
SAR	Search and Rescue
SCO	State Coordinating Officer
SDO	Standards Development Organization
SFO	Senior Federal Official
SITREP	Situation Report
SO	Safety Officer
SO	Sheriff's Office

SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
TSA	Transportation Security Administration
UC	Unified Command
US&R	Urban Search and Rescue
WMD	Weapons of Mass Destruction

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Maps



Maps

