

Kootenai County



Emergency Operations Plan

May 2009

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

Table of Contents i
 Promulgation iii
 Letter of Instruction iv
 Security Instructions / Record of Interim Changes / Record of Revision v
 Foreword vi

BASE PLAN

I. Introduction 1
 A. Purpose 1
 B. Scope and Applicability 2
 C. Legal Authority and Policy 2

II. Situation and Planning Assumptions 3
 A. Situation 3
 B. Planning Assumptions 5

III. Roles and Responsibilities 5
 A. Kootenai County 6
 B. Private Sector and Nongovernmental Organizations (NGOs) 6
 C. Volunteers and Donations 6
 D. State of Idaho 7

IV. Concept of Operations 7
 A. General 7
 B. Kootenai County Emergency Operations Center 8
 C. Disaster Emergency Declaration Process 8
 D. Mission Assignment (MA)/Project Agreement (PA) Process 9
 E. Mutual Aid 10
 F. Emergency Public Information 10
 G. Financial Management 10

V. Continuity of Government (COG) 11

VI. Training, Exercises, and On-Going Plan Management 11
 A. Kootenai County Training and Exercise (T&E) Program 11
 B. On-Going Plan Management 11

KOOTENAI COUNTY EMERGENCY SUPPORT FUNCTION ANNEXES

KC-ESF # 1 Transportation ESF 1-1
 KC-ESF # 2 Communications ESF 2-1
 KC-ESF # 3 Public Works and Engineering ESF 3-1
 KC-ESF # 4 Firefighting ESF 4-1
 KC-ESF # 5 Emergency Management ESF 5-1
 KC-ESF # 6 Mass Care, Emer. Assistance, Housing, and Human Services . ESF 6-1
 KC-ESF # 7 Resource and Logistical Support ESF 7-1
 KC-ESF # 8 Public Health and Medical Services ESF 8-1
 KC-ESF # 9 Search and Rescue ESF 9-1
 KC-ESF # 10 Hazardous Materials/Weapons of Mass Destruction ESF 10-1
 KC-ESF # 11 Agriculture and Natural Resources ESF 11-1
 KC-ESF # 12 Energy ESF 12-1
 KC-ESF # 13 Public Safety and Security ESF 13-1
 KC-ESF # 14 Long-Term Community Recovery and Mitigation ESF 14-1
 KC-ESF # 15 Public Information and External Affairs ESF 15-1
 KC-ESF # 16 Military Support ESF 16-1

KOOTENAI COUNTY SUPPORT ANNEXES

KC-SA # 1 Damage Assessment SA 1-1
 KC-SA # 2 Financial Management SA 2-1
 KC-SA # 3 Mutual Aid SA 3-1
 KC-SA # 4 Private Sector Coordination SA 4-1
 KC-SA # 5 Volunteer and Donations Management SA 5-1
 KC-SA # 6 Worker Safety and Health SA 6-1

KOOTENAI COUNTY INCIDENT ANNEXES

KC-IA # 1 Terrorist Incident IA 1-1
 KC-IA # 2 Cyber IA 2-1
 KC-IA # 3 Dam Failure IA 3-1
 KC-IA # 4 Earthquake IA 4-1
 KC-IA # 5 Flood IA 5-1
 KC-IA # 6 Hazardous Materials IA 6-1
 KC-IA # 7 Transportation Incident IA 7-1
 KC-IA # 8 Volcanic Activity IA 8-1
 KC-IA # 9 Wildland Fire IA 9-1
 KC-IA # 10 Windstorm/Tornado IA 10-1
 KC-IA # 11 Winter Storm IA 11-1

Appendices

1. Glossary of Key Terms 1-1
 2. Glossary of Abbreviations and Acronyms 2-1

LETTER OF PROMULGATION


The Kootenai County Emergency Operations Plan dated May 5, 2009 is hereby authorized to be the official plan for Kootenai County intergovernmental emergency operations. This plan will coordinate the efforts of the county, the cities, the highway, school and fire protection districts, as well as other governmental agencies, and volunteer organizations prior to, during, and after the actual occurrence of a natural or man-made disaster, including hostile attack. This plan, if accepted by the other governmental and private entities, is applicable to all elements of county and city governments; cooperating separate governmental entities; commercial, industrial, and private/non-profit organizations assigned or engaged in responsibilities hereunder, or in support of emergency operations under this plan. Periodic exercises will be scheduled to provide familiarity with this plan.

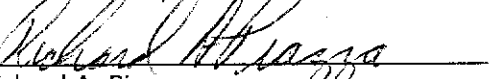
The signatories to this emergency operations plan concur with the concepts, requirements, and assignments of the basic plan, to include all procedural appendices and standard operating procedures found therein.

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

Signatories of this plan shall execute their acceptance in counterpart, originals of which shall be filed with the County Clerk.


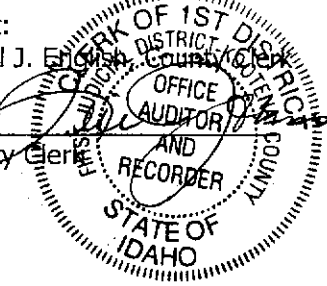
Any signatory may withdraw its acceptance and participation in the plan by giving a 30-day written notice filed with the County Clerk.


Elmer R. Currie, Chairman
Board of County Commissioners


Richard A. Piazza
Board of County Commissioners


W. Todd Tondee
Board of County Commissioners

Adopted by the Board of County Commissioners of Kootenai County on the 5th day of May, 2009.

Attest:
Daniel J. English, County Clerk
By: 
Deputy Clerk


LETTER OF INSTRUCTION

The Kootenai County Emergency Operations Plan (KCEOP) is effective upon formal adoption by the Kootenai County Board of Commissioners.

In order to fully implement the KCEOP, jurisdictions, agencies and individuals involved in mitigation, preparedness, response, and recovery must know what is in the plan, and should review it annually.

Those individuals who have positions outlined in the roles and responsibilities sections should become familiar with their duties. They should also have a backup person identified and trained on the position's responsibilities, and provide the names of principal and backup personnel to the Kootenai County Office of Emergency Management.

Each agency should provide individual and family preparedness training to their personnel. This training can be requested through the Kootenai County Office of Emergency Management. All personnel would be responsible for developing their family disaster plans, including a disaster supplies kit and a plan for communicating with each other. This preparedness measure will enhance the focus and capabilities of emergency responders, as they would be assured that their families are prepared to take care of themselves in the event of a major emergency or disaster.

The Kootenai County Emergency Operations Plan is a living document that will undergo revisions whenever deficiencies or shortfalls are identified during an incident, exercise or drill; or local, state or federal requirements warrant a change; or when capabilities and resources change. Changes will be sent to KCEOP plan holders as page-for-page and section-by-section packages. A cover letter will explain how to post the changes and keep the plan current.

SECURITY INSTRUCTIONS

- I. The long title of this document is “Kootenai County Emergency Operations Plan”.
The short title is “KCEOP”.
- II. The KCEOP consists of a Base Plan, Functional Annexes, Support Annexes and Incident Annexes. The KCEOP does not contain “For Official Use Only” information and may be reproduced and distributed to the public.
- III. All changes should be posted to this plan as they are received and recorded below. See Section VI of this Base Plan (ongoing plan management) for information on changes.

RECORD OF INTERIM CHANGES

Change Number	Date of Change	Date Posted	Posted By

IV. All revisions to this plan will be recorded below to document the date revised, by whom, and the version and date of the plan it replaces:

RECORD OF REVISION

Date Revised	Remarks
May 2009	Supersedes and replaces KCEOP dated March 2004

FOREWORD

I. KEY EMERGENCY MANAGEMENT CONCEPTS

A. Principle of Self-Help:

The Kootenai County Emergency Operations Plan is based on the principle of self-help at each level of government. Each level of government is responsible, by law, for the safety of its citizens. Citizens expect that state and local governments will keep them informed and provide assistance in the event of an emergency or disaster. All levels of government share the responsibility for working together in preparing for, preventing, mitigating, responding to, and recovering from the effects of an emergency or disaster.

B. Principle of Local Government Control:

Direction and control prior to, during, and after an emergency or disaster rests with the elected leadership of the legally recognized jurisdiction. This authority continues throughout the stages of emergency operations or until conditions warrant a change in authority.

C. Emergency Operations Plans:

Emergency operations plans address the ability to direct, control, coordinate and manage emergency operations.

1. Kootenai County Emergency Operations Plan (KCEOP): The KCEOP designates what agency is the lead Incident Commander (IC) for a particular emergency and delineates the concept for on-scene incident management to be used by all local agencies involved in emergency operations. The KCEOP includes details on the interface between the on-scene incident command system and the Kootenai County Emergency Operations Center (KCEOC) and the interface between the KCEOC and the Idaho Emergency Operations Center (IDEOC). The KCEOP is modeled after and generally follows the Idaho Emergency Operations Plan (IDEOP) and the National Response Framework (NRF), discussed below.
2. Idaho Emergency Operations Plan (IDEOP): The IDEOP is the foundation document for the implementation and coordination of disaster emergency response and recovery operations in the state of Idaho. This plan provides the framework of responsibilities for response and recovery operations from emerging or potential threats (emergencies) and disasters. This IDEOP describes the methods the state will utilize to receive and issue notifications, coordinate resources, handle requests for assistance, and provide assistance to political subdivisions.
3. The National Response Framework (NRF): The NRF is a guide to how the nation

conducts all-hazards incident response. It is built upon flexible, scalable and adaptable coordinating structures to align key roles and responsibilities across the nation.

D. Incident Management:

An incident management system, incorporating the functions, principles, and components of the National Incident Management System (NIMS) and Incident Command System (ICS) has been adopted and is utilized by all response agencies within Kootenai County.

1. The National Incident Management System (NIMS) represents a core set of doctrine, concepts, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels. The NIMS integrates best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context.
2. The Incident Command System (ICS) is one of the major components that make up the NIMS systems approach. The ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident.
3. The flexibility and rapidly expandable organizational structure, the designation of a lead agency, and the use of a common terminology make these systems particularly useful when coordinating a multifunctional response as well as being easily adaptable to supporting multiple agencies and/or multiple jurisdictional emergencies.

E. Response and Recovery Operations:

Each level of government should respond to an incident using its available resources, to include the use of mutual aid, private sector and nongovernmental organizations and may request assistance from the next higher level of government, if required (i.e., municipality to county; county to state, state to federal government).

II. GENERAL EMERGENCY OPERATIONS ROLES AND RESPONSIBILITIES

A. Local Government:

The elected officials of each political subdivision (counties and intergovernmental agencies) have the responsibility for the public safety and welfare of their citizens. This includes mitigating the risks of hazards to public and private property caused by the effects of emergencies and disasters. Counties and municipalities are also responsible for emergency operations within their jurisdictions. Each county or

municipality should designate a primary lead agency for each type of emergency possible in their respective communities. Secondary (support) agencies should also be designated. The on-scene Incident Commander (IC) is responsible for the command and control of specific activities at the incident site. Local government is generally responsible for coordination and control of all administrative and overhead functions. When an emergency situation threatens to escalate beyond the capabilities of on-scene responders, including mutual aid assistance, activation of the local emergency operations center may be required. The acquisition of additional resources and dissemination of disaster information functions move to the local emergency operation center so that the management of these functions can be more easily controlled and coordinated by the responsible authority.

B. State Government:

1. Idaho Bureau of Homeland Security (BHS): The Idaho BHS is responsible for the coordination of the state response to an emergency or disaster.
2. State Departments/Agencies: State departments/agencies are responsible, within their statutory authorities, to provide assistance and support to local jurisdictions when they are unable to cope with a disaster emergency situation.

C. Federal Government:

When an incident occurs that exceeds state or local resources, the federal government can provide resources and capabilities to support the state and local response.

D. Volunteer and Private Organizations:

Volunteer organizations provide assistance during a disaster or emergency to meet essential human needs.

E. Private Sector:

The private sector has significant responsibility for critical infrastructure protection and business restoration.

III. ORGANIZATION OF THE KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN (KCEOP)

This KCEOP is an all-hazards plan that establishes a single, comprehensive framework for the management of response and recovery operations from emerging or potential threats, emergencies, and disasters. This KCEOP consists of the following components:

A. Base Plan:

Describes the structure and processes comprising a comprehensive, all-hazards approach to incident management designed to integrate the efforts and resources of federal, state, local, private-sector, and non-governmental organizations. The Base Plan includes the scope, legal authority, planning assumptions, roles and responsibilities, concept of operations, direction and control, and ongoing plan management. Appendices to the Base Plan include a glossary of key terms and a glossary of abbreviations and acronyms.

B. Introduction to Annexes:

The annexes detail the roles and responsibilities of agencies that are charged with carrying out functional missions to assist in response to emergencies or disasters. Each is headed by one or more Primary Agencies that coordinate activities under that function. The Primary Agencies are assisted by Support Agencies, selected based upon their legal authorities, knowledge, resources, and capabilities. Each assigned Primary and Support agency is responsible for developing internal plans and procedures that detail how they will address these assigned responsibilities during emergencies. The Kootenai County Emergency Operations Center (KCEOC) will notify Primary and Support agencies of activations as required.

Three different types of annexes accompany the KCEOP Base Plan: Emergency Support Function (ESF) Annexes, Support Annexes (SA), and Incident Annexes (IA).

C. Kootenai County Emergency Support Function (KC-ESF) Annexes:

The KCEOP is structured on 16 ESFs that correspond to the format of the National Response Framework. Each ESF groups resources and capabilities into functional areas that are most frequently needed in the response to a disaster emergency.

1. Transportation (KC-ESF #1):

The Kootenai County Sheriff's Department is the Primary Agency for KC-ESF #1. This will assist local governmental entities and voluntary organizations requiring transportation for response and recovery during disaster emergencies. KC-ESF #1 also coordinates response operations and restoration of the transportation infrastructure.

2. Communications (KC-ESF #2):

Kootenai County 9-1-1 (Central), Kootenai County Sheriff's Department, and Kootenai County Office of Emergency Management are the Primary Agencies for KC-ESF #2. This will provide emergency communications support and services during times of declared disaster emergencies or any other occasion where the

Kootenai County Emergency Operations Plan has been implemented. The Kootenai County Office of Emergency Management and the Kootenai County Sheriff's Office share primary agency responsibility for the Warning portion of this annex.

3. Public Works and Engineering (KC-ESF #3):

The Kootenai County Building and Planning is the Primary Agency for KC-ESF #3. This will provide public works and engineering support during response and recovery phases of disaster emergencies.

4. Firefighting (KC-ESF #4):

The Fire Protection District of Jurisdiction and the Kootenai County Sheriff's Department are the Primary Agencies for KC-ESF #4. This KC-ESF will provide coordination of fire mitigation and suppression activities for the protection of life and property during an imminent threat or occurrence of a natural or man-caused fire disaster emergency and addresses the wildland fire/urban interface. This also includes coordinating incident management team support to local government.

5. Emergency Management (KC-ESF # 5):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-ESF #5. During an emergency, the Kootenai County Board of Commissioners exercises direction and control, establishes policy, and provides overall supervision of the operations of county government. KC-ESF #5 is responsible for supporting overall activities of Kootenai County Government for all-hazard emergencies and disasters. KC-ESF #5 provides the core management and administrative functions to support the Kootenai County Emergency Operations Center (KCEOC) and liaisons with the state, local jurisdictions, private industry, nongovernmental agencies, and the federal government.

6. Mass Care, Emergency Assistance, Housing, and Human Services (KC-ESF #6):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-ESF #6. This ESF coordinates resources to support requests for assistance by local government upon a declaration of a disaster emergency.

7. Resource and Logistical Support (KC-ESF #7):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-ESF #7. This ESF provides resource and logistical support in response to a disaster emergency.

8. Public Health and Medical Services (KC-ESF #8):

The Panhandle Health District is the Primary Agency for KC-ESF #8. This provides coordinated assistance to supplement local resources in response to public health and medical care needs following a major disaster emergency, or during a developing potential medical situation.

9. Search and Rescue (KC-ESF # 9):

The Kootenai County Sheriff's Department is the Primary Agency for KC-ESF #9. This describes procedures for the employment, coordination, and utilization of available resources to aid in search and rescue operations. Search and rescue (SAR) operations include the location, recovery, extrication, and medical treatment of victims who become lost or trapped as the result of a disaster or life threatening emergency.

10. Hazardous Materials/Weapons of Mass Destruction (KC-ESF #10):

The local Fire District/Department and the Kootenai County Sheriff's Department are the Primary Agencies for KC-ESF #10. This provides for coordinated response and recovery for a major, actual or potential, discharge and/or release of hazardous materials. The local law enforcement agency is the Primary Agency for response and recovery in incidents involving the use or potential use of a weapon of mass destruction (WMD). The Idaho Hazardous Materials/WMD Incident Command and Response Support Plan provides primary guidance to Incident Commanders for these types of emergencies.

11. Agriculture and Natural Resources (KC-ESF #11):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-ESF #11. This ESF supports local authorities' efforts to provide nutrition assistance, responding to animal and plant diseases and pests, ensuring the safety and security of the commercial food supply, and providing for the safety and well being of household pets during an emergency response or evacuation situation.

12. Energy (KC-ESF #12):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-ESF #12. This ESF will coordinate activities to assist in the restoration and protection of critical electricity generation, transmission and distribution infrastructure, and fuel supply delivery. Additionally, this ESF will gather, assess, and share information on energy system damage and outages with affected areas.

13. Public Safety and Security (KC-ESF #13):

The Kootenai County Sheriff is the Primary Agency for KC-ESF #13. This ESF will

coordinate law enforcement resources, services, and assistance during a disaster emergency.

14. Long-Term Community Recovery and Mitigation (KC-ESF #14):

The Board of County Commissioners and the Kootenai County Office of Emergency Management are the Primary Agencies for KC-ESF #14. This ESF will provide for coordinated community recovery from disasters and to promote stronger more resilient communities through the implementation of hazard mitigation activities in the wake of damaging events.

15. Public Information and External Affairs (KC-ESF #15):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-ESF #15. This ESF coordinates the receipt of public information assets deployed during disaster emergencies to ensure accurate, coordinated, and timely information to affected populations, governments, legislators and the media.

16. Military Support (KC-ESF #16):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-ESF #16. This ESF Coordinates with the IDEOC for military support to civilian authorities in the event of a natural or man-caused disaster emergency.

D. Kootenai County Support Annexes (KC-SA):

Support Annexes provide guidance and describe the functional processes and administrative requirements necessary to support elements common to most incidents not already addressed in the Base Plan. The Support Annexes are as follows:

1. Damage Assessment (KC-SA #1):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-SA #1. This Annex describes the organization and process that Kootenai County will follow to assess, compile, and report damage caused by natural or man-made disasters.

2. Financial Management (KC-SA #2):

The Kootenai County Clerk/Auditor and the Kootenai County Office of Emergency Management are the Primary Agencies for KC-SA #2. This Annex provides financial management guidance for all departments and agencies responding to disaster emergencies under this plan to ensure their actions are conducted in accordance with appropriate state and federal fiscal laws, policies, regulations, and standards.

3. Mutual Aid (KC-SA #3):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-SA #3. This Annex provides guidance concerning the means, terms and conditions for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident.

4. Private-Sector Coordination (KC-SA #4):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-SA #4. This Annex describes the policies, responsibilities, and concept of operations for county incident management activities involving the private sector during potential or actual disaster emergencies.

5. Volunteer and Donations Management (KC-SA #5):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-SA #5. This Annex provides procedures for the acceptance, storage, distribution and disposal of monetary and unsolicited in-kind donations, and for the coordination of the use of spontaneous volunteers.

6. Worker Safety and Health (KC-SA #6):

The Kootenai County Office of Emergency Management is the Primary Agency for KC-SA #6. This Annex provides guidelines for implementing worker safety and health support functions during potential or actual disaster emergencies.

E. Kootenai County Incident Annexes (KC-IA):

The Incident Annexes describe the situation, assumptions, concept of operations, and unique characteristics for incident management and response for specific hazards. Incident Annexes can be used in conjunction with other annexes or as stand alone documents at an incident. The Incident Annexes are as follows:

1. Terrorist Incident (KC-IA #1):

This incident annex will help to facilitate a coordinated response to terrorist incidents by providing information, procedures and guidelines for the protection of life and property during an incident, emergency or disaster involving terrorism. It assigns responsibilities to support requests to reduce potential loss of life and damage to property, and to restore essential services following a terrorist incident.

2. Cyber (KC-IA #2):

This incident annex will briefly outline the fundamental steps the Kootenai County Information Technology Department and other supporting agencies will take to prepare for and respond to a cyber incident.

3. Dam Failure (KC-IA #3):

This incident annex will help to facilitate a coordinated response to dam failure incidents. It assigns responsibilities to support requests to reduce potential loss of life and damage to property, and to restore essential services following a dam failure incident.

4. Earthquake (KC-IA #4):

This incident annex will help to facilitate a coordinated response to seismic incidents. It supports requests to reduce potential loss of life and damage to property, and to restore essential services following an earthquake.

5. Flood (KC-IA #5):

This incident annex will help to facilitate a coordinated response to flooding incidents. It supports requests to reduce potential loss of life, damage to property, and to quickly restore essential services following a flood.

6. Hazardous Materials (KC-IA #6):

This incident annex will help to facilitate a coordinated response to hazardous materials incidents. It assigns responsibilities to support requests to reduce potential loss of life and damage to property, and to restore essential services following a hazardous materials incident. This incident annex can be used in conjunction with all the other incident annexes when hazardous materials are involved.

7. Transportation Incident (KC-IA #7):

This incident annex will help to facilitate a coordinated response to transportation incidents. Accidents involving aircraft, trains, trucks, and buses have the potential for mass casualty and/or mass fatalities. This annex assigns responsibilities to support requests to reduce potential loss of life and damage to property, and to restore essential services following a transportation incident.

8. Volcanic Activity (KC-IA #8):

This incident annex will help to facilitate a coordinated response to volcanic activity. It assigns responsibilities to support requests to reduce potential loss of life and damage to property, and to restore essential services following a volcanic incident.

9. Wildland Fire (KC-IA #9):

This incident annex will help to facilitate a coordinated response to wildland fire incidents. It assigns responsibilities to support requests to reduce potential loss of life and damage to property, and to restore essential services following a wildland fire incident.

10. Windstorm/Tornado (KC-IA #10):

This incident annex will help to facilitate a coordinated response to windstorm/tornado incidents. It assigns responsibilities to support requests to reduce potential loss of life and damage to property, and to restore essential services following a windstorm/tornado incident.

11. Winter Storm (KC-IA #11):

This incident annex will help to facilitate a coordinated response to winter storms. It assigns responsibilities to support requests to reduce potential loss of life and damage to property, and to restore essential services following a winter storm.

IV. OVERVIEW OF CHANGES FROM LAST EOP REVISION

A. Incorporation of National Incident Management System (NIMS) Principles:

The Kootenai County Office of Emergency Management has incorporated NIMS principles into this revision of the KCEOP. Consistent with NIMS and ICS principles, this KCEOP can be partially or fully implemented, providing flexibility to meet the operational requirements of any situation.

B. Alignment with the National Response Framework:

Today's threat environment includes not only the traditional manmade and natural hazards, but also chemical, biological, radiological, nuclear, and high explosive weapons. The U.S. Department of Homeland Security (DHS) has established objectives for a national effort to prevent terrorist attacks and reduce its vulnerability to terrorism, natural disasters, and other emergencies; and to minimize the damage, and recover from attacks, natural disasters, and other emergencies. To meet these objectives, DHS implemented the National Response Framework (NRF). This KCEOP is based upon guidelines contained in the NRF.

C. Kootenai County Emergency Support Functions:

Some titles and assignments of Primary and Support agencies have been changed from the last revision to align with the NRF. KC-ESF #16, Military Support, was added to align with the IDEOP and is not found in the NRF.

E. Kootenai County Support Annexes:

The Kootenai County Support Annexes have been added to address support provided regardless of the type of disaster and to align with the NRF and IDEOP Support Annexes.

F. Kootenai County Incident Annexes:

Kootenai County Incident Annexes have been added to address contingency or hazard situations specific to Kootenai County that require specialized application of the KCEOP.

BASE PLAN

I. INTRODUCTION

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

A. Purpose

The purpose of the KCEOP is to identify the roles, responsibilities, and direction for Kootenai County agencies and some volunteer organizations in responding to emergencies or disasters. This plan delineates responsibilities and lines of authority for emergency response. The format is compatible with the National Response Framework (NRF) by using a functional approach to providing assistance. In this approach, the annexes of this plan (i.e., Kootenai County Emergency Support Functions, Support and Incident Annexes) have been assigned to a lead (Primary) agency or agencies with other departments and organizations in supporting (Support) roles. Primary agencies are responsible for developing, periodically reviewing, and revising their functional annex(es) and must also coordinate with the Kootenai County Emergency Operations Center (KCEOC), supporting agencies, and the associated tasks identified in their annex(es) during emergency operations. The KCEOP has the following objectives:

1. Describe the array of response, recovery, and mitigation resources available to assist efforts to save lives, limit human suffering, and protect public health, safety, and property, including wildlife, natural resources, the environment, and local economies from the damaging effects of natural and man-caused disaster emergencies.
2. Organize the Kootenai County response assistance options that are most likely needed under individual functional annexes that closely parallel those used within the NRF.
3. Describe the process and methodology for implementing and managing Kootenai County response, recovery and mitigation programs, and other support through technical services.
4. Establish linkages to state and federal emergency operations plans developed for specific hazards or incidents.

5. Establish the Kootenai County disaster emergency response and recovery organization for natural and man-caused disaster emergencies, including terrorism involving the use of weapons of mass destruction.
6. Define the organization and assignment of responsibilities to Kootenai County agencies for disaster emergency response and recovery activities.

B. Scope and Applicability

1. The KCEOP applies to all Kootenai County agencies.
2. The KCEOP is founded on the principle of self-help at each level of government. Jurisdictions (special districts, cities, and the county) will commit their available resources to respond and recover from a disaster emergency. They may request assistance from each successive level of government. County requests for state assistance must be submitted to the Idaho Emergency Operations Center (IDEOC) managed by the Bureau of Homeland Security (BHS).
3. Emergency response assistance includes those actions and activities that save lives; protect public health and safety; and protect property, including wildlife, natural resources, and the economy from disaster emergencies. The identified actions and activities in this plan are based on existing county, state and federal statutory authorities.

C. Legal Authority and Policy

1. Legal Authority. The following Idaho statutes specifically address aspects of emergency management and acts of terrorism:
 - a. The Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004, Idaho Code §46-1001.
 - b. The Post-Attack Resource Management Act, Idaho Code §67-5506.
 - c. The Terrorist Control Act, Idaho Code §18-8101.
 - d. The Emergency Relocation Act, Idaho Code §67-102.
2. The following Federal laws specifically address aspects of emergency management and acts of terrorism:
 - a. The Homeland Security Act of 2002.

- b. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, Public Law 93-288 as amended, and related authorities.
- c. Code of Federal Regulations (CFR) 44, Emergency Management and Assistance.
- d. The Post Katrina Emergency Management Reform Act (PKEMRA).

3. Policy.

- a. The premise of the National Response Framework (NRF), the Idaho Emergency Operations Plan and this plan is that all levels of government share the responsibility for working together in preventing, preparing for, responding to, and recovering from the effects of an emergency or disaster event.
- b. State government has resources and expertise available to assist with emergency or disaster related problems that are beyond the capability of the county government or region.
- c. Life-saving and life-protecting response activities have precedence over other emergency response activities.
- d. Private and volunteer organizations, such as North Idaho Citizens Corps, Inland Northwest Community Organizations Active in Disasters (Inland Northwest COAD), may provide immediate life-sustaining relief to individuals and families that is not normally available from government resources. Local and/or State governmental agencies will assist these organizations by providing information, guidance, and coordination of their relief efforts.
- e. Government at all levels must continue to function under all threat, emergency, and disaster conditions. Continuity of Operations/Continuity of Government (COOP/COG) plans must be developed ~~in~~ to ensure the continuance of essential functions.
- f. This plan is based on the premise that the National Incident Management System (NIMS) and the Incident Command System (ICS) will be used as the incident management system for all levels of response. All appropriate personnel will be trained on the principles of the NIMS and the ICS and integrate those

principles into planning response, recovery, and mitigation operations.

II. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. A disaster or emergency can strike at any time, at any location, with little or no advance notice. These disasters or emergencies may create significant degrees of human suffering, property damage and economic hardship to individuals, governments, the environment, and the business community.
2. Information sharing occurs across multiple levels of government, the response community, and the private sector. Citizens expect government to keep them informed and to provide guidance and assistance in the event of a threat, emergency or disaster.
3. Hazard Analysis:
 - a. Natural Hazards.
 - (1) Major Fires. Wildland fires are common in the rural areas of Kootenai County. Although the majority of larger fires are on public lands, residents and private property can be damaged. Local fire departments face increased threats from combined structural and wildland fire fighting.
 - (2) Landslides and erosion. Landslides often occur in conjunction with other types of natural disasters, such as winter storms and floods. Evidence of landslide activity is apparent on many of the roadways and cliff faces in Kootenai County. Consequences of landslides generally occur at the site, down slope from the site, and in adjacent waterways. Temporary road closures and detours while debris is being cleared are the most likely difficulties.
 - (3) Winter Storms. Winter storms are a relatively common experience for Kootenai County. Any combination of heavy snow, temperatures to 30 below zero and/or high winds can close roads, threaten disruption of utilities, limit access to rural homes, impede emergency services delivery and close businesses. Such storms also create hazardous travel conditions, which can lead to increased vehicular accidents and threaten air traffic. Stranded motorists due to closed roads and highways may present a shelter problem.

- (4) Floods. Flooding has been a periodic problem in Kootenai County. Chinook winds or a rain-on-snow event can reduce the snow pack in the surrounding mountains to make a heavy runoff in a matter of hours. The abundance of creeks, rivers and lakes ensures some level of threat from flooding will always be present.
- (5) Earthquakes. Although earthquakes are uncommon, they remain a potential hazard.
- (6) Other hazards, including dam failures, volcanic activity, wind storms, and tornadoes, are also addressed in this plan.

b. Human Caused and Technological Hazards.

- (1) Power Failure. Power failures are a potential consequence of other hazardous events, such as wildland fires, winter storms, wind storms, and flooding. A long-term power outage has a serious impact on homes, congregate care facilities, industry and businesses. Crops and livestock are threatened and communications is hampered.
- (2) Hazardous Materials Incidents. A release of hazardous materials from both fixed and transportation incidents are threats to the County. Hazardous materials are transported, stored and used in all parts of the County. Hazard ranges from small spills on roadways to major transportation releases on railways. Illegal methamphetamine operations are also a concern. The closest "Level A" State Hazmat team is located in Coeur d'Alene.
- (3) Civil unrest, terrorist incidents and cyber attacks are possible in Kootenai County.

4. Mitigation Overview. Details concerning mitigation plans for the County are contained in the Kootenai County All-Hazards Mitigation Plan.

B. Planning Assumptions

1. Any incident that results in a large number of casualties and/or significant damage to property may result in the implementation of mutual aid agreements and requests for state assistance to supplement the county's response.

2. At any time, one or more natural or man-caused hazards can threaten lives and/or property within the state. The first response will most likely originate from the local jurisdiction impacted by the incident. The local jurisdiction providing the first response may be overwhelmed by the magnitude of the incident.
3. Notification of a potential or actual incident that threatens lives and/or property, or a request for state assistance, may result in the activation of the Kootenai County Emergency Operations Plan (KCEOP).
4. Any incident that results in a significant loss of local infrastructure will degrade communications of all types in the area.
5. Based on the Kootenai County hazard identification, risk and vulnerability analysis, the probability of a catastrophic incident limited to the confines of Kootenai County, as defined in the National Response Framework, is extremely low.
6. State resources may be made available to Kootenai County to cope with disaster emergency conditions. Kootenai County will commit its resources before requesting state assistance.
7. The State of Idaho will request federal assistance when it is determined that a response to a disaster emergency exceeds local and state government resources.
8. Various disaster emergency conditions may result in a state or federal response prior to any involvement by Kootenai County resources. State and Federal agencies may provide unilateral assistance under their respective statutory authorities to Kootenai County when it is affected by a disaster emergency, regardless of a declaration of disaster emergency.
9. The escalating threat of terrorism and the use of Weapons of Mass Destruction (WMD) may create a disaster emergency condition where federal assistance is needed or even injected into the state and Kootenai County. A counter-terrorism operation implemented by federal authorities will be coordinated with local law enforcement, the Idaho Bureau of Homeland Security and the Idaho State Police. Any terrorist incident within Idaho will require notification and involvement of the Federal Bureau of Investigation and other federal agencies to support the local and state government response and recovery operations.

III. ROLES AND RESPONSIBILITIES

The Idaho State Disaster Preparedness Act, as amended by the Homeland Security Act of 2004, requires the development of plans and preparations for disasters and emergencies from natural or manmade causes, enemy attack, sabotage, or other hostile action (Idaho Code §46-1001).

A. Kootenai County

1. Kootenai County is responsible for disaster emergency management within its jurisdictional boundaries and will conduct disaster emergency operations according to the plans and procedures contained in the Kootenai County Emergency Operations Plan (this plan).
2. The Kootenai County agency responsible for disaster preparedness and coordination of response is the Kootenai County Office of Emergency Management (Idaho Code §46-1009). This agency facilitates the work of disaster prevention, mitigation, preparedness, response and recovery.
3. When activated, the Kootenai County EOC (KCEOC) will be staffed as appropriate for the severity of the situation. The KCEOC is the location where disaster emergency information is received and disseminated and coordination of resources occurs.

B. Private Sector and Nongovernmental Organizations (NGOs)

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

C. Volunteers and Donations

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

D. State of Idaho

1. Bureau of Homeland Security:

- a. The Bureau of Homeland Security is responsible for the coordination of the State response to an emergency or disaster. The Director of BHS is responsible for managing and coordinating emergency operations which involve state and when necessary, federal resources.
- b. The primary emergency management responsibility of the BHS is not that of an initial responder, but rather a key partner and central point of coordination to provide support to local governments. This is accomplished through the acquisition, prioritization, and distribution of State, private, and Federal resources to meet the needs of local governments.
- c. State resources will supplement local resources.
- d. BHS is responsible for the organization and operations of the Idaho Emergency Operations Center (IDEOC).
- e. BHS is responsible for assisting local government emergency management in the development and maintenance of emergency operations plans, procedures and checklists. The BHS provides standards and criteria, periodically reviews local and intergovernmental disaster plans, and fulfills other specified needs (Idaho Code §46-1006(6)).

2. Other Idaho State Government responsibilities are described in the Idaho Emergency Operations Plan.

IV. CONCEPT OF OPERATIONS

A. General

1. When a disaster is imminent or has occurred within Kootenai County, local governments have the primary responsibility and will respond to preserve life and property. Local officials may implement emergency statutes and ordinances and may declare a local state of emergency that will permit them to mobilize and commit their emergency resources.
2. When local resources become overwhelmed and cannot meet the needs created by a disaster, a local government that is signatory to mutual aid compacts may call for the aid of any and all other signatories.
3. When disaster conditions appear likely to exceed the combined capabilities of a local jurisdiction and mutual aid compact signatories, local governments will request support from Kootenai County.
4. When it becomes apparent that the disaster situation will exceed Kootenai County capabilities, the county will request assistance from the State of Idaho through the BHS or if activated through the IDEOC.
3. More detailed information regarding the emergency management concept of operations is contained in KC-ESF #5, Emergency Management.

B. Kootenai County Emergency Operations Center (KCEOC)

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

C. Disaster Emergency Declaration Process

KC-ESF #5 – Emergency Management provides a detailed explanation of the disaster declaration process that is summarized as follows:

1. All disaster emergency declarations shall:
 - a. Indicate the nature of the emergency;
 - b. Identify the area or areas threatened;
 - c. Identify the area subject to the proclamation;

- d. Explain the condition(s) that are causing the disaster emergency;
and
- e. Define the incident period as it applies to each area affected.

2. City Government.

- a. Disaster emergency response agencies from city government will respond to a disaster emergency within their corporate limits and coordinate activities in accordance with their standard operating procedures and mutual aid agreements.
- b. When a disaster emergency situation is likely to overwhelm city resources or be beyond the control of the city, a local disaster emergency may be declared only by the mayor within their respective political subdivisions. No intergovernmental agency or official may declare a local disaster emergency, unless expressly authorized by the agreement pursuant to which the agency functions.
- c. The proclamation of disaster emergency and any requests for assistance should be forwarded to the Kootenai County Office of Emergency Management in an expedient manner (i.e., by voice followed by a hard copy).
- d. When a local disaster 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.

3. Kootenai County.

- a. Upon receipt of the proclamation of a local disaster emergency from an incorporated city of the county, the Chairman of the Board of County Commissioners will provide available assistance requested to contain the incident and notify the Idaho Bureau of Homeland Security (BHS) that a situation exists that may require the proclamation of a disaster emergency.
- b. In the event a situation exists in the unincorporated portions of the county that may affect lives and property, Kootenai County will take necessary measures to bring the situation under control, utilizing all county government resources.
- c. If the situation, either in an incorporated or unincorporated part of the county overwhelms the capability and resources of the

county to control, the Chairman of the Board of County Commissioners may proclaim a local disaster emergency in accordance with Idaho Code §46-1011.

- d. Kootenai County Office of Emergency Management 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 BHS.

4. State Government.

- a. The BHS Director will evaluate and process the county's request for assistance and request for a Governor's declaration of a disaster emergency as appropriate.
- b. Upon notification that the county is seeking state assistance, the Governor may proclaim a State of Disaster Emergency and implement all or portions of the Idaho Emergency Operations Plan.
- c. The Governor may also declare a Disaster Emergency in the absence of a county/local request.
- d. Only the Governor can originate the request for a Presidential Declaration.

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

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

E. Mutual Aid

1. Mutual aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident. This normally includes all neighboring or nearby jurisdictions, as well as relevant private sector and nongovernmental organizations.
2. KC-SA #3 - Mutual Aid contains detailed information concerning mutual aid agreements.

F. Emergency Public Information

1. The importance of accurate, timely, coordinated emergency information provided to the public, the media and government officials is critical to effective response and recovery.
2. Kootenai County will provide emergency public information through the use of a Joint Information System (JIS) and one or more Joint Information Centers (JIC). The Kootenai County JIS is a collaborative effort among county government, health, emergency response, educational, law enforcement and volunteer agencies. Details concerning the JIS and JIC is in KC-ESF #15 – Public Information and External Affairs.
3. If Kootenai County public information resources are overwhelmed by requests from the media, the public or public officials, Kootenai County will request support from the Idaho Bureau of Homeland Security. When approved, BHS will coordinate the deployment of Public Information Emergency Response (PIER) Teams to assist the County.

G. Financial Management

1. KC-SA #2 - Financial Management of this plan provides guidance for all county departments and agencies responding to disaster emergencies under the provisions of this plan. This Annex ensures that funds are provided expeditiously, and that financial operations are conducted in accordance with appropriate local, state and federal laws, policies, regulations, and standards.
2. Due to the nature of most disaster emergency situations, finance operations will often be carried out within compressed time frames that

may necessitate the use of expedited procedures. However, that in no way lessens the requirement for sound financial management and accountability.

3. When a disaster emergency is declared, Kootenai County may be required to pay a cost share of as a condition of receiving State assistance. This cost share may equal forty percent (40%) of the nonfederal share of costs incurred by Kootenai County which have been determined to be eligible for reimbursement by the federal government, provided that the total local share of eligible costs for the County shall not exceed ten percent (10%) of the County's tax charges authorized by Idaho Code §63-802.

V. CONTINUITY OF GOVERNMENT (COG) AND CONTINUITY OF OPERATIONS

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

VI. TRAINING, EXERCISES, AND ON-GOING PLAN MANAGEMENT

A. Kootenai County Training and Exercise (T&E) Program

1. Kootenai County will coordinate and conduct periodic trainings and exercises of this plan in order to ensure that effective and complete planning efforts associated with preventive, preparedness, response to, and recover from emergency and/or terrorism incidents, and compliance with national emergency response (NIMS/NRF) standards are maintained. Exercises will be consistent with the U.S. Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.
2. Kootenai County will:
 - a. Develop a T&E Program from the beginning to end stages of planning, design, execution, and evaluation.
 - b. Develop a multi-year exercise plan.
 - c. Conduct comprehensive annual T&E needs assessments in cooperation with the Kootenai County Local Emergency Planning Committee (LEPC).

- d. Conduct annual T&E workshops to promote teambuilding, review past activities and upcoming plans, support new exercise design and evaluation techniques and training opportunities.
- e. Foster multi-jurisdictional and multi-discipline collaboration locally and regionally.
- f. Reinforce Incident Command System (ICS) best practices.
- g. Meet National Incident Management System (NIMS) compliance requirements.

B. On-Going Plan Management

1. The oversight and maintenance of the Kootenai County Emergency Operations Plan (KCEOP) is the responsibility of the Kootenai County Office of Emergency Management, which will maintain the plan, and in collaboration with the Kootenai County Local Emergency Planning Committee coordinate the process to update the plan, document changes to the plan, distribute the plan to selected persons, submit the updated plan for appropriate review and signature, and store a paper and electronic version of the plan for archival purposes.
2. The Kootenai County Emergency Operations Plan is an integral component of an established cyclic process of Planning, Training, and Exercising. At a minimum, the KCEOP should be completely reviewed and revised as needed between January and June of each odd numbered year to ensure the documented preparedness and response activities reflect current policies and procedures.

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 1

TRANSPORTATION

Primary Agency

Kootenai County Sheriff's Department

Support Agencies

County

Kootenai County 9-1-1/Central
Kootenai County Sheriff's Marine Division
Kootenai County Solid Waste
Kootenai County Parks and Waterways
Sheriff's Department Recreation Safety Section
Coeur d'Alene Airport Office
Kootenai County Office of Emergency Management (OEM)

Municipalities

Municipal Police Departments
Municipal Street Departments

Districts

Highway Districts

Fire Protection Districts

INTRODUCTION

Purpose

Kootenai County Emergency Support Function (KC-ESF) #1 – Transportation assists County, State, and Federal government entities as well as volunteer organizations requiring transportation capacity to perform response missions following a disaster or emergency. Emergency Support Function #1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

Scope

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

- A. Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster;
- B. Facilitating damage assessments to establish priorities and determine needs of available transportation resources;
- C. Prioritization and/or allocation of all government transportation resources;
- D. Processing all transportation requests from County departments and emergency support functions. This ESF will coordinate evacuation transportation as its first priority; and
- E. Facilitate movement of the public in coordination with other transportation agencies.
- F. Coordinate release or demobilization of resources.

Policies

- A. The National Incident Management System and the Incident Command System will be used to manage emergency incident response. The Emergency Support Functions of the County Emergency Operations Plan may be utilized to assist the Incident Command's response. In coordination with the County Commissioners, the Office of Emergency Management may activate the Kootenai County Emergency Operations Center (KCEOC). Once activated, the ESFs will support the IC.
- B. Resources in response to emergencies will be provided by primary and support agencies, or through Mutual Aid Agreements/Memorandums of Understanding.
- C. Priorities for allocation of assets are as follows:
 - 1. The protection of life, including both responders and the public.
 - 2. Evacuating persons from immediate peril.
 - 3. Coordinating and monitoring traffic movement for self-evacuation.

4. Clearing debris and hazards for ingress and egress of emergency resources.
5. Transporting materials, personnel, and supplies in support of emergency response activities.
6. Transporting relief supplies necessary for recovery from the emergency.
7. Demobilizing resources that are no longer needed.

SITUATION AND ASSUMPTIONS

I. Situation

A major disaster emergency may severely damage the transportation system throughout the impact area. Local transportation activities could be hindered by damaged facilities, equipment, and disrupted communications. At the same time, the disaster emergency will create demand on resources to provide relief and recovery. Mutual Aid and state assistance may be required to meet demands for essential services, as well as assistance with clearing and restoring the transportation system.

II. Planning Assumptions and Considerations

- A. Emergency responders will size up the incident and respond according to established protocol.
- B. The transportation systems will sustain significant damage. The amount of damage will influence the means and accessibility of providing relief services and supplies.
- C. It will be difficult to coordinate the disaster response during the immediate post-disaster period.
- D. Equipment in the immediate vicinity of the disaster site may be damaged or inaccessible.
- E. The general public may require transportation out of the affected area.
- F. Transportation resource requirements may exceed resources available in the County.
- G. Public utilities may be damaged and partly or completely inoperable.
- H. Local political subdivisions will restore disabled transportation systems in accordance with established priorities.

I. Aircraft will be available for reconnaissance of areas impacted by the disaster.

CONCEPT OF OPERATIONS

- A. In the event a major disaster occurs within the county, the Kootenai County Sheriff will set up Incident Command and provide primary agency responsibilities. If the incident occurs on a State Highway, the Idaho State Police will establish Incident Command, and the Idaho Transportation Department will serve as the primary agency. A Unified Command may be established to facilitate agency coordination. If the incident occurs within a municipal jurisdiction, municipal police departments and municipal street departments will coordinate with Incident Command and/or Unified Command and take appropriate actions to open transportation corridors.
- B. The Incident/Unified Command will accomplish the tasks outlined below in carrying out the response effort:
1. Determine whether there is any immediate danger to emergency responders.
 2. Establish whether there are victims in jeopardy within the incident site and take appropriate lifesaving actions if victims are found.
 3. Size up the incident to assess damage and the potential for additional damage.
 4. Clear the site and effect necessary repairs to allow emergency vehicles access to the site.
 5. Identify emergency response and evacuation routes.
- C. Local agencies will provide transportation resources in a declared emergency or disaster. If transportation requirements exceed local agency capabilities, other public and private resources will be used.
- D. The Incident Commander will determine alternate routes for emergency response and evacuation and will provide that information to the OEM/KCEOC. If the IC determines evacuation is necessary, the recommendation will be forwarded to the County Commissioners, who will in turn request authorization from the Governor. Only the Governor of Idaho may issue an evacuation order.

Preparedness

- A. Preparedness means anticipating events before they happen, then training, equipping and exercising personnel to respond to the incident. For instance, primary agencies should be aware of roadwork or other planned development in the area that would hinder emergency vehicle access to, and self-evacuation from, that particular site. Alternate routes around the congested sites should be considered before any emergency situation arises.
- B. Primary agencies should be aware of land subdivisions and developments that could eventually bottleneck existing highway/road routes and advise emergency services in advance of potential problems and make recommendations for alternate access or routes.
- C. Removal of water hazards will help to ensure clear passage for emergency watercraft should it become necessary. The repair and/or removal of these obstacles would enhance mitigation efforts and control damage to public and private property.
- D. It is the intent of County emergency responders to prepare for a disaster/emergency. Periodic training exercises of personnel will help insure an effective response.
- E. Maintenance of equipment will help ensure a timely response in the moment of an emergency. Other methods of preparedness would include primary and support agencies establishing new, and updating existing Mutual Aid Agreements (MAA) and Memorandums of Understanding (MOU) annually, then providing copies to the Office of Emergency Management.
- F. The Kootenai County Office of Emergency Management, KCEOC personnel and staff, local elected officials, agencies signatory to the plan, and the Local Emergency Planning Committee (LEPC) will continue to assess and analyze the county's Emergency Operations Plan and recommend changes as appropriate.
- G. Knowledge of response/mitigation/and recovery efforts of disaster incidents occurring outside the County would enable response agency planners to better assess the potential scope of damages before they happen.
- H. Agency response personnel will attend state and federal training programs and be knowledgeable of new technologies and equipment for emergency response.
- I. Elected officials, public and private organizations will pursue government or private grants that would enhance and update emergency responders' equipment and training.

- J. Response agencies should develop and maintain inventories of resources that would assist mitigation of emergency incidents and provide the information to the Office of Emergency Management.

Response

- A. Primary agency of KC-ESF #1 will send a representative to the KCEOC to coordinate with support agencies.
- B. IC will conduct damage assessment and coordinate with highway districts and ITD to provide engineering support.
- C. Initial damage assessment information will be reported to the Office of Emergency Management/KCEOC.
- D. If activated, the KCEOC will coordinate with IC and response agencies to document damage assessment.
- E. Primary agency will coordinate with highway districts and municipal street departments for temporary reconstruction and repair of encumbered system to facilitate emergency operation vehicles and public right of way.
- F. Local and state law enforcement agencies will coordinate traffic control and evacuation routes as necessary.
- G. Law enforcement will provide protection to emergency workers at the incident site.
- H. Incident Command will coordinate transportation of equipment, personnel and resources within the incident's perimeter.

Recovery

- A. When possible, normalize transportation routes and return to pre-disaster conditions.
- B. Agencies will seek state/federal funding to restore affected systems to normal conditions.
- C. In coordination with IC and OEM, primary and support agencies will assess the response efforts after the disaster and make recommendations for planning improvements where suitable.
- D. Coordinate demobilization of resources and completion of documentation.

Training and Exercises

- A. Response agencies will conduct regular training sessions for their personnel.
- B. The Kootenai County Office of Emergency Management will sponsor periodic training exercises to help coordinate regular multiagency response simulations.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Primary Agency

A. Kootenai County Sheriff's Department

1. Provide a representative to KCEOC if requested.
2. Set up Incident Command Post.
3. Perform normal law enforcement duties.
4. Coordinate with support agencies.
5. Coordinate with the Office of Emergency Management for State assistance if needed.
6. Establish Unified Command if necessary.
7. Establish and maintain evacuation routes in coordination with IC, ISP, EOC and appropriate support agencies.
8. Provide damage assessment information to the OEM/KCEOC when appropriate.

B. Kootenai County Sheriff's Marine Division

1. Assist and coordinate clearance of waterways.
2. Provide boats to transport emergency personnel in and around the disaster site.
3. Provide traffic control of watercraft servicing the disaster site.
4. Perform search and rescue.

Support Agencies

A. Kootenai 9-1-1/Central

1. Provide initial notifications.
2. Assist as requested.

B. Kootenai County Solid Waste Department

Provide support and coordination for emergency solid waste disposal.

C. Kootenai County Parks and Waterways

Make watercraft and personnel available to assist with emergency response when disaster is near or on county waterways.

D. Sheriff's Department Recreation Safety Section

Assist with rescue and recovery as requested

E. Coeur d'Alene Airport Office

1. Perform airport damage assessment and provide to the OEM/EOC.
2. Coordinate with IC and assist with airport debris removal.
3. Coordinate with emergency response agencies as appropriate.
4. Provide support to transportation activities.

F. Kootenai County Office of Emergency Management

1. In coordination with County Commissioners and IC activate the EOC to appropriate levels.
2. Advise County Commissioners on the need to declare a county emergency.
3. Assist PIO and/or JIC if activated with the coordination of public information.
4. Assist with the coordination of primary and support agencies.
5. Gather and submit damage assessment information to Idaho BHS.

6. In coordination with IC assist with planning, mission request, communication, and other appropriate tasks.
7. Coordinate Federal Public Assistance Programs for rebuilding roads and bridges.
8. Prepare and provide situation reports for elected officials.
9. Assist with training exercises and programs when appropriate.

G. Municipal Police Departments

1. Perform normal law enforcement duties.
2. Coordinate and assist law enforcement agency of jurisdiction when requested.
3. Establish and maintain evacuation routes in coordination with IC, ISP, EOC and appropriate support agencies.
4. Provide damage assessment information to the OEM/KCEOC when appropriate.

H. Municipal Street Departments

1. Provide damage assessment information to KCOEM/EOC.
2. Provide and coordinate for removal of wreckage and debris.
3. Assist with road closure and establishing detour routes.
4. Assist with traffic control and barricade placements.
5. In coordination with IC perform other tasks that would enhance response efforts.
6. Provide temporary repair of damaged roads and bridges if possible.

I. Fire Protection Districts and Municipal Fire Departments

1. Support emergency operations where appropriate.
2. Provide damage assessment information as appropriate to the KCOEM/EOC.
3. Assist with evacuation if necessary.

4. Provide EMS transportation of sick and injured.
5. Provide fire boats for transportation of:
 - a. Evacuees on or near water
 - b. Damage Assessment Teams
 - c. Emergency personnel, equipment and supplies
6. Provide fire protection resources.
7. Provide HazMat response as required.

J. Highway Districts

1. When requested send representative to the EOC.
2. Assess County transportation assets and provide damage assessment information to the OEM/EOC.
3. Coordinate with primary agency and provide for removal of wreckage and debris.
4. Provide temporary repair of damaged roads and bridges if possible.
5. Assist with road closures and establishing detour routes.
6. Assist with traffic control and barricade placements.
7. Establish and/or maintain evacuation routes as directed by IC or Kootenai County Sheriff's Department.
8. Provide materials and equipment as needed.
9. In coordination with IC perform other tasks that enhance response efforts.
10. Coordinate with ITD for engineering support.

KC-ESF #1 - Transportation

Approved:

Rocky Watson
Kootenai County Sheriff

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 2

COMMUNICATIONS AND WARNING

Primary Agency

Kootenai County 9-1-1 (Central)
Kootenai County Sheriff's Department
Kootenai County Office of Emergency Management (OEM)

Support Agencies

County

Kootenai County 9-1-1 Advisory Board

Districts

Fire Protection Districts
Highway Districts
Panhandle Health District

Municipalities

Municipal Police Departments

Business

Telecommunications Utilities
Print, Television and Radio Media

Volunteer

Amateur Radio
Inland Northwest Local Emergency Communications Committee

State

Coeur d'Alene Interagency Dispatch Center
Idaho State Communications

Purpose

KC-ESF #2 – Communications and Warning will provide guidance for the effective management of emergency radio, electronic communications and dissemination of warning information during an emergency/disaster.

Scope

General

This ESF applies to the communications and warning assets of county organizations including 9-1-1 Dispatch Center, telephone and cellular systems, fax services, National Warning System (NAWAS), Emergency Alert System (EAS), Mobile Command Center (MCC), Amateur Radio, Law Enforcement and the Fire Services.

Communications System

- A. The communications system is comprised of the equipment and agencies that establish, maintain, restore and use these assets during an emergency.
- B. Kootenai 9-1-1/Central acts as primary agency, ensuring a properly maintained and functioning emergency communication system within Kootenai County.

Warning System

- A. The warning system provides for the issuance of information regarding impending or actual emergency/disaster conditions.
- B. Kootenai County 9-1-1 (Central), Kootenai County Office of Emergency Management (OEM) and the Kootenai County Sheriff's Department coordinate responsibilities for the Warning and Emergency Alert System.

Policies

- A. It is the policy of Kootenai County to maintain a hazard warning system that supplements the warning services provided by local, state, and federal agencies.
- B. Citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather, fire or flooding. Consequently, and supplemental to information being provided by other sources, Kootenai County will attempt to make a reasonable effort to warn the public of hazardous situations that could result in a disaster. The feasibility of the effort will depend on the nature of the hazard, when the emergency

management officials are made aware of the situation, the quality and quantity of information available, communications and warning resources available, media attention, and other situation dependent factors.

- C. The Kootenai County warning system will, to the extent practicable, utilize both public and private resources and activate at the neighborhood, community, or county level.
- D. The County Commissioners and supporting agencies will strive to maintain and upgrade communication equipment used for emergency operations.
- E. The OEM and Kootenai County Board of Commissioners encourage pursuit of government and private funds to upgrade and enhance emergency communications equipment and training of personnel.

SITUATION AND ASSUMPTIONS

Situation

- A. Either a sudden or anticipated disaster/emergency will cause major disruption in the day-to-day activities of those involved. Any particular emergency could cause distress across a wide threshold of services in the County. Agency responders to an incident may find some of the following situations:
 - 1. Damage to the commercial and/or County telecommunications system due to the occurrence of a man-made or natural emergency/disaster.
 - 2. Fragmented initial reports, which provide an incomplete picture of the extent of damage to the County and private assets.
 - 3. Rumors based on incomplete or erroneous reports, which may contribute to confusion.
- B. An overwhelmed emergency communication system would complicate the ability of emergency responders to do their job in a timely fashion.
- C. There may be an Immediate need for alternative telecommunication resources to save lives and notify the public of the crisis.

Planning Assumptions and Considerations

- A. Central Dispatch will experience failures due to overwhelmed phone systems.
- B. Emergency responders will size up the situation and respond accordingly.

- C. Cell phone service may be overwhelmed and unreliable due to system overloads.
- D. Downed lines or other collateral damage may disrupt normal phone, fax and Internet service.
- E. Two-way radio channels may be jammed and unreliable due to the emergency. Legacy two-way channels maybe non functional due to the emergency, but the new 700MHz system has two redundant back up power supplied by generator and battery . Additionally, the 700 LMR has prioritizing capabilities and if the network fails the system will revert to site trunking.
- F. Notification of threatening or actual emergency conditions may come from the Emergency Alert Service (EAS), Mapstorm (a reverse 911 system), NOAA Weather Radio (National Weather Service), National Warning System (NAWAS), the media, the amateur radio community, and the public.
- G. County governments may also be notified of an impending threat by the State Automated Warning System (SAWS).

CONCEPT OF OPERATIONS

- A. An initial emergency call will likely be received at the Kootenai County 9-1-1 Center (Central). Central will contact necessary agencies for appropriate response to the emergency incident.
- B. Communication within the scope of each responding agency will occur over assigned radio channels. When appropriate the Office of Emergency Management (OEM) will activate Amateur Radio Emergency Service (ARES) and Radio Amateur Civil Emergency Service (RACES) to facilitate and coordinate communications among Incident Commander(s), the OEM/KCEOC, and other agencies as necessary.
- C. 9-1-1 land line emergency calls coming into Central for the cities of Post Falls and Rathdrum will be handled accordingly:
- D. If the call is a request for law enforcement, the call will be transferred to the Post Falls Police Department.
- E. Central and Post Falls PSAPs will route the caller to the appropriate PSAP and agency. Cell phone calls can be answered by either PSAP.
- F. If the call is for a medical or fire emergency, Central will dispatch the appropriate agencies then relay the information to the Post Falls Police Department. If Post Falls PD PSAP receives a medical or EMS call the dispatcher will transfer the call to Central for dispatching.

Warning System

- A. Whenever OEM is alerted to the threat or occurrence of a hazardous event that could lead to a disaster, they may activate the Emergency Operations Center at an appropriate level for monitoring purposes.
- B. Monitoring will consist of accumulation, display, and evaluation of relevant information, release of appropriate public information advisories, and alerting response agencies and organizations of the situation.
- C. Depending on the circumstances, monitoring could be a prolonged activity.
- D. As soon as it is apparent that the public must take some action to prepare or protect itself, the local warning system will be activated through the coordination of the OEM and the Kootenai County Sheriff's Department.
- E. Warning could take the form of one or more of the following:
 - 1. Activation of the Emergency Alert System (EAS) to disseminate immediate life saving information.
 - 2. Activation of Mapstorm (a reverse 911 system) to disseminate immediate life saving information.
 - 3. Activation of the Kootenai County Joint Information System (JIS) to assist in coordination and collaboration of emergency information and warnings.
 - 3. Press release to regional television, radio stations and print media; or other mechanisms, as appropriate.
 - 4. State Automated Warning System (SAWS).
 - 5. Use of fire district and/or law enforcement apparatus public address systems and/or sirens may be used to provide warnings along specific routes.
 - 6. Activation of safety advisories within the County.
- F. Warnings will continue as needed or until the hazard has subsided.

Preparedness

- A. Central is responsible for the development, repair and maintenance of the County's communication infrastructure. This includes all related communication equipment that is needed for Central to maintain operations

with public safety agencies. This includes the county LMR infrastructure (repeaters and microwave) and telephone system that is related to 9-1-1 requests. The county phone network and computer network system is maintained by the IS Department.

- B. Routine training, and real emergency operations exercise assessments will prepare Central's personnel for an appropriate and timely response.
- C. First response agencies that respond to calls from Central will maintain and upgrade their communication equipment as appropriate. These agencies will conduct regular training sessions for their personnel.

Response

- A. Either the OEM or the Sheriff's Department can activate the Emergency Alert System (EAS).
- B. The On Scene Command and Response (OSCAR) and OEM emergency channel or talk group may be utilized by response agencies.
- C. Interagency coordination may be accomplished through use of the state's "Valley All Call" radio channel or talk group.
- D. The KCEOC may be activated to an appropriate level to help alleviate overloads at the Dispatch Center (Central).
- E. The KCEOC/OEM Manager can activate Amateur Radio and the Mobile Command Center to enhance interagency communication needs.
- F. Initially, the County and cities will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.
- G. When the KCEOC is activated, the Communications Services Officer or designee will report to the EOC when requested.
- H. Representative will provide a current status of repeaters and microwave systems, locations, frequencies, and talk groups to the OEM/KCEOC. IC will advise Central and OEM on which encrypted channels will be used for IC.
- I. The representative can assist call-out to support agencies of activated ESFs.
- J. Depending on the scope of the emergency, communication systems personnel will contact appropriate contractor to assess damage to the communications system.

- K. Once the KCEOC is activated, mission requests and assignments can be implemented directly through the KCEOC.
- L. Central will continue to receive normal day-to-day emergency calls and adjust shifts as necessary.
- M. OEM will coordinate with Central to be appraised of such matters as:
 - 1. Current emergency responders' radio frequencies and talk groups to be used during the emergency. This should not change once the TALKGROUPS have been established.
 - 2. Numbers of qualified staff available for dispatch in case of an emergency, or other appropriate information necessary in the preparation of emergency response.
- N. The OEM will confirm frequencies and status of repeaters for the benefit of emergency response agencies.
- O. MAA/MOU between Central and other government agencies will note location, status and frequencies of County repeaters or talk groups.
- P. Local government agencies will utilize local governmental, commercial and/or private communications systems, as available, to meet their communications needs.
- Q. Cooperation and coordination between responding agencies and the use of their frequencies/systems may be necessary for timely mission requests and mission assignments.

Recovery

- A. The Communication Services Officer or designee will reassess communication systems after the incident has ended and make recommendations regarding repairs and upgrades.
- B. The Communication Services Officer, in coordination with the OEM Manager, Incident Commander, and emergency response agency representatives will evaluate the County's communication response to the incident and make recommendations as appropriate.

Training and Exercises

- A. Regular training of personnel at Central, emergency response agencies, Amateur Radio and those responsible for the Mobile Command Center will be conducted by the sponsoring agency.
- B. Large-scale simulations may be coordinated through the OEM to assist personnel training and assess the results of a multi-agency response.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Primary Agency

A. Kootenai 9-1-1 (Central)

1. Provide initial notifications.
2. When possible, send a representative to the KCEOC during an emergency.
3. Manage, develop, maintain, restore and operate the County's communication infrastructure.
4. Assist and coordinate communication needs for County emergency responders as requested.
5. Conduct training exercises for personnel to promote accurate and timely dispatch response.
6. Gather and report damage assessment information regarding the County's communications infrastructure to the OEM/KCEOC.
7. In coordination with OEM, conduct training and scheduled tests of the EAS system.

B. Kootenai County Sheriff's Department

1. Provide representative to KCEOC as necessary.
2. In coordination with OEM, develop and maintain procedures to provide communications and warning support when requested.
3. When appropriate, coordinate with the OEM to implement Emergency Alert System (EAS).

C. Kootenai County Office of Emergency Management (OEM)

1. In coordination with the Sheriff's Department, develop and maintain procedures to provide communications and warning support when requested.
2. When appropriate, coordinate with the Sheriff's Department and implement the Emergency Alert System (EAS).
3. Activate Amateur Radio for emergency communications.
4. Verify communications between field operations and the KCEOC are open. Provide situation reports to elected officials.
5. In coordination with the Joint Information System and/or Public Information Officers, recommend release of pertinent emergency information on a regular timetable.
6. Request and coordinate external resources and assistance when communication systems become overwhelmed.
7. Maintain communications with the Idaho Bureau of Homeland Security.
8. In coordination with Central, conduct training tests and exercises of the communication and warning systems.
9. Develop KCEOC procedures for gathering, displaying and evaluation of relevant information.

Support Agencies

A. Fire Protection Districts

Develop and maintain procedures to provide tactical frequencies for warning support and communication services when requested by IC or the OEM/KCEOC.

B. Highway Districts

Coordinate with emergency services as required to support additional radio/communication needs.

C. Panhandle Health District (PHD)

The PHD Director may, upon request, activate the Crisis Communication Plan. The plan provides public education to assist residents in making informed decisions about the acceptability of known risks.

D. Kootenai County 9-1-1 Advisory Board

Monitor and provide guidance and policy for the County 9-1-1 services.

E. Municipal Police Departments

1. Assist and coordinate communication procedures with Central, the OEM/KCEOC and Kootenai County's emergency services as needed.
2. Maintain and repair police departments' repeaters and provide pertinent frequency and status information to the OEM/KCEOC.

F. Telecommunications Utilities

Utilize all appropriate means of repairing and restoring public telecommunication services.

G. Print, Television and Radio Media

1. Communicate warnings to the public when EAS and safety advisories are implemented.
2. Assist with emergency services efforts to notify the public of an impending or actual emergency/disaster situation.

H. Amateur Radio

Provide emergency communications to KCEOC, Central, Kootenai Medical Center, mass shelters, field personnel, damage assessment teams, Mobile Command Center (MCC), business and industry, or other responding agencies when requested by the OEM.

I. Inland Northwest Local Emergency Communication Committee

Provide guidance and set policies regarding EAS implementation.

J. Coeur d'Alene Interagency Dispatch Center

1. Provide emergency dispatch services for wildland fires.

2. Assist with emergency radio communications when requested or as county radio systems become overwhelmed.

K. CDA Interagency Fire Cache (CDK)

Provide radio kits, satellite phones and portable repeaters to emergency services when requested.

L. . State Communications (StateComm)

1. Provide emergency communication services and coordinating resources.
2. Relay information between responding units that might not have radio contact with each other due to low-powered mobile radios and terrain.
3. Receive and communicate all reports of hazardous materials incidents.

KC-ESF #2 - Communications and Warning

Approved:

Kootenai County 9-1-1 (Central)

Date

Rocky Watson
Kootenai County Sheriff

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION #3

PUBLIC WORKS AND ENGINEERING

Primary Agency

Kootenai County Building and Planning
Kootenai County Solid Waste

Support Agencies

County

Kootenai 9-1-1/Central
Kootenai County Highway Districts
Kootenai County Sheriff's Department
Kootenai County Parks and Waterways
Kootenai County Office of Emergency Management

Municipalities

Coeur d'Alene Building Department
Post Falls Building, Planning, and Zoning
Municipal Public Work Departments
Municipal Water Services
Municipal Wastewater Treatment Facility
Municipal Street Services

Districts

Highway Districts
Panhandle Health District

INTRODUCTION

I. Purpose

This ESF coordinates activities in response to damage to the public works infrastructure during and after an emergency/disaster incident within Kootenai County.

II. Scope

This ESF addresses necessary public works and engineering activities including, but not limited to, demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, inspection of facilities for structural condition and safety, and assistance in route clearance and traffic control by providing barricades and signs.

III. Policies

- A. It is the policy of the County government to respond to and mitigate damage caused to public owned facilities by an emergency/disaster in accordance with Title 46, Chapter 10 of the State Disaster Preparedness Act of 1975.
- B. The agencies that make up the County/municipal public works may operate in coordination with other municipal, county, state and federal agencies in a multi-agency response through the use of mutual aid agreements (MAAs).

SITUATION AND ASSUMPTIONS

I. Situation

- A. There is no formally organized public works agency within Kootenai County, but the County and its municipalities include personnel and equipment for conducting public works services on a day-to-day basis and under emergency conditions.
- B. Federal, state, adjacent county, city and private agencies, when authorized by the appropriate authority, may supplement county, city, and other engineering resources necessary to accomplish needed emergency tasks.

II. Planning Assumptions and Considerations

- A. The Kootenai County Building and Planning and Solid Waste Departments will act as primary agencies and in an emergency coordinate with IC and support agencies to carry out tasks associated with this ESF.
- B. County owned buildings that suffer from structural trauma may be unsuitable for workplace safety and require inspection by structural engineers before safe reentry can be assured. It is the responsibility of the Kootenai County Building and Planning Department to secure engineering services that have the capability to determine a structure's integrity.
- C. If the County owned structure is within the boundaries of a municipality the responsibility of structural engineering assessment would default to the municipality of jurisdiction.

- D. When County roads, highways, bridges, County owned buildings, and County solid waste disposal and/or municipal water districts and wastewater treatment facilities are damaged in a major disaster, all agencies will work together while retaining their authority, responsibility, and accountability.
- E. Agencies that make available public works services should provide a well organized response to an emergency/disaster by instituting mutual aid agreements that allow for resource sharing and cooperation between agencies.
- F. Solid waste facilities' ability to conduct business as usual could be degraded as a result of the emergency, creating the need for modified procedures.
- G. In some instances personnel and or resources may be overwhelmed and unable to assist other jurisdictions.
- H. There are four Highway Districts in Kootenai County that are responsible for the maintenance and repair of the County's Highway System. They are:
- Eastside Highway District
 - Lakes Highway District
 - Post Falls Highway District
 - Worley Highway District
- I. Streets and roads within municipalities are maintained and repaired by municipal street departments (Public Works) or in some instances by contract with the County's Highway Districts for maintenance and repair.
- J. Municipalities, water associations and private wells comprise the potable water source for a majority of the County's population.
- K. The wastewater treatment component of the public works organizational structure is made up of three major treatment facilities. They include:
- Coeur d'Alene Wastewater Division
 - Hayden Area Regional Treatment Facility
 - Post Falls Wastewater Treatment Plant (includes Rathdrum wastewater).
- L. Smaller wastewater facilities include those at the Kootenai County Farm and Landfill at Fighting Creek, in the cities of Harrison, Worley, Spirit Lake and

Bayview. There are also small waste water facilities that support isolated developments and individual residences (Black Rock, Gozzer Ranch, etc.).

M. In coordination with the OEM, appropriate agencies should create plans for infrastructure damage assumptions and practices that will guide response and mitigate a variety of emergency incidents. Assumptions include:

1. Public utilities such as water and waste treatment are damaged and threaten health hazards.
2. Damaged water mains necessitate the need to distribute drinking water in and around the incident site.
3. County buildings may be damaged, communication among agencies will be difficult and response will be hindered.
4. Communication systems at the County level may be affected. In the initial moments of the disaster it is difficult to ascertain the extent of damages.
5. Bridges or dams may have suffered damage because of the emergency incident and may need inspection and repair/replacement before safe public use can continue.
6. Damage to wastewater treatment facilities could cause an environmental risk that may affect a HAZMAT response.
7. A number of key employees' whereabouts are uncertain and designees or those that are second in command will need to make critical decisions regarding emergency response and mitigation.
8. Heavy equipment needed for response is located in the incident area and is damaged or inaccessible.
9. Access to the disaster/emergency areas will be dependent on the reestablishment of ground and/or water routes.
10. Normal routes of travel may be impeded by the emergency.
11. Existing solid waste disposal facilities and supporting road networks may be damaged or access blocked that will require the development of situation dependent workarounds. It is also expected that as recovery from an emergency progresses, solid waste disposal operations will be severely taxed, making it difficult to assist others with equipment and manpower.

CONCEPT OF OPERATIONS

- A. Emergency public works operations include, but are not limited to, damage assessment, repair and maintenance of roads, bridges, public utilities, clearance of disaster related debris, repair of water and sanitation facilities, temporary procedural changes, inspection and if appropriate, condemnation of county owned structures.
- B. When activated the KCEOC will assist IC with the coordination of primary and supporting agencies to conduct but not be limited to the following activities:
 - 1. Provide damage assessment teams that will initiate a coordinated countywide damage assessment of public works infrastructure.
 - 2. Identify and evaluate the capacity of the infrastructure within Kootenai County boundaries and maintain a list of their usability.
 - 3. Coordinate mitigation and recovery procedures.

I. Preparedness

- A. Successful response depends on agencies working in coordination to establish a disaster prepared community.
- B. Workshops, simulations and ongoing training programs will prioritize and improve response efforts.
- C. A list of key individuals and phone numbers should be maintained within each agency vehicle to enable communications should a worker/crew become victim or happen upon an emergency situation.
- D. Current inventories of response resources should be 'typed' as to function and provided to the Office of Emergency Management. A regular maintenance program should be conducted on all equipment.
- E. County, municipalities and taxing districts should collaborate on the development of debris management plans.

II. Response

- A. When activated, a representative from the County Solid Waste and Building & Planning Departments will report to the KCEOC to coordinate response with the IC and support agencies.
- B. Kootenai County will provide situation reports to the Idaho Bureau of Homeland Security (BHS) as required.

- C. Damage assessment information will be reported to the Kootenai County Office of Emergency Management or KCEOC (if activated) by emergency response agencies and damage assessment teams.
- D. Mutual aid agreements will be activated appropriately.
- E. Engineering services will be secured to determine structural damage to County owned buildings when necessary.
- F. Temporary or permanent repairs will be made to damaged facilities to return system to pre-disaster conditions.
- G. Action will be taken to reduce any hazards that endanger the public.
- H. Emergency solid waste disposal workarounds will be established as needed to meet the immediate demands of solid waste disposal requirements.

III. Recovery

- A. Affected agencies will coordinate with IC, OEM/KCEOC, and other government/private agencies to support the return of normal county/municipal public works systems.
- B. Review of actions taken during the emergency will be performed to aid future emergency response and planning.

IV. Training and Exercises

Personnel will participate in regional training exercises and countywide emergency simulations.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Primary Agency

- A. Kootenai County Building and Planning
 - 1. Send representative to the KCEOC upon request.
 - 2. Coordinate with County support agencies, the Idaho Transportation Department and municipal public works and street departments to assess the general situation.
 - 3. Recommend evacuation of County structures damaged in the emergency incident.

4. If County owned structures within the County's jurisdiction are damaged, secure engineering services with the capability to determine structural integrity of the damaged building and make suitable recommendations.
5. Report damage assessment information and cost estimates to OEM/KCEOC.

B. Kootenai County Solid Waste

1. Send representative to the KCEOC upon request.
2. Inspect the solid waste infrastructure of the County.
3. Assist with removal and disposal of debris in and around incident sites as appropriate.
4. Report damage assessment information and cost estimates to OEM/KCEOC.
5. Assist responding agencies with available resources as requested.

Support Agencies

A. Kootenai 9-1-1/Central

Provide initial notifications.

B. Kootenai County Sheriff's Department

Provide damage assessment information to the OEM/EOC.

C. Kootenai County Parks and Waterways

1. Report damage assessment information regarding County owned docks and facilities to the OEM/EOC.
2. Provide water transportation for damage assessment teams.

D. Office of Emergency Management (OEM)

1. Upon approval from County Commissioners activate KCEOC and implement call-out of essential representatives as needed.
2. Coordinate mission assignments and provide logistical support.

3. In coordination with IC and PIO, issue warnings to the public when necessary.
4. Identify and coordinate training methods for response agency personnel.

E. Highway Districts

1. Provide for the temporary repair of damaged County roads and bridges.
2. Coordinate with Idaho Transportation Department for engineering or logistic support.
3. Provide damage assessment information to the OEM/KCEOC. Provide sand, gravel, personnel and trucks where needed. Remove debris and hazards from roadways.
4. Determine usable roads and alternate routes if necessary. Provide equipment and personnel for flood control support.

F. Coeur d'Alene Building Department

1. When necessary inspect and secure structural engineering services for public, private, and residential structures damaged in an emergency incident. Determine their structural integrity and make recommendations accordingly.
2. Report damage assessment information to the County OEM/EOC.

G. Post Falls Building, Planning, and Zoning

1. When necessary inspect and secure structural engineering services for public, private, and residential structures damaged in an emergency incident.
2. Determine their structural integrity and make recommendations accordingly.
3. Report damage assessment information to the County OEM/KCEOC.

H. Municipal Public Work Departments

1. Provide damage assessment information to the OEM/KCEOC.
2. Provide for temporary or permanent repairs.

I. Municipal Water Services

1. Provide damage assessment information to the OEM/KCEOC.
2. Provide for temporary or permanent repairs.
3. Monitor water treatment facilities for overloads and hazardous material releases.

J. Municipal Waste Water Treatment Facilities

1. Provide damage assessment information to the OEM/KCEOC.
2. Provide for temporary or permanent repairs.
3. Monitor systems for overloads and hazardous material releases.

K. Municipal Street Services

1. Provide damage assessment information to the OEM/KCEOC.
2. Provide personnel and materials as required to facilitate transportation corridor clearing and repair.

KC-ESF #3 - Public Works and Engineering

Approved:

Kootenai County Building and Planning

Date

Kootenai County Solid Waste

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 4

FIREFIGHTING

Primary Agency

Fire Protection District of Jurisdiction
Kootenai County Sheriff's Department

Support Agencies

County

Kootenai 9-1-1/ Central
Fire Protection Districts
Law Enforcement Agency of Jurisdiction
Kootenai County Office of Emergency Management
Kootenai County Emergency Medical Services System

Districts

Highway Districts

Municipalities

Municipal Fire Departments
Municipal Police Departments

State

Idaho Department of Lands

Federal

US Forest Service

INTRODUCTION

Kootenai County has extensive state, federal and private forestlands. The majority of the population lives close to the Rathdrum Prairie. The cities of Coeur d'Alene, Post Falls, Hayden and Rathdrum are located along the perimeter of the Rathdrum Prairie. Urban sprawl is occurring between the four cities on subdivided farmland. In rural areas, fire protection districts and local residents are likely to be first responders when a fire occurs. Successful fire suppression

depends a great deal on mutual aid agreements between the Idaho Department of Lands, local fire protection districts, municipal fire departments, and other government agencies. The county population is increasing, and substantial construction is occurring along the wildland urban interface.

I. Purpose

This Emergency Support Function (ESF) coordinates fire prevention, fire protection and fire suppression.

II. Scope

- A. KC-ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires, and providing personnel equipment, and supplies to support agencies involved in firefighting operations. KC-ESF #4 does not address details regarding mutual aid and regional fire mobilization responsibilities and procedures that are contained in standard operating procedures and other agency documents.
- B. The agencies within KC-ESF #4 provide a resource pool available to support the efforts of other KC-ESFs.

III. Policies

- A. In a fire emergency it is the policy of fire services to mobilize all available apparatus and personnel required to manage the situation. Mutual aid agreements (MAAs) are activated if initial resources are inadequate or a particular district would make a quicker response to an adjoining district. When mutual aid and local resources are exhausted, the provisions for regional and/or state/federal fire mobilization apply.
- B. As required by the National Incident Management System (NIMS), the Incident Command System (ICS) will be the organizational structure used during a response.
- C. Local control of the event shall be implemented through the Incident Command System (ICS). If a multi-agency response is necessary, direction, control and coordination shall be established from a Command Post near the incident site with support from the Emergency Operations Center (EOC) when activated.
- D. In a complex incident where a number of agencies respond to different emergencies, Unified Command may be implemented. Under a Unified Command, all agencies work together while retaining their authority, responsibility, and accountability.

- E. Unless specified otherwise in cost share and other agreements, each local, state, or federal agency will assume the full cost of protection made within their jurisdiction. For agencies responding outside their jurisdictional area financial arrangements will be clarified in advance through MAA/MOUs.
- F. Fire agencies should ensure fire protection to their home districts prior to committing resources to mutual aid.
- G. Priority shall be given to protecting first responders, saving lives and protecting property, in that order.

SITUATION AND ASSUMPTIONS

I. Situation

Kootenai County could have an overwhelming fire emergency that requires assistance from adjoining districts. Fire suppression efforts may require municipal, county, state, and federal resources to mitigate the incident. A fire emergency may impede municipal and county essential functions and could require agencies not associated with fire suppression to keep transportation corridors clear for emergency vehicles and self-evacuation. Communications systems may become overwhelmed. Day to day emergency response may be hindered due to a shortfall of personnel. State assistance would be necessary in a large-scale wildland fire incident.

II. Planning Assumptions

- A. In a disaster some firefighting resources will become scarce or damaged.
- B. Idaho Department of Lands will respond to fires in urban and urban interface areas when wild lands are threatened.
- C. There are a substantial number of volunteer fire fighters in Kootenai County. In a major disaster they are not obligated to leave a family crisis or their workplace to assist in emergency efforts.
- D. Urban, rural, and wildland fires will occur within Kootenai County.
- E. In the event of a drought or other significant event such as high winds, large fires could be common. Vehicular access may be hampered by floods, bridge failures, landslides, blowdowns, etc., making conventional travel to fire locations extremely difficult or impossible. Air attack by tankers, helicopters, and/or smoke jumpers may be essential in these situations.
- F. Air assets will be scarce resources.

G. Usable airports may be congested.

CONCEPT OF OPERATIONS

I. General

- A. Incident Command will be established by the first responding district/department.
- B. Under most circumstances the fire district of jurisdiction will act as primary agency for KC-ESF #4.
- C. There are tracts of land within the boundaries of Kootenai County that are not within the jurisdiction of a municipal fire department or fire protection district. In those instances the property in question would fall under the jurisdiction of the Kootenai County Sheriff's Department. If an emergency/disaster occurs on such tracts of land the Kootenai County Sheriff's Department would act as primary agency for KC-ESF #4 and set up Incident Command or Unified Command as necessary.
- D. Mutual aid agreements between regional agencies and the Idaho Department of Lands (IDL) will be activated for wildland fires.
- E. Established firefighting and support organizations processes and procedures will be used when implementing the Incident Command System (ICS).
- F. Responsibility for situation assessment and determination of resource needs lies primarily with local Incident Commanders.
- G. Each agency of government (local, state, and federal) will retain fire suppression responsibilities within its normal fire protection jurisdiction.
- H. Central Zone Type III Team may be assigned through Coeur d'Alene Interagency Dispatch Center to manage extended wildland fire incidents.
- I. The Governor, or his authorized representative, may request federal assistance in accordance with the Fire Management Assistance Grant Program (FMAGP).
- J. The KCEOC may be activated to help coordinate communications and interagency response with mission request and mission assignments. The Logistics Section of the KCEOC will maintain and keep updated resource inventories submitted by agencies that participate in this plan.
- K. If the situation warrants, BHS will activate the Idaho EOC to coordinate with local emergency services. State will support local control.

II. Urban/Rural Fires

- A. The Idaho Department of Lands, local fire protection districts and municipal fire departments have the primary responsibility for the protection of life and the suppression and control of fires within their respective jurisdictions. For those incidents requiring additional support, mutual aid agreements may be activated.
- B. Structure fire suppression, which includes exterior and interior actions on burning structures, is the responsibility of local fire districts and departments.
- C. If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the Federal government under an emergency declaration by the President. Requests for such assistance are handled through standard emergency management channels.
- D. Fire suppression and control assistance may be provided on a limited basis by federal agencies and the military through pre-established MAAs.
- E. If wildland is threatened, the Idaho Department of Lands will respond to a fire regardless of property ownership. IDL will extend onto US Forest Service or Bureau of Land Management ground only if that ground is under IDL jurisdiction.

III. Forest Fires

- A. Outside of incorporated areas the Idaho Department of Lands (IDL) and local fire protection districts take coordinated action on wildfires that jeopardize IDL protected lands and on adjacent U.S. Forest Service and Department of the Interior protected areas, regardless of land ownership.
- B. Coeur d'Alene Interagency Dispatch Center is set up to handle fire and emergency dispatching for the Idaho Panhandle National Forests, Idaho State Department of Lands, Coeur d'Alene Tribe and the Bureau of Land Management.
- C. IDL fire suppression activities primary responsibility is to reduce the loss of life and property. The agency may assist state and local fire departments in exterior structure fire protection when requested under terms of an approved cooperative agreement.

Response

A. Fire Agencies

1. Provide Incident Command.
2. Provide initial damage assessment information to the KCOEM/EOC.
3. Respond to calls for fire, rescue/extrication, emergency medical assistance, hazardous material response, and evacuation.
4. Provide fire fighting resources and incident management in accordance with protocol.
5. Provide temporary power and emergency lighting at emergency scenes when needed.
6. Coordinate with and assist law enforcement to warn the public of evacuation routing, and/or traffic control.
7. Support emergency operations as defined in districts' Emergency Action Plans (EAP).
8. Provide suppression and control of fire within their respective fire protection jurisdictions (including those IDL or government lands that are contracted with local district); support other fire protection agencies responding under mutual aid agreements. This support will typically include:
 - a. Establish an Incident Command Post
 - b. Establish staging and rehab areas
 - c. Establish documentation and accountability procedures
 - d. Establish radio frequencies.
 - e. Investigation into the origin and cause of the fire.
9. Support warning and evacuation efforts.
10. Provide medical response that includes Advanced and Basic Life Support.
11. Provide fire prevention messages and public education.

12. Mutual aid agencies report to staging with roster of responders, size/type units and radio capabilities/cell phone numbers.
13. Fire Agencies inspect mutual aid units and equipment and make assignments.
14. Notify the Kootenai County Office of Emergency Management if resources are stretched.

B. Kootenai County Office of Emergency Management

1. In coordination with the PIO issue alerts warning persons located in the incident area.
2. In coordination with IC serve as liaison between local jurisdictions, response agencies, and the State, for requesting resources when the capabilities of local response agencies are exceeded.
3. Provide coordination response resources and assets.

Recovery

Fire Agencies

1. Demobilize fire resources and related incident support.
2. Support recovery efforts as requested by the EOC or other support agencies.
3. Coordinate and complete incident documentation and cooperate in cost recovery process.
4. Evaluate operations and provide analysis to the Office of Emergency Management and the Bureau of Homeland Security for incorporation into updates of plans and procedures.

Kootenai County Office of Emergency Management

1. Continue EOC operations until no longer necessary.
2. Update plans and procedures based on critiques and lessons learned during the event.

Preparedness

- A. Elected officials and emergency management will support programs such as the Wildland/Urban Interface (WUI) program, which reduces fire hazards for property owners, businesses and municipalities by removing brush and thinning stands of trees that create fire risk.
- B. Elected officials, local fire protection districts, fire departments, the Idaho Department of Lands, U.S. Forest Service and the Idaho Bureau of Land Management will seek private and government grants to upgrade response resources and finance training sessions.
- C. Fire agencies will maintain their emergency response resources and continue to seek funding to replace and update equipment when necessary.
- D. The Kootenai County Office of Emergency Management and local fire agencies and departments will coordinate tabletop exercises and region-wide simulations.
- E. Training sessions are intended to enhance day-to-day emergency skills and prepare individuals to identify and properly respond to possible terrorist activities that may involve weapons of Chemical, Biological, Radiological, Nuclear or Explosive (CBRNE) components, including but not limited to:
 - 1. Chemical weapons: Poison gas, blister gas or other poisons that can be used to terrorize the public.
 - 2. Biological weapons: Any weapon involving a disease organism.
 - 3. Radiological: Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.
 - 4. Nuclear: Nuclear Weapon is a general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission or fusion or both.
 - 5. Explosives: Any explosive, incendiary, or poison gas bomb, grenade, rocket, missile, mine, etc.
- F. This plan encourages continued research regarding interoperable communications systems that would assist communications among law enforcement and fire services during a multi-agency disaster/emergency.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Primary Agencies

A. Fire Protection District/Department of Jurisdiction

1. Provide Fire representative as necessary to the EOC.
2. Implement Incident Command.
3. Act as primary agency in the provision of fire suppression and control.
4. Provide fire suppression, light rescue, emergency medical, and other services that would protect lives and property.
5. Provide initial and continuing situation assessment and analysis of major incidents to the EOC.
6. Report damage assessment information to the KCOEM/KCEOC.
7. Conduct light duty rescue operations. Support warning and evacuation efforts.

B. Kootenai County Sheriff's Department

1. When appropriate, respond to emergency and initiate Incident Command.
2. Coordinate with local fire districts and/or the Idaho Department of Lands.
3. When appropriate implement Unified Command in coordination with responding fire service.
4. Report damage assessment information to the KCOEM/KCEOC.
5. Conduct necessary law enforcement/investigative duties as required.

Support Agencies

A. Kootenai 9-1-1/ Central

1. Provide initial notifications.
2. Provide support as needed.

B. Mutual Aid Fire Protection Districts

1. When requested report to Incident Commander.
2. Respond according to IC plan and assist with fire suppression, light rescue, emergency medical, and other tasks that would protect lives and property.
3. Respond to staging

C. Law Enforcement Agency of Jurisdiction

1. Assist in the identification of crime scenes and provide security.
2. Assist with evacuation efforts.
3. Provide traffic control.
4. Provide security at incident.
5. Assist fire agencies with investigation of incident and securing evidence.

D. Kootenai Office of Emergency Management (KCOEM)

1. In coordination with IC and the Board of County Commissioners, activate the KCEOC to appropriate level.
2. Advise Board of County Commissioners on the need to declare a county emergency.
3. Assist with coordinating public information, including Emergency Alert System.
4. Assist with the coordination of primary and support agencies.
5. Gather damage assessment data.
6. Submit damage assessments to Idaho BHS.
7. Assist with planning, mission request, communication, and other appropriate activities in support of IC.
8. Provide situation reports for elected officials.

9. Continue to keep the EOC open at an appropriate level, as long as necessary.
10. Assist with training programs when appropriate.

E. Municipal Fire Departments

1. When requested, provide services and resources according to provisions in current MAA/MOUs that may include:
2. Assisting primary agency with fire suppression.
3. Providing EMS through the Kootenai County Emergency Medical Support System.
4. Conducting rescue efforts.
5. Other tasks appropriate and necessary for the protection of lives and property.

F. Municipal Police Departments

When requested, coordinate with Incident Commander and provide law enforcement tasks to support fire suppression efforts.

G. Amateur Radio

1. Provide emergency communications to EOC, Central Dispatch, mass shelters, field personnel, damage assessment teams, business and industry, or other appropriate agencies.
2. Provide support for the Mobile Communication Center (MCC) as requested by the OEM.

H. Central Zone Type III Team

1. When activated the Central Zone Type III Team will assume management of fire suppression efforts.
2. As possible provide situation reports to the OEM/EOC.
3. Coordinate with other support agencies as necessary.

I. Region I Regional Response Team

Assist fire districts/departments if fire incident involves hazardous materials.

J. Idaho Department of Lands (IDL)

1. Respond to requests for assistance from fire protection districts/departments when wildland is threatened or according to existing MAAs with jurisdictional agencies.

2. Protect burning structures within SOP guidelines.

K. Coeur d'Alene Interagency Dispatch Center

Provide emergency dispatch services for wildland fires.

L. CDA Interagency Fire Cache (CDK)

1. Serve as the primary Incident Support Cache for all wildland fire operations within the Idaho Panhandle.

2. Serve as the sole conduit for accessing the National Fire Equipment Supplies (NFES) resources which are available from the National Interagency Cache System (NISC).

M. U.S. Forest Service (USFS)

Monitor, coordinate, and provide assistance to Idaho Department of Lands fire response as MAA/MOUs designate.

N. U.S. Coast Guard Auxiliary Flotilla 84

Provide patrolled safety areas on the water for fire aircraft to re-supply water loads.

KC-ESF #4 - Firefighting

Approved:

Coeur d'Alene Fire Department

Date

East Side Fire District

Date

Hauser Lake Fire Protection District

Date

Kootenai County Fire and Rescue

Date

Mica Kidd Island Fire Protection District

Date

Northern Lakes Fire District

Date

Shoshone County Fire District #2

Date

Spirit Lake Fire Protection District

Date

St. Maries Fire District

Date

Timberlake Fire Protection District

Date

Worley Fire Protection District

Date

Rocky Watson
Kootenai County Sheriff

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 5

EMERGENCY MANAGEMENT

Primary Agency:

Kootenai County Office of Emergency Management

Support Agencies:

All Other Kootenai County Departments and Agencies

Non-Governmental:

See ESF # 7 – Resource Support

Private Sector:

See SA # 3 – Private Sector Coordination

INTRODUCTION

I. Purpose

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

II. Scope

- A. KC-ESF #5 provides the overall coordination function for all incidents requiring county assistance, regardless of hazard, degree of complexity, or duration. This KC-ESF is activated at some level for all potential and actual major incidents or emergencies.
- B. The scope of KC-ESF #5 includes those functions critical to support and facilitate multiagency planning and coordination for operations involving potential and actual major emergencies and disasters in the county. This includes:

1. Activation of the KCEOC with liaison activities in the field (as required) in anticipation of or in response to the occurrence of an emergency or disaster in Kootenai County that requires county assistance;
2. Initiate appropriate alert(s) and notification(s);
3. Provide direction and control for county agency response efforts;
4. Collect, analyze, process, and disseminate information about emergencies or actual disasters, which allows county government to determine if assistance to local government is required;
5. Facilitate the timely release of public information in coordination with KC-ESF # 15;
6. Provide disaster emergency information necessary for the preparation of a County Disaster Emergency Declaration, and requests for state assistance and/or a Governor's Disaster Emergency Declaration;
7. Coordinate with the Idaho Bureau of Homeland Security for a Governor's Disaster Emergency Declaration;
8. KCEOC serves as the central point for receiving information and producing Situation Reports (SITREP) and briefings for the Board of County Commissioners, other County agencies, and the Idaho Bureau of Homeland Security, other public officials, and local, state, and/or federal offices as requested;
9. Task county agencies to provide technical expertise and information necessary to develop analysis of the situation;
10. Coordinate the Mission Assignment (MA) and/or Project Agreement (PA) process to provide resources to support disaster emergency response and recovery operations;
11. Coordinate the deployment of special teams (i.e. damage assessment teams, regional response teams, etc.);
12. Identify and resolve resource allocation issues. Issues which cannot be resolved at the KCEOC level are referred to the Board of County Commissioners for resolution and potential further coordination with the Idaho Bureau of Homeland Security;
13. Support the implementation of mutual aid agreements to ensure a coordinated response whether requesting assistance from other counties or responding to requests from other counties;

14. Financial management and cost recovery in coordination with Financial Management Support Annex; and
15. Other support as required.

III. Policies

- A. The Kootenai County Emergency Operations Center (KCEOC) serves as the central point for county emergency management operations. In a disaster emergency, the Kootenai County Emergency Operations Center (KCEOC) will be the central collection point to compile, analyze, and prepare situation information for the Board of County Commissioners and other decision makers.
- B. All incidents in Kootenai County will be managed utilizing the National Incident Management System (NIMS).

SITUATION AND ASSUMPTIONS

I. Situation

Many hazards have the potential for causing disasters that require centralized coordination. A disaster emergency or significant incident occurs of such severity and magnitude that the affected jurisdiction(s) requires county response and recovery assistance. KC-ESF #5 will support initial assessment of developing situations and provide timely and appropriate information to evaluate whether assistance beyond county capabilities is required.

II. Planning Assumptions

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

requirements for victims or conduct an immediate situation assessment to determine initial response requirements.

- E. Responsibility for the performance of emergency functions is charged to agencies that do similar activities during routine operations. Where such an alignment of emergency functions and non-emergency operations is not possible, the establishment of an emergency organization is required.
- F. All appropriate personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS) and integrate those principles into all planning and response operations.

CONCEPT OF OPERATIONS

I. General

KC-ESF #5 activities begin upon the Kootenai County Office of Emergency Management receiving notification of a possible developing or actual disaster or emergency situation. The Kootenai County Emergency Operations Center (KCEOC) will serve as a coordination point to provide real-time information flow to key decision makers. As the incident develops, and it is determined that additional assistance is required to support a response, the KCEOC may be activated to coordinate specific requests for assistance. The KCEOC is prepared to provide for the support and coordination of disaster prevention, preparedness, response, and recovery activities on behalf of all Kootenai County agencies and political subdivisions. Throughout the notification, response, and recovery stages, the KCEOC manages documentation, resource tracking, and supports response for the incident or concurrent incidents.

- A. **Command Structures:** Command structures direct on-scene emergency management activities and include the Incident Command Post and the Area Command, if established. The local incident command structure directs on-scene emergency management activities and maintains command and control of on-scene operations.
 - 1. **Incident Command Post:** At the tactical level, on-scene incident command and management organization are located at an Incident Command Post, which is typically comprised of local and mutual aid responders. The Incident Command Post performs primary tactical-level, on-scene incident command functions. The Incident Commander is located at an Incident Command Post at the incident scene. When multiple command authorities are involved, the incident may be led by a Unified Command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance or agreement.

2. Area Command: At the field level, an Area Command may be established by local responders, if necessary, to assist in providing oversight for the management of multiple incidents being handled by separate Incident Command Posts or to oversee management of a complex incident dispersed over a larger area and broker critical resources. Area Command may also be unified and works directly with Incident Commanders.

B. Coordination Structures: Include Multiagency Coordination (MAC) Centers and Emergency Operations Centers (EOCs).

1. Multiagency Coordination (MAC) centers and Emergency Operations Centers (EOCs), as defined in the National Incident Management System (NIMS), provide central locations for operational information sharing and resource coordination in support of on-scene response and recovery efforts.
2. Kootenai County Emergency Operations Center: If the Incident Commander determines that additional resources or capabilities are needed, he will contact and relay requirements to the Kootenai County Emergency Operations Center. The KCEOC is the physical location where the coordination of information and resources to support local incident management activities normally takes place. The KCEOC helps to form a common operating picture of the incident, relieve on-scene command of the burden of external communication, and secure additional resources. The core functions of the EOC include coordination, communications, resource allocation and tracking, and information collection, analysis, and dissemination.

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

II. The Kootenai County Emergency Operations Center (KCEOC)

- A. Purpose: The Kootenai County Emergency Operations Center (KCEOC) serves as the central point for county emergency management operations. The Kootenai County Office of Emergency Management is charged to establish and maintain the KCEOC for support of emergency and disaster operations.

- B. Organization: The KCEOC is organized and structured in compliance with the National Incident Management System (NIMS) in a manner where centralized decision making concerning effective utilization of personnel and other resources is optimized.
1. KCEOC Command and General Staff Overview: KCEOC organization has four major functions: Command, Logistics, Planning, and Finance/Administration.
 2. Command: Command comprises the KCEOC Manager and the Command Staff. Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions include:
 - a. The KCEOC Manager: The KCEOC Manager has overall authority of the KCEOC and will coordinate requests for assistance with other jurisdictions.
 - b. The Liaison Officers: KCEOC Liaison Officer (LNO) will serve as the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single or unified command structure, representatives from assisting or cooperating agencies and organizations coordinate through the LNO. Personnel from other agencies or organizations (public and private) involved in incident response activities may be assigned to the LNO to facilitate coordination.
 - c. The Field Liaison Officer: The Field Liaison Office is located at the ICP. The Officer provides a direct interface to the KCEOC organization and assures the KCEOC is prepared to provide full support to the ICP. The Field Liaison Officer coordinates and facilitates the exchange of contact and other information between the ICP and KCEOC. We also have a field Liaison Officer. We need to add that info here. Please get with Marilyn or Bob P. for a description for that liaison.
 - d. The Public Information Officer: This position will provide guidance and overall direction for the flow of public emergency communications in accordance with KC-ESF #15 Public Information and External Affairs Annex of this plan and reports directly to the KCEOC Manager. The PIO will coordinate with PIO partners to ensure message accuracy, coordinated information is provided to the media, general public or other agencies, and coordinate briefings and press conferences.

3. General Staff: The General Staff comprises incident management personnel who represent the major functional elements of the KCEOC structure including the Logistics Section, Plans Section, and the Finance/Administration Section.
 - a. The Logistics Section: Meets all support needs as directed by the KCEOC Manager and orders and processes requests for all incident related resources in accordance with KC-ESF #7 Resource and Logistics Support. This includes personnel, supplies, equipment, facilities, transportation, and also provides necessary personnel support facilities such as food service and lodging, and supports all computer/network needs, radio networks, and telephone equipment.
 - b. The Plans Section: Oversees all incident related data gathering and analysis regarding incident operations, assigned resources and damage assessment. This includes tracking personnel, facilities, supplies, and major equipment items available for assignment, collects, processes, and organizes ongoing situation information, prepares situation reports and develops projections and forecasts of future events as well as maintains accurate and complete incident files, including a complete record of the support provided to resolve an incident. The Plans Section also coordinates and consults with technical specialists (e.g. environmental specialist, attorney or legal counsel, etc.).
 - c. The Finance and Administration Section: Coordinates specific financial needs, reimbursement (individual, agency or department) and the administrative services to support KCEOC operations in accordance with the Financial Support Annex of this plan. This section is responsible for ensuring daily recording of personnel time as well as administers all financial matters pertaining to vendor contracts including ordering resources through appropriate procurement authorities including the mission assignment and/or project agreement process when appropriate. This section also provides cost analysis; ensures that equipment and personnel for which payment is required are properly identified; provides cost estimates to the Plans Section and accurate information on the actual costs of all assigned resources to the KCEOC Manager as requested.
4. Command and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.

5. **Modular Extension:** This KCEOC organizational structure is modular, extending to incorporate all elements necessary for the type, size, scope, and complexity of a given incident. This IC structural organization builds from the top down; responsibility and performance begin with the KCEOC Manager. If and when the need arises, three separate sections can be used to expand the overall general staff. Each of these general staff sections may have several subordinate units or branches, depending on the management requirements of the incident. If one individual can simultaneously manage all major functional areas, no further expansion of the organization is required.
 6. **Expansion and Contraction:** The KCEOC will expand or contract as needed to adapt to the disaster emergency situation. For example, when the KCEOC functions as a county-wide area command, an Operations Section and additional Liaison Officers and other functions may be added. Conversely, as incident sites are resolved, positions will be consolidated or demobilized.
- C. **Levels of Activation:** Kootenai County uses an Activity Phase scale to identify changes in emergency management activity in the Kootenai County Emergency Operations Center (KCEOC). A change up or down in Activity Phase is an indicator for emergency management personnel and other officials that the number, size or complexity of an incident or a combination of incidents has changed.
1. During normal activity, all Kootenai County staff is involved in their day-to-day activities. The threat level is low with little or no commitment of resources.
 2. **Activity Phase III – KCEOC Activated:** Activity Phase III indicates that an incident has occurred and the KCEOC Manager has activated the KCEOC in a limited capacity (not 24/7 operations at this time). Increased monitoring and communication between the state and local government(s) is occurring, the Incident Action Planning (IAP) process has been initiated, situational reports are being generated, and an operational period has been designated. The potential exists for a disaster emergency declaration.
 - a. Indicators or triggers may include awareness of an incident(s) i.e., environmental factors, incident threatens large population, national threat level, special event, multiple ongoing events, locally declared disaster emergency or damage assessment, potential state declared disaster emergency, disruption of critical infrastructure, and/or other agencies at elevated preparedness levels.

- b. Actions: Kootenai County Office of Emergency Management updates the Board of County Commissioners and other county officials on the situation, as well as municipalities, adjacent counties and the Idaho Bureau of Homeland Security. Minimal Emergency Support Function (ESF) participation is anticipated. There may be requests for assistance from non-governmental and private organization partners. Selected staff may be alerted for assignment to KCEOC. Increased AFO support and coordination may be needed.
3. Activity Phase II – KCEOC Continuous Operations. Activity Phase II indicates that an incident has occurred requiring extended operations, possible 24/7 staffing of the KCEOC and significant ESF activation. At this time a County disaster emergency declaration is imminent.
 - a. Indicators or triggers may include all indicators in Activity Phase III, plus multiple ongoing incidents or a large scale incident, anticipated/potential event of significant consequence, and requests for assistance, including activation of mutual aid agreements.
 - b. Actions: Kootenai County Office of Emergency Management continues Activity Phase I actions, makes decision regarding continuing normal functions, activates the 24/7 personnel roster to staff KCEOC, commits county resources and assists in the development of a county emergency disaster declaration; establishes a Joint Information Center as needed.
4. Activity Phase I – KCEOC Continuous Operations beyond county capability. Activity Phase I indicates that an incident has occurred that has overwhelmed the county's ability to effectively respond without external assistance. The county is requesting assistance from the state government and other counties via mutual aid agreements. The county is preparing a request for a Governor's Disaster Emergency Declaration.
 - a. Indicators or triggers may include all indicators in Activity Phase III and II. The county needs outside assistance to support all requests for assistance. A Governor's Disaster Declaration is in process or declared. There is significant failure of critical infrastructure.
 - b. Actions: Encompass all activities in Activity Phase III and II. Prepare to participate in a Multiagency Coordination (MAC) Group and coordinate with a Joint Field Office (JFO).

D. Kootenai County Mission Assignment (MA) Process: The MA process is used by Kootenai County and the State of Idaho to manage requests for county and state assistance in support of jurisdictions and taxing entities during disaster emergencies.

The county process is summarized as follows:

1. After determining that a jurisdiction/taxing entity needs assistance from the county, the jurisdiction/entity submits a request for county assistance to the Kootenai County Emergency Operations Center (KCEOC).
2. The KCEOC analyzes the request and, if approved, determines whether the request will be fulfilled by a Mission Assignment to a county department or if state assistance is required.
3. If the Mission Assignment is accepted by a county department, that department will provide the resource support in coordination between the county department and the requesting jurisdiction/taxing entity.
4. If a Mission Request cannot be filled by a county department or mutual aid, the county will request state assistance.

E. Idaho State Mission Assignment (MA) / Project Agreement (PA) Process: The MA and/or PA process is used by the State of Idaho Bureau of Homeland Security to manage requests for state assistance in support of all levels of government during disaster emergencies.

The process is summarized as follows:

1. After determining that Kootenai County needs assistance from the State of Idaho, Kootenai County submits an Action Request Form to the Idaho Emergency Operations Center (IDEOC).
2. The IDEOC analyzes the request and, if approved, determines whether the request will be fulfilled by a Mission Assignment to a State agency or by a Project Agreement between the IDEOC and Kootenai County.
3. If the Mission Assignment is accepted by a State agency, that agency will provide the resource support in coordination between the agencies involved and Kootenai County.
4. Mission Requests that cannot be filled by a state agency are redirected to the Idaho Military Division's Purchasing Office for procurement from private vendors or contractors or will generate the creation of a Project Agreement.

5. If the Project Agreement process is determined to be the best approach, Kootenai County's involvement is more detailed.
 - a. A Project Agreement (PA) is a negotiated agreement between the requesting jurisdiction or taxing entity (Kootenai County) and the State of Idaho. The PA allows the requesting jurisdiction or taxing entity to acquire and be reimbursed for the requested resource/service in accordance with the terms of the PA, to include any cost share provisions.
 - b. If and when a PA is determined to be the best solution to fulfill an Action Request Form, the required support is negotiated with the IDEOC and the jurisdiction or taxing entity (Kootenai County) and a Project Request is generated.
 - c. The jurisdiction or taxing entity (Kootenai County) receiving the Project Request will evaluate their own ability to provide the requested resources and respond back to the IDEOC with their determination.
 - d. Based on information provided by the jurisdiction or taxing entity, the IDEOC will issue a PA Number unique to the incident or disaster emergency.
 - e. A PA will include a detailed scope of work to be accomplished.
 - f. The IDEOC notifies the jurisdiction or taxing entity (Kootenai County) that their request for assistance is being filled and provides the estimated time of delivery along with a designated point of contact.
 - g. Any part of a request for assistance that is not filled by the jurisdiction or taxing entity may be redirected, in coordination with the IDEOC, to another state agency, jurisdiction, or taxing entity for evaluation and assignment. In addition, the IDEOC may also redirect to the Idaho Military Division's Purchasing Office for procurement from private vendors or contractors.
 - h. PAs are uniquely identified and tracked by the IDEOC. They allow reimbursement for eligible costs incurred by the supporting jurisdictions or taxing entities to provide the required materials or services.
 - i. Once the PA scope of work has been accomplished and all financial transactions are complete, the PA will be closed.

F. Situation Reporting: Situation Reports (SITREP) are compiled for use in emergency management planning and operational activities to create a common operating picture. The SITREP can help to provide a clear picture regarding the magnitude, complexity, potential impact of an incident, and resource needs. Data contained in the SITREP includes information and graphics gathered from a wide variety of sources (i.e., Incident Actions Plans, local/tribal/state/federal agencies, emergency management officials, first responders, damage assessment teams, amateur radio operators, news media, private sector, citizens, National Weather Service, etc.).

III. Response Actions

A. Initial Actions:

1. During the initial period of an incident, the primary source of disaster emergency information (field assessments) is local government. Initial information is normally reported through law enforcement, fire services and transportation agencies to the KCOEM. A determination will be made to activate the KCEOC based on the severity of the situation.
2. The KCOEM will advise the Kootenai County Board of Commissioners of the emergency situation and recommend activation of the KCEOC.
3. If approved, KCOEM activates, sets up and provides initial staffing of KCEOC.
 - a. Coordinate all requests for disaster assistance and resource requests.
 - b. Coordinate the use of county and state emergency communications and warning systems for the issuance of information regarding impending or actual emergency/disaster conditions.
 - c. Coordinate collaborative efforts with other county agencies and state government.
 - d. Coordinate emergency response, recovery, and mitigation operations during emergencies and disasters. Provide technical support.

B. Continuing Actions:

1. The Kootenai County EOC Manager is responsible for coordinating information and planning activities within the KCEOC.

2. KCEOC prepares to staff the EOC for 24-hour operations if necessary.
3. KCEOC requests for state assistance are coordinated through the IDEOC.

RESPONSIBILITIES

I. Primary Agency

Kootenai County Office of Emergency Management.

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

II. Support Agencies

All Other Kootenai County Agencies

- A. Prepare for and respond to emergencies or disasters within the county in a manner consistent with the National Incident Management System (NIMS). Agency employees expected to respond to emergencies or disasters will have NIMS and ICS training commensurate with their expected roles in response to such emergencies or disasters.
- B. Develop and maintain agency Standard Operating Procedures to carry out the agency's response and recovery support functions. Agency plans will assign disaster emergency duties to all assigned subdivisions and personnel and will provide capability to support the Kootenai County Emergency Operation

Center (KCEOC), Kootenai County Emergency Operations Plan (KCEOP), and the National Incident Management System (NIMS). Such support includes:

1. Assign a KC-ESF coordinator to interface with the KCEOC;
 2. Provide situation reports, incident action plans, resource status, financial status, geospatial data, and organization/staffing/contact information to the KCEOC;
 3. Provide personnel and resources to staff the KC-ESF;
 4. Provide personnel to staff the KCEOC;
 5. Provide personnel and resources for field deployment; and
 6. If capable, accept KCEOC mission assignments to provide resources for response and recovery actions.
- C. Train personnel to meet emergency prevention, protection, response, and recovery objectives.
- D. Coordinate any mutual aid agreements or memorandums of understanding that incorporates emergency or disaster mitigation, preparedness, response, and recovery functions with the Kootenai County Office of Emergency Management.
- E. Ensure that all personnel assigned specific functional responsibilities in support of this plan are adequately trained and prepared to assume those responsibilities.

KC-ESF #5 - Emergency Management

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 6

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

Primary Agency

Kootenai County Office of Emergency Management (OEM)

Support Agencies

Districts

Panhandle Health District (PHD)
School Districts

County

Kootenai County Fair Grounds

Coeur d'Alene Tribe

Coeur d'Alene Tribal Council

Volunteer

American Red Cross of Greater Idaho (North Idaho District) (ARC)
Local Food Banks
Salvation Army
St. Vincent De Paul
Inland Northwest COAD
Senior Centers
Faith-based organizations
Kootenai County Emergency Auxiliary

Purpose

This ESF coordinates efforts to provide mass care and sheltering needs following a major emergency or disaster for persons unable to provide for themselves.

Scope

This ESF addresses sheltering needs in Kootenai County during a major emergency or disaster and the coordination of shelter openings at the request of the Kootenai County Office of Emergency Management.

Policies

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

SITUATION AND ASSUMPTIONS

Situation

An emergency/disaster could occur at any given moment and may require shelter, food, water, medical care and other basic essentials for greater than six (6) individuals.

Planning Assumptions and Considerations

- A. Mass care requirements during an emergency or disaster may overwhelm social service agencies.
- B. Depending on the hazard and its severity, Kootenai County may have limited numbers of shelters or resources to manage shelters.
- C. In a study that looked at 24 disasters, between 6% and 36% of residents went to public shelters. Most sought shelter in the homes of friends and relatives.

CONCEPT OF OPERATIONS

- A. Mass care provides for the essential needs to the victims of a major disaster/emergency for at least 96 hours.
- B. Mass care will normally be carried out during and immediately after an emergency/disaster until individual services can be provided.

- C. The OEM will coordinate with the North Idaho District of the American Red Cross of Greater Idaho (ARC) for preparation of a mass care response to an emergency incident.
- D. When possible, the Red Cross will provide a representative to the KCEOC to assist in the coordination of services.
- E. The opening of American Red Cross Shelters for all jurisdictions will be coordinated through the OEM/KCEOC.
- F. Mass care services are usually provided for less than a week, coordinated and managed by the local American Red Cross, in cooperation with the OEM.
- G. The American Red Cross will provide mass care services in accordance with arrangements between the North Idaho District of the American Red Cross of Greater Idaho and the OEM.
- H. Mass care includes such basic human needs as:
 - Emergency shelter
 - Essential food and water provisions
 - Referrals for clients to other agencies to assist with replacement of prescriptions
 - Clothing when appropriate
- I. The Kootenai County Sheriff's Auxiliary and other fire services auxiliaries may supply provisions of food and water to assist emergency responders through an existing MOU with the ARC.
- J. Other providers of food and water for emergency responders would be The American Red Cross and the Salvation Army.
- K. Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disaster. All mass care and shelter services will attempt (but not guarantee) to meet current requirements for the Americans with Disabilities Act (ADA). Services will be provided to all citizens without regard to race, color, national origin, religion, gender, age, or disability.
- L. Individuals/families arriving at shelter/mass care facilities in recreational vehicles (RV) may use their vehicle as temporary residence, supplemented by shelter resources, or utilize the shelters provided.

- M. The Office of Emergency Management and the American Red Cross will record victims and disaster assistance inquiries, and act together as one voice for public releases.
- N. In cooperation with the American Red Cross, the Office of Emergency Management will coordinate with local cities, agencies, churches, institutions, commercial facilities, and volunteer organizations for mass care resources, facility support and mutual aid.
- O. The American Red Cross will, when necessary, coordinate with other volunteer agencies such as; St. Vincent de Paul, Salvation Army, VOAD, local food banks, school districts, etc.

Preparedness

- A. The American Red Cross will maintain mutual aid agreements as appropriate with local agencies that can provide volunteer personnel, facilities, and support resources.
- B. The American Red Cross will train volunteers in shelter operations and management.
- C. The American Red Cross will continually seek funding for operations through donations and normal fund raising events.

Response

- A. The Kootenai County Office of Emergency Management will contact the North Idaho District of the American Red Cross of Greater Idaho and request assistance as necessary.
- B. The OEM/KCEOC will coordinate with emergency services to determine safe areas for the shelter locations.
- C. If there is a need to open a shelter, the Red Cross will contact the facility representative, and in coordination with the Office of Emergency Management will determine a time and location to open the shelter.
- D. The Kootenai County Office of Emergency Management in coordination with the Joint Information Center (JIC) if activated, will announce the shelter opening.
- E. The ARC will staff the shelter in accordance with Red Cross policies.
- F. The ARC will contact other support agencies in coordination with the Office of Emergency Management as needed.

Recovery

- A. The ARC will notify the OEM/KCEOC when shelters are no longer needed and the proposed time for closing.
- B. The OEM in coordination with the ARC and JIC, if activated, will announce the closing of the shelters.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Primary Agency

Kootenai County Office of Emergency Management (OEM)

- 1. Provide Shelter Reception and Care Officer to the KCEOC.
- 2. Coordinate with support agencies regarding mass shelter, food, water, and distribution means for victims and emergency responders.
- 3. Advise the ARC of locations that are safe for mass shelter and staging areas.

Support Agencies

A. Panhandle Health District (PHD)

- 1. Establish and monitor emergency environmental health standards for public shelters and/or congregate care facilities.
- 2. Monitor and advise regarding appropriate care and shelter needed for persons contaminated by hazardous materials.

B. Kootenai County School Districts

- 1. Provide facilities for mass shelter operations in accordance with ARC agreements.
- 2. Utilize school district bus system to provide mass transportation operations.

C. Kootenai County Fair Grounds

Provide facilities for emergency mass shelter and staging.

D. Coeur d'Alene Tribal Council

Provide facilities for emergency mass shelter and staging.

E. American Red Cross of Greater Idaho (ARC)

1. Provide feeding, sheltering, distribution of bulk supplies, disaster welfare inquiry, and emergency assistance to families.
2. Provide food and water distribution to victims and emergency services workers.
3. Provide personnel to the KCEOC when requested.
4. Provide crisis counseling within Red Cross guidelines.

F. Local Food Banks

Collect and gather food resources to assist ARC as needed.

G. Salvation Army

Coordinate with the KCEOC and ARC to assist with mass care operations.

H. St. Vincent De Paul

Coordinate with the KCEOC and ARC to assist with mass care operations.

I. Inland Northwest COAD

Seek assistance for those victims affected by the emergency incident, who suffer from unmet essential needs that cannot be met by other responding agencies.

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

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 7

RESOURCE SUPPORT

Primary Agency

Kootenai County Office of Emergency Management (OEM)

Support Agencies

County

Kootenai County Sheriff's Department
Kootenai County Solid Waste
Kootenai County Parks and Waterways
Kootenai County Building & Planning
Kootenai County Prosecuting Attorney
Coeur d'Alene Airport

Districts

Fire Protection Districts
Highway Districts
Panhandle Health District (PHD)
School Districts

Municipalities

Municipal Police Departments
Municipal Street Departments
Municipal Government Agencies

Business

Hagadone Hospitalities Co.
Harrison Dock Builders

Utilities

Avista
Kootenai Electric Cooperative
Verizon

Railroads

Burlington Northern Santa Fe Railway
Union Pacific Railroad

Pipelines

TransCanada
Williams
ConocoPhillips Yellowstone

Volunteer

Amateur Radio
American Red Cross of Greater Idaho (North Idaho District) (ARC)
Inland Northwest COAD

State

Idaho Bureau of Homeland Security
Idaho State Police
Idaho Transportation Department (ITD)
Idaho Department of Lands (IDL)
Idaho Department of Health and Welfare (IDHW)
Kootenai County Type III Team – Has a new name you can get from Mike Denney.

Federal

U.S. Army Corps of Engineers
U.S. Federal Bureau of Investigation
U.S. Environmental Protection Agency
U.S. Coast Guard Auxiliary Flotilla 84
U.S. Marshal Service
U.S. Bureau of Alcohol, Tobacco and Firearms

Purpose

Kootenai County Emergency Support Function #7 will identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster. The primary purpose of KC-ESF #7 is to provide overall logistics support, resource management, and staging area coordination during the rescue, recovery, and operations of the event. It also supports KC-ESF #6 (Mass Care, Emergency

Assistance, Housing, and Human Services) and KC-ESF #14 (Long-Term Community Recovery).

Scope

KC-ESF #7 provides support for requirements not specifically identified in other ESFs. Resource support may continue until the disposition of excess and surplus property is completed. Kootenai County will determine what resources are needed and then collect and distribute those goods and/or resources. KC-ESF #7 will manage staging areas as needed to coordinate the resource influx and status.

Policies

It will be the policy of the primary and support agencies to locate, lend, operate or rent the use of equipment and personnel whenever possible in support of IC.

SITUATION AND ASSUMPTIONS

Situation

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

Planning Assumptions

- A. Kootenai County will not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards.
- B. The management and availability of resources is highly situational and is dependent upon flexibility and adaptability.
- C. Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources.
- D. The initial emergency response will be dependent upon the availability of local public and private resources.

CONCEPT OF OPERATIONS

- A. Resource requirements beyond the capacity of requesting agencies will be coordinated from the Emergency Operations Center (KCEOC).

- B. Requests will be handled on a case-by-case basis and allocations will depend on availability of both the resources and means of delivery.
- C. This plan encourages local industry to participate in this ESF by coordinating with the Office of Emergency Management and providing resource inventories that could be made available in the event of a major disaster.
- D. Outside resources may be delivered to Kootenai County by way of aircraft. Resources delivered into the Coeur d'Alene Airport will be mobilized to a staging area as near to the airport as possible, providing it is outside of the hazardous area.
- E. Responding agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, as applicable, in addition to tasking received under the authority of the County's Emergency Operations Plan.
- F. Government agencies should type classify and inventory equipment and personnel that are made available to aid emergency responders.
- G. Current inventory data should be provided to the Kootenai County Office of Emergency Management for use by logistics chiefs and resource procurement officer(s).
- H. Cost and liabilities of resources requested through the KCEOC will be recorded by both the requesting agency and the KCEOC. The requesting agency is responsible for the payment or return of goods purchased or borrowed.
- I. The Kootenai County Office of Emergency Management will keep available for immediate access database records that list vendors and agencies with the most commonly used or anticipated resources.

Preparedness

- A. Public awareness is a crucial component of this ESF. Kootenai County encourages processes that assist in building a database of available resources within the community. Processes include:
 - 1. Local media attention
 - 2. Coordination with municipalities, taxing districts, and county departments
 - 3. Coordination with the local LEPC

4. Coordination with the local Chambers of Commerce

- B. Resources should be properly maintained and stored to ensure their usefulness when needed.

Response

- A. Within the Incident Command System priorities will be determined as to the procurement of additional resources.
- B. On-going communication and coordination are required between vendors, government agencies, the OEM/KCEOC, Incident Commander, and other appropriate agencies for the request, tracking, procurement and cost accounting of emergency resources.

Recovery

- A. Emergency resources will be returned to original owner at the end of the incident. Payment for resources and liability will be subject to MAA/MOUs or contracts between agencies.
- B. The KCEOC or IC logistics will monitor and facilitate the coordination necessary to assist agencies returning, or taking delivery of the additional resources.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Primary Agency

Kootenai County Office of Emergency Management (OEM)

1. Provide Resource Management Procurement Officer to the KCEOC.
2. Coordinate with county, municipal, and private agencies for the procurement and maintenance of resource inventory lists. These inventory lists should be kept in the county database at the KCOEM and be accessible to the KCEOC upon activation.
3. Coordinate, procure and manage material, personnel, equipment, medical, shelter, and fiscal support to tactical operations and food service for field and KCEOC personnel during KCEOC activation.
4. Establish coordination between and among the KCEOC, staging areas and incident sites to facilitate communications.

Support Agencies

A. Kootenai County Sheriff's Department

1. Provide to OEM or KCEOC, if activated, an updated resource list of equipment that could be made available to other responding agencies.
2. Implement procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments and/or report to work in the KCEOC.
3. Assign a Public Information Officer to the Joint Information Center as needed.

B. Kootenai County Solid Waste Department

1. Provide for disposal of solid waste generated within the boundaries of Kootenai County.
2. Coordinate the establishment and operation of emergency collection, recycling and refuse disposal areas that are in direct support of the disaster area.
3. Act through the EOC and JIC to provide guidance on packaging, storing and disposal of solid waste in isolated areas or in the general disaster area to protect public health and safety.

C. Kootenai County Parks and Waterways

1. Provide to OEM/KCEOC a resource list of equipment that could be made available to other responding agencies.
2. Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments and/or report to work in the KCEOC.
3. Assign a Public Information Officer to the Joint Information Center as needed.

D. Kootenai County Building and Planning

1. Provide coordination of agencies that mitigate damage to the public works infrastructure during and after an emergency/disaster incident within the boundaries of Kootenai County.

2. Provide personnel to coordinate damage assessment during an emergency/disaster.

E. Kootenai County Prosecuting Attorney

Provide legal services on emergency/disaster matters to the Kootenai County Board of Commissioners and the KCEOC, including disaster declarations, contracts for emergency work, and similar matters.

F. Other County Departments

1. Provide to OEM/KCEOC a resource list of equipment that could be made available to other responding agencies.
2. Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments and/or report to work in the KCEOC.
3. Assign a Public Information Officer to the Joint Information Center as needed.

G. Fire Protection Districts

1. Provide to OEM/KCEOC a resource list of equipment that could be made available to other responding agencies.
2. Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments and/or report to work in the KCEOC.
3. Assign a Public Information Officer to the Joint Information Center as needed.

H. Kootenai County Highway Districts

1. Provide to OEM/KCEOC a resource list of equipment that could be made available to other responding agencies.
2. Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments and/or report to work in the KCEOC.
3. Assign a Public Information Officer to the Joint Information Center as needed.

I. Panhandle Health District (PHD)

1. Develop resource lists of vendors of medical care equipment and supplies, volunteer physicians, nurses, and aids, accessible inventories of potable water, food, and other essentials that would preserve and protect lives.
2. Update lists of trained and available volunteers for use during an emergency incident.
3. Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments and/or report to work in the KCEOC.
4. Assign a Public Information Officer to the Joint Information Center as needed.

J. School Districts

1. Provide representative to the KCEOC if requested.
2. Provide emergency mass transportation by using the school bus system to transport victims and volunteers to and from the incident site.
3. Provide other means of transportation if requested and available.
4. Assign a Public Information Officer to the Joint Information Center as needed.

K. Municipal Police Departments

1. Provide to OEM/KCEOC a resource list of equipment that could be made available to other responding agencies.
2. Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments and/or report to work in the KCEOC.
3. Assign a Public Information Officer to the Joint Information Center as needed.

L. Municipal Fire Departments

1. Provide to OEM/KCEOC a resource list of equipment that could be made available to other responding agencies.

2. Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments and/or report to the KCEOC.
3. Assign a Public Information Officer to the Joint Information Center as needed.

M. Hagadone Hospitality Company

When possible make available assets that may assist transportation needs during an emergency incident. This would include watercraft capable of transporting many emergency responders and/or victims and vans capable of transporting several people at a time.

N. Harrison Dock Builders

1. Provide inventory list of available assets to the OEM.
2. When possible provide barges, tug boats, marine booms for hazardous material containment or other assets as necessary.

O. Amateur Radio

1. Provide Amateur Radio Operators for the KCEOC, Mobile Command Center, Central Dispatch Center, Kootenai Medical Center, Panhandle Health District and other facilities as requested by OEM/KCEOC.
2. Provide backup emergency communications equipment and technical assistance upon request from OEM/KCEOC.

P. American Red Cross of Greater Idaho (ARC)

1. Provide volunteer workers trained per Red Cross guidelines when and where needed as requested.
2. Provide ARC Representative to the KCEOC as needed.

Q. Inland Northwest COAD

1. Develop lists of resources and equipment that can be made available to other responding agencies; provide data to OEM/KCEOC.
2. Provide COAD Representative to the KCEOC as needed.

R. Central Zone Type III Team

Develop lists of resources and equipment that can be made available to other responding agencies; provide data to OEM/KCEOC.

S. CDA Interagency Fire Cache (CDK)

Provide Radio Kits, repeaters, satellite phones, batteries and other resources as requested.

T. Idaho Department of Lands (IDL)

1. Develop lists of resources and equipment that can be made available to other responding agencies; provide data to OEM/KCEOC.
2. Identify staff personnel that could be released to assist other departments during an emergency response.

U. Idaho Transportation Department (ITD)

1. Develop lists of resources and equipment that can be made available to other responding agencies; provide data to OEM/KCEOC.
2. Identify staff personnel that could be released to assist other departments during an emergency response.
3. Coordinate transportation resources in support of local and voluntary agencies.
4. Provide assistance in accordance with signed MAA/MOUs with local agencies.
5. Provide engineering assistance.
6. Provide damage assessment information to IC and the OEM/KCEOC.
7. Provide and coordinate equipment and resources to include maintenance resources pertaining to debris removal, specialized heavy construction and transport equipment (including operators), and a backup statewide emergency communication system.
8. Provide engineering services for traffic control, signing, detours, and the repair and maintenance of highways, bridges, and airfields.
9. Provide and coordinate the use of state-owned aviation assets for transportation of personnel and cargo for evacuation, search and

rescue operations, aerial radiological monitoring, and other aviation activities. Assist to coordinate air space restrictions over disaster emergency areas.

10. Ensure transportation related resources meet Idaho codes and statutes, such as state highway road closures and motor vehicle laws.
11. Following a natural disaster emergency, an immediate survey of the road network shall be made to determine extent of physical damage. Necessary signs and barricades will be erected to protect and reroute traffic.
12. Provide additional communication resources to assist local emergency responders. In a State declared disaster emergency, Microwave Services will deploy personnel to assess the communications needs. Initial communications will be achieved through the Idaho State Police communications network, with additional resources from the Idaho Transportation Department
13. Provide expertise and assistance with transportation related spills or releases and assist in traffic control, detouring and incident site access, including debris removal from highways and roads and emergency road repairs.
14. Assist in providing transportation of essential personnel and equipment.
15. Assist in providing equipment and materials for the containment of hazardous materials.
16. Provide road closure authority for State and Federal Highway Systems.
17. Initiate Emergency Highway Traffic Regulations during a major emergency when declared by the Governor or as needed.
18. Provide a District Hazardous Materials Coordinator to assist the Incident Commander and to coordinate ITD activities.
19. Enforce statutes within the Motor Carrier Act as necessary.
20. Provide personnel for traffic control, to include: signing, barricading, flagging and road closures.
21. Aid local organizations with evacuations if necessary to protect human life.

22. Dam, trench, divert, cover and contain materials not dangerous to life and health until appropriate measures can be taken.

23. Provide variable message signs.

V. Idaho Bureau of Homeland Security (BHS)

1. Monitor emergency incident.
2. Consult, coordinate, and act as state liaison for IC and the KCEOC/OEM.
3. Activate State EOC to support the County as needed.
4. Assist with the coordination of state and federal agencies to provide resources and support to the County.
5. Assist with training programs and exercises as needed.

W. Idaho Department of Fish and Game (IDFG)

1. Provide damage assessment information regarding fish, wildlife, and natural habitats to OEM/KCEOC
2. Provide coordination and resource information on potential or actual fish or fish habitat damage and clean up.
3. Provide coordination and resource information on potential or actual wildlife or wildlife habitat clean up.

X. Idaho State Police

1. In the event of a disaster on a State Highway, ISP would initiate Incident Command or Unified Command and coordinate with local law enforcement and local support agencies.
2. Perform law enforcement duties in coordination with local law enforcement and according to protocol.
3. Assist with damage assessment and provide information to the OM/KCEOC when appropriate.
4. Coordinate with local law enforcement and assist with emergency radio communications as necessary.

5. Provide HazMat expertise and assistance when requested.
6. Provide specialized HazMat Team if requested and appropriate.

Y. Idaho Department of Health and Welfare (IDHW)

1. Provide crisis counseling for victims.
2. In a life threatening situation provide names and locations of homebound patients.
3. Provide trained staff to assist PHD or other agencies with field operations.
4. Provide other trained volunteers as needed.

Z. Environmental Protection Agency (EPA)

1. Develop and promulgate the National Contingency Plan (NCP), chair the National Response Team (NRT) and co-chair the Regional Response Team (RRTs), implement Superfund and other environmental legislation, provide emergency team support for hazardous materials contingencies, and train state emergency officials.
2. Respond with advice and technical resources to protect the environment from all types of hazardous substances.
3. Coordinate clean up of major spills.
4. Act as federal on scene coordinator for incidents involving inland waters.

AA. United States Coast Guard

1. Operate the National Response Center (NRC), which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs.
2. Provide advice and assistance to users of the system by accessing computer data files which list hazardous substance characteristics.
3. Act as the federal on scene coordinator for incidents involving navigable waters.

AB. U.S. Coast Guard Auxiliary Flotilla 84

1. Using watercraft, assist in transportation of needed resources (personnel, food, and equipment) over and across local lakes and rivers.
2. Provide marine communications for watercraft and mobile land facilities.
3. Assist in inspections of PATONs, docks, water's edge, and bridges from water.
4. Develop appropriate resource lists of equipment that could assist other agencies in an emergency operation. Provide list to the OEM.
5. Assist with evacuation on local lakes and rivers.

AC. United States Department of Energy (DOE)

1. Coordinate the off-site radiological monitoring, assessment evaluation, and reporting of all federal agencies per the provisions of the Federal Radiological Monitoring and Assessment Plan (FRMAP).
2. Maintain a common set of off-site radiological monitoring data and provide this data with their interpretation to other appropriate federal, state, and local agencies requiring direct knowledge of radiological conditions.
3. Provide all monitoring data, assessments, and related evaluations to the federal and state response agencies and assist the federal authorities to develop protective measures to safeguard the public as required.

AD. United States Department of Transportation (USDOT)

1. Regulate the transport of many types of hazardous materials for all transport modes.
2. Provide (DOT/USCG) the vice-chairman for the National Response Teams and co-chair the Regional Response Teams (RRT).
3. Coordinate responses to the hazardous materials contingencies through its National Response Center (NRC).
4. Provide emergency response team support to the RRTs and State.
5. Train State emergency officials.

AE. Federal Emergency Management Agency (FEMA)

1. Has the lead coordination role for federal off-site planning and response coordination for all types of radiological emergencies. FEMA develops and tests the Federal Emergency Response Plan (FRERP) for radiological emergencies, provides an important role to the EPA for relocation functions under Superfund, provides funding to states to support state and local governments emergency planners and trains many state and local government officials in planning for and responding to hazardous materials contingencies.
2. Promotes coordination among federal agencies and their interaction with the state, including the provision of federally developed or evaluated protective action recommendations for re-entry/recovery to the state or other appropriate off-site authorities responsible for implementing those recommendations.

AF. National Weather Service

Provide weather, hydrologic, and climate forecasts and warnings for the protection of life and property.

AG. Federal Bureau of Investigation

Protect against terrorist and foreign intelligence threats. Uphold and enforce criminal laws, and provide leadership and criminal justice services to local, state and federal law enforcement and other partners.

AH. Alcohol, Tobacco and Firearms

Act as principal law enforcement agency within the United States Department of Justice dedicated to preventing terrorism, reducing violent crime, and protecting our Nation. Enforce Federal criminal laws and regulate the firearms and explosives industries. Work directly, and through partnerships, to investigate and reduce crime involving firearms and explosives, acts of arson, and illegal trafficking of alcohol and tobacco products.

AI. Utilities (Avista, Kootenai Electric Cooperative, Verizon)

1. Assess infrastructure.
2. Report outages and damage to Kootenai County OEM/EOC.
3. Provide estimated time of restoration of service.

AJ. Railroads (Burlington Northern Santa Fe Railway, Union Pacific Railroad)

1. Assess infrastructure.
2. Report disruption of service and damage to Kootenai County OEM/EOC.
3. Provide estimated time of restoration of service.
4. Advise Kootenai County OEM/EOC of HazMat incidents.

AK. Pipelines (TransCanada, Williams, ConocoPhillips Yellowstone)

1. Assess infrastructure.
2. Report disruption of service and damage to Kootenai County OEM/EOC.
3. Provide estimated time of restoration of service.
4. Advise Kootenai County OEM/EOC of HazMat incidents.

KC-ESF #7 – Resource Support

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION #8

PUBLIC HEALTH AND MEDICAL SERVICES

Primary Agency

Panhandle Health District (PHD)

Support Agencies

County:

Fire Protection Districts (EMS)
Law Enforcement Agency of Jurisdiction
Kootenai County Coroner
Kootenai County Emergency Medical Services System
Kootenai County Solid Waste
Kootenai County Office of Emergency Management

Districts

School Districts

Municipalities:

Fire Departments
Municipal Police Departments
Municipal Water Districts
Municipal Wastewater Districts

Business:

Private Ambulance Services
Kootenai Medical Center
Northwest Specialty Hospital
Immediate Care Centers
English Funeral Home
North Idaho Advanced Care Hospital
Yates Funeral Home

Volunteers:

Amateur Radio
American Red Cross (ARC) of Greater Idaho (North Idaho District)

Inland Northwest COAD
Idaho Chaplain's Corps (Local Chapter)
North Idaho Critical Incident Stress Management (CISM)
Volunteer Physicians/Nurses

REFERENCES:

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

PURPOSE AND SCOPE

I. Purpose

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

II. Scope

- A. The potential effects on Kootenai County of a bioterrorism attack or a pandemic disease outbreak will require far more medical resources than are available within the County.
- B. An incident involving mass casualties and/or mass fatalities will require identifying and meeting the health, medical, and mortuary needs of victims of a major emergency or disaster. This assistance includes the following:
 - 1. Assessment of medical/health needs
 - 2. Disaster surveillance and assessments
 - 3. Health surveillance
 - 4. Medical care personnel
 - 5. Medical/health equipment and supplies
 - 6. Patient evacuation
 - 7. In-hospital care
 - 8. Food/drug/medical device safety

9. Worker health/safety
10. Radiological/chemical/biological hazards consultation
11. Public health information
12. Mental health
13. Vector control (rats, pests, etc.)
14. Potable water/wastewater and solid waste disposal
15. Mortuary services and victim identification
16. Veterinary Services

III. Policies

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

SITUATION AND ASSUMPTIONS

I. Situation

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

II. Planning Assumptions

- A. Hospitals, nursing homes, pharmacies and other medical/health care facilities may be structurally damaged or destroyed. Those facilities that survive with little or no structural damage may be rendered unusable or partially usable.

Normal staff may be unavailable or unable to report to the facility. The walking wounded and seriously injured victims who are transported there will probably overwhelm the medical and health care facilities that remain in operation and have the necessary utilities and staff. In the face of massive increases in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment will likely be in short supply. Most health care facilities maintain only enough stock to meet their short-term (24 to 36 hour) normal patient load needs. Disruptions in local communications and transportation systems could prevent timely re-supply.

- B. Uninjured persons who require daily medications such as insulin, anti-hypersensitive drugs, and digitalis may have difficulty obtaining these medications because of damage or destruction of normal supply locations and general shortages within the disaster area.
- C. An emergency resulting from an explosion, toxic gas or radiation release could occur that may not damage the local medical infrastructure. Such an event could produce a large concentration of specialized injuries that may overwhelm the local jurisdiction's medical system.
- D. An incident that involves chemical, biological, radiological, and nuclear or explosives (CBRNE) could cause significant harm to the population. It will take time to analyze bio-agents even as a continued release escalates the victim count. The demand for a remedy could create a shortfall in certain supplies, drugs and personnel that would be needed to respond to the afflicted.
- E. Local governments will request state assistance when it appears that local resources will be inadequate to adequately cope with the disaster emergency.
- F. Specific disaster conditions may result in a state response prior to any involvement of local jurisdictions.
- G. Federal assistance will be requested when a response to an emergency exceeds state and local government resources.
- H. Bioterrorist incidents or other attacks involving weapons of mass destruction have a criminal element and require cooperation and coordination with local law enforcement. When possible, evidence should be preserved and available for both criminal and epidemiological investigations.
- I. Transportation and communication may be negatively affected by an emergency incident and could severely hamper the availability of medical supplies and personnel.
- J. During an incident a number of health care providers may themselves be affected and therefore unable to provide care for others.

- K. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for injury and the spread of disease.
- L. A biological event may not at first be recognized and only become apparent over time, possibly affecting a greater number of people.

CONCEPT OF OPERATIONS

- A. When KC-ESF #8 is activated, the Kootenai County Office of Emergency Management/EOC Manager will request that Panhandle Health District assume primary support responsibilities through the PHD Director (if during business hours) or by contacting Idaho State Communications at 1-800-632-8000 (during non-business hours).
- B. Upon request PHD will provide 24/7 representation to the KCEOC for the duration of the emergency response operation. The PHD Agency Representative will coordinate KC-ESF #8 support on behalf of the County. PHD may directly deliver that support for those sub-functions in which it has the expertise, jurisdiction and resources, or the Agency Representative may coordinate with other designated support agencies for the needed support.
- C. Panhandle Health District (PHD) may respond by either opening their own Command Post or co-locating with the County EOC, depending on the circumstances.
- D. If the incident is multi-agency or multi-jurisdictional, response may require a Unified Command.

Response

- A. Initiate Incident Command.
- B. Representatives of primary and support agencies of KC-ESF #8 will report to the EOC if activated to facilitate the coordination and planning of response actions.
- C. The State will be notified through a conference call using State Communications. Phone 1-800-632-8000. PHD also has a 24-port telephone bridge available through the Preparedness Program Manager or the Environmental, Response and Information Technology Director.
- D. Facilitate the timely release of public information in coordination with KC-ESF # 15.

- E. A Joint Information Center (JIC) will be established and opened when necessary.
- F. Coordination through the Joint Information System (JIS) under KC-ESF #15 will release timely and continuous informational updates informing the public of the incident and any response that may be necessary.
- G. In the order listed, primary and support agency priorities will aim toward efforts that have the greatest potential for saving and protecting:
 - 1. Life
 - 2. Property
 - 3. Environment
 - 4. Evidence
- H. Meeting the health, medical, and mortuary needs of victims of a major emergency/disaster will include but not be limited to the following:
 - 1. An ongoing assessment and coordination of medical/health needs by representatives of responding agencies, which include, but may not be limited to the Panhandle Health District (PHD), Emergency Operations Center (EOC), Incident Command, Kootenai General Hospital, Law Enforcement Chaplains, and Emergency Medical Services.
 - 2. Current inventory of medical/health equipment and supplies that is available for immediate use will be kept at PHD.
- I. Public health information made available by the Joint Information Center (JIC) will broadcast on a regular schedule to help stop rumors and help the public.

Essential Needs

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

- 1. Potable water will be procured and transported to the disaster site and to those in need utilizing KC-ESF #1 and KC-ESF #7.
- 2. Wastewater and sanitation needs will be coordinated through KC-ESF #3 and KC-ESF #7.
- 3. Solid waste disposal is managed through KC-ESF #3.

4. Planned evacuation routes will be coordinated through KC-ESF #1 and KC-ESF #13.
5. Situation Reports will be managed by KC-ESF #5.

Quarantine

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

Crisis Counseling

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

Assessment of Medical/Health Needs

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

Disaster Health Surveillance

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

Medical Care and Support Personnel

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

Medical/Health Equipment and Supplies

- A. See the Panhandle Health District Preparedness and Response Plan, Appendix 4 to Annex A, Emergency Support Function #8, Health and Medical Services Annex.
- B. Locally procured supplies will necessarily be relatively small in amount since most businesses do not generally maintain a large inventory at all times and their first obligations would be associated with existing contracts with health facilities. PHD would need to consider non-standard sources as well as outside resource requests.
- C. Activation of the ESF and a request from the Incident Commander for assistance should be accompanied by an estimate of the number of casualties

for which medical care and supportive services will be needed. These numbers are constantly subject to change, but provide a general assessment of the magnitude of the need.

- D. For large-scale events, available resources at all local levels may be inadequate to meet requirements. In this situation, a request for resources from the Strategic National Stockpile (SNS) may be appropriate. Request can and should be made as soon as it becomes apparent that available resources **may** be inadequate to meet requirements. This will enable the process for federal resources to result in delivery of materiel before all local resources have been entirely exhausted.

Patient Evacuation

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

Hospital Care

- A. See the Panhandle Health District Preparedness and Response Plan, Appendix 6 to Annex A, Emergency Support Function #8, Health and Medical Services Annex.

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

Food, Drug, and Device Safety

- A. See the Panhandle Health District Preparedness and Response Plan, Appendix 7 to Annex A, Emergency Support Function #8, Health and Medical Services Annex.
- B. While food preparation safety is a core mission of Panhandle Health District, a disaster or other large-scale emergency may place significant strain on normal supplies and preparation processes. In addition, Panhandle Health has been tasked to ensure safe and efficient regulated foods, drugs, biologic products and medical devices during an emergency. It may become necessary to seize, remove or destroy contaminated or unsafe products.
- C. Panhandle Health District routinely inspects food service facilities, including mobile units and temporary food booths. For existing facilities such as restaurants, this is a planned periodic process that allows for programming of frequencies of evaluations and expectations of compliance. Following a disaster, multiple sources of compromise can occur to food service facilities such as related to damage to the facilities, contamination of air and water, as well as contamination of supplies. To meet demands, additional food service mobile units or temporary facilities may be needed requiring additional urgent evaluation for safety.

- D. In addition to this expanded existing requirement, following a disaster Panhandle Health District is required to evaluate and ensure the safety of drugs and other materials beyond duties that is normally asked to perform.

Worker Health and Safety

- A. See the Panhandle Health District Preparedness and Response Plan, Appendix 8 to Annex A, Emergency Support Function #8, Health and Medical Services Annex. Also see KC-SA #6 – Worker Safety and Health for additional information.
- B. Panhandle Health District is not generally an agency that directly provides for occupational health and safety. Within its jurisdiction, Panhandle Health District is responsible for identifying safety and health issues, as well as coordinating monitoring of emergency workers.
- C. The nature of safety and health risks will vary from incident to incident, but risks that may be evident might include contamination with biological, chemical, or nuclear materials that are released in association with an event, risks of working in contaminated water associated with flooding, and respiratory risks associated with chemical exposure or smoke inhalation.
- D. Panhandle Health Environmental Health and/or Epidemiology will coordinate with other agencies such as the Region 1 Regional Response Team, the Environmental Protection Agency, and other appropriate sources to identify risks to disaster workers based upon the event that has occurred. As an agency with some familiarity about the geographic area, Panhandle Health District may be able to identify some geographically unique risks such as areas of heavy metal concentrations that could pose risks to workers.
- E. Many risks will require outside governmental or private expertise. Panhandle Health District may engage in sample collection to refer to other agencies for identification of hazards. While Panhandle Health District has very limited direct testing capability, it has knowledge of available testing agencies, such as of private firms that engage in air quality testing, that can be contracted to perform testing as needed.
- F. Some risks may be biological in nature either due to natural contamination following an event or related to an intentional release of a disease or injury causing biological agent. Panhandle Health Epidemiology will collect samples for identification and will consult on measures and precautions that should be taken to avoid contamination and risk of injury.

Chemical, Biological, Radiological and Nuclear Consultation

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

Disaster Mental Health

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

Public Health Information

PHD will collect intelligence and prepare pertinent medical/health alerts. In coordination with the JIS, information will be distributed as appropriate.

Additionally, PHD may act autonomously for distribution of date through a number of methods such as; telephone, print and radio media, informational pamphlets regarding disease, injuries, and their prevention, fax alerts to medical care centers/first alerts to pertinent entities (trained volunteers, government offices, shelters, staging areas, etc.).

Vector control

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

Potable Water/Wastewater and Solid Waste Disposal

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

Mass Fatality Support

- A. See the Panhandle Health District Preparedness and Response Plan, Appendix 12 to Annex A, Emergency Support Function #8, Health and Medical Services Annex.
- B. A mass fatality event is one in which the number of deaths occurring overwhelms the usual routine capability of the jurisdiction. The actual number of deceased is not as significant as the community's resources to handle the situation. The District has a large rural area and relatively small urban population. There are major transit routes and a significant volume of transient traffic. As such, situations generating fatalities beyond the number that the infrastructure can handle is a significant possibility. This plan discusses the Panhandle Health District role in support of efforts surrounding events generating mass fatalities.

- C. In the event of mass fatalities, multiple agencies will be involved. The Kootenai County Coroner will coordinate for the provision of temporary morgue facilities, victim identification and the preparation and disposition of remains. Law enforcement will assist with identification through fingerprint, forensic dental or forensic pathology and anthropology methods. Panhandle Health District will assume a supporting role.

Veterinary Services

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

Continuing Actions

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

Preparedness

- A. The Kootenai County Office of Emergency Management and Panhandle Health District will organize preparedness training.
- B. Agencies and volunteer groups listed in KC-ESF #8 will be available for guidance sessions that enhance and empower their abilities. This includes all-hazard multi-agency simulations. Training and exercises also include:

1. Tabletop exercises

2. Functional and full-scale training exercises
3. Seminars
4. Continuing education

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Primary Agency

Panhandle Health District (PHD)

- A. Provide Medical Service Officer to the EOC if requested.
- B. Maintain a corps of trained volunteers to assist in mass vaccination or other emergency needs.
- C. Establish special interest working groups to develop solutions to specific emergency response needs.
- D. Complete MOU/MAAs with public and private agencies that specify cooperative action and mutual support to be provided during an emergency.
- E. Provide mobile clinic services that would facilitate field emergency care.
- F. Coordinate emergency health support and control of communicable diseases.
- G. In coordination with the Kootenai County Office of Emergency Management, and the Joint Information System, prepare and provide information to be made public regarding the emergency.
- H. Prepare situation reports as the event progresses and provide to the Kootenai County Office of Emergency Management/KCEOC.
- I. Contact medical care personnel and qualified volunteers to assist where needed.
- J. Coordinate, manage and monitor vector control.

Support Agencies

A. Fire Protection Districts (EMS)

1. Provide first aid, EMS and paramedic services in response to the emergency incident.

2. Provide ambulance service if appropriate.
3. Assess EMS needs and make logistical recommendations.

B. Kootenai County Sheriff's Office/Municipal Police Departments

1. Provide enforcement of quarantined area.
2. Perform crowd and traffic control and assist as needed.
3. Provide victim identification through fingerprint, forensic dental or forensic pathology and anthropology methods.

C. School Districts

Provide use of facilities for mass vaccination or dispensing clinics, or as temporary hospitals for mass casualties.

D. Kootenai County Coroner

1. Provide for the identification, storage and disposition of the deceased.
2. Provide notification to local agencies of the locations of any temporary morgues. Coordinate transportation of the deceased to these sites with the KCEOC.

E. Kootenai County Solid Waste Department

Conduct inspections of public disposal facilities and ensure their functionality, mitigating the threat of contamination to the environment

F. Kootenai County Office of Emergency Management

1. In coordination with the Kootenai County Board of Commissioners, activate the KCEOC to appropriate level.
2. Assist with emergency communications.
3. Coordinate with emergency medical facilities for the procurement of emergency supplies.
4. Support vaccination clinic operations and related functions as required.
5. Support Unified Command.

6. Assist with collection, analysis and dissemination of information to the public.
7. Provide logistical support as needed.

G. Municipal Water and Wastewater Districts

1. Collect samples for laboratory analysis;
2. Coordinate the provision of water purification and wastewater disposal equipment and supplies; and
3. Provide technical assistance and consultation on potable water and wastewater disposal issues.

H. Kootenai Medical Center

1. Send representative to KCEOC if requested.
2. Coordinate with North Idaho Hospital Consortium and Deaconess Medical Center to be apprised of situations, available personnel, medical equipment, pharmaceuticals, available beds, and other resources.
3. Coordinate with PHD for limited use of facilities, services and supplies.
4. Transfer stable patients as necessary to accredited regional medical centers to facilitate acute care to victims.
5. Provide accredited nurses to North Idaho Hospital Consortium as requested.
6. Coordinate with Panhandle Health District, Kootenai County Office of Emergency Management, and appropriate law enforcement if bio-terrorism is suspected.
7. Store and rotate medical supplies for mass vaccination clinics.
8. Resupply field units with consumable medical supplies.
9. Assist in blood procurement.
10. Participate in training exercises with Kootenai County Office of Emergency Management, Panhandle Health District, North Idaho Hospital Consortium and other emergency response agencies.

I. Ambulance Services

Provide emergency medical transportation and EMS support as necessary.

J. Immediate Care Centers

1. Make available facilities for emergency care of victims of the disaster in addition to day-to-day operations.
2. Assist in blood procurement for community needs.
3. Report health surveillance to Panhandle Health District and Kootenai County Office of Emergency Management/EOC.

K. Pharmacies

1. Provide list of available medical supplies, drugs, and equipment as requested by PHD.
2. Provide personnel to assist with preparation and distribution of pharmaceuticals.

L. Amateur Radio

Provide emergency communications support as needed.

M. American Red Cross (ARC)

Provide crisis counseling within Red Cross guidelines.

N. Inland Northwest COAD

Seek assistance for those victims affected by the emergency incident, who suffer from unmet essential needs that cannot be met by other responding agencies.

O. Idaho Chaplain's Corps (Local Chapter)

Provide ministerial services for victims of the disaster.

P. North Idaho Critical Incident Stress Management (CISM)

1. Provide educational seminars and peer support to emergency responders.

2. Provide debriefing sessions for emergency responders following a critical incident.
3. Provide other mental health assistance.

Q. Volunteer Physicians/Nurses

Coordinate with Kootenai Medical Center or PHD prior to offering services unless faced with a life or death situation.

KC-ESF #8 - Public Health and Medical Services

Approved:

Panhandle Health District

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 9

SEARCH AND RESCUE

Primary Agency

Kootenai County Sheriff's Department

Support Agencies

County

Kootenai 9-1-1/Central Dispatch
Law Enforcement of Jurisdiction
Sheriff's Department Dive Team
Sheriff's Department Recreation Safety Section
Kootenai County Park and Waterways
Kootenai County Office of Emergency Management (KCOEM)

Districts

Fire Protection Districts

Municipal

Fire Departments

Volunteer

Search and Rescue Volunteers
Sheriff's Department Mounted Posse Volunteers
Kootenai County Emergency Auxiliary
SAR Teams from other Jurisdictions
Amateur Radio
Civil Air Patrol
Idaho Disaster Dogs
Mountain West Rescue Dogs
North Idaho Trackers

State

Coeur d'Alene Interagency Dispatch Center
Idaho Department of Lands (IDL)
Idaho Department of Fish and Game (IDFG)

Idaho Bureau of Homeland Security
Idaho Collapse Search and Rescue (ICSAR) Team #1

Federal

U.S. Coast Guard Auxiliary Flotilla 84
U.S. Forest Service (USFS)
Bureau of Land Management (BLM)

INTRODUCTION

I. Purpose

This annex describes procedures for the deployment, coordination, and utilization of available resources to aid in search and/or rescue operations. Search and rescue (SAR) operations include, but are not limited to, the location, recovery, extrication, and medical treatment of victims who become lost or entrapped as the result of a major disaster or life threatening emergency.

II. Scope

A. Search and rescue (SAR) activities may include:

1. Inland/wilderness search and rescue in the mountains or plains for lost, missing, or endangered persons;
2. Waterborne searches and rescues in lakes, ponds, or rivers;
3. Searching for downed or missing aircraft and other aviation-related incidents; and
4. Structural collapse searches.

B. SAR services include the performance of distress monitoring, communications, locations of distressed personnel, coordination, and execution of rescue operations including extrication or evacuation along with the providing medical assistance and other services through the use of public and private resources to assist persons and property in potential or actual distress.

III. Policies

The Kootenai County's Sheriff's Department is responsible for SAR coordination and deployment; trained volunteers perform the field operations.

SITUATION AND ASSUMPTIONS

I. Situation

- A. People may become lost, trapped or otherwise isolated; Search and Rescue volunteers must be prepared to seek out, locate and rescue such persons.
- B. Lost persons may be injured. Search and Rescue training includes preparedness to provide aid to injured persons.
- C. A large-scale emergency, such as a downed civilian aircraft in the backcountry, may result in several lost and/or injured persons.
- D. The circumstances may necessitate activation of the KCEOC to coordinate the deployment of emergency services and the numerous volunteers.

II. Planning Assumptions

- A. Once requested, the designated search manager would call-out the Sheriff's Posse Volunteers and Search and Rescue Volunteers to begin search efforts. If necessary the Mountain West Rescue Dogs and North Idaho Trackers would be notified to assist search and rescue operations.
- B. A missing or lost person is always considered to be alive and in need of rescue until such time that a person of authority (such as the Sheriff) concludes that there is no chance of survival.
- C. Each county, and some cities, will operate a local rescue organization. The safety of the rescue personnel is foremost in any operation.
- D. If local resources are depleted, the KCEOC can request additional resources through Idaho BHS.
- E. Inclement weather may be a factor in any Search and Rescue operation, restricting the types of resources to be used, the length of time they can be used, and the locations to be searched.
- F. Mutual aid agreements may exist between SAR units of neighboring counties and states. These agreements should define fiscal responsibilities and liabilities between signatories. This MAA/MOU should be documented and kept within SAR records and provided to the Office of Emergency Management.
- G. An emergency may cause the collapse of structures such as a building or mine, leaving persons in a life-threatening situation requiring the expertise of an Idaho Collapse Search and Rescue (ICSAR) Team and immediate medical

care. The ICSAR Team may be activated by a request from Kootenai County to the Idaho Bureau of Homeland Security.

- H. The Federal Urban Search and Rescue (US&R) Team may be activated by a request from the state (i.e. Idaho Bureau of Homeland Security, the governor of the state or their designee, etc.) to the Federal Emergency Management Agency (FEMA).
- I. If activated, ICSAR or Federal US&R Team would provide assistance to local incident command. SAR volunteers not certified in US&R could be used to support the US&R efforts where requested.

CONCEPT OF OPERATIONS

- A. The Kootenai County Sheriff's Department will manage and coordinate the ICSAR/USAR efforts according to protocol.
- B. Trained SAR volunteers will be called to assist with the operation from an established member list.
- C. The Kootenai County Emergency Operations Center (KCEOC) may be activated to provide assistance and support to SAR operations.
- D. The Civil Air Patrol (CAP) may be contacted to assist with SAR operations including locating missing or overdue civilian aircraft.
- E. Documentation of volunteer hours and SAR assets used during an incident should be recorded and duplicates provided to KCOEM to facilitate cost reimbursement.
- F. If the capability of Search and Rescue is overwhelmed, MOU/MAAs with neighboring counties/states may be activated to bring in additional manpower and resources.
- G. Incident Command will advise the KCEOC if a search and rescue effort has overwhelmed local capabilities and request assistance from State or Federal agencies.

I. Preparedness

- A. Preparedness develops as a result of frequent training. The more experienced and qualified individuals within the Search and Rescue Volunteers should conduct training and preparedness exercises.
- B. MAAs with adjoining counties/states may facilitate further training through the sharing of expertise and technological equipment.

C. Search and Rescue is responsible for maintenance and storage of their response assets. This could include:

1. Communication equipment
2. Snowmobiles/ATVs
3. Mobile Command Center
4. Generators

D. Search and Rescue will encourage education of the public to increase knowledge and preparedness when on rivers or in the wilderness.

II. Response

- A. Once dispatch has received a call reporting a missing person(s) the appropriate law enforcement jurisdiction shall be notified. If the incident requires the activation of SAR, the Sheriff's Department initiates this activation.
- B. The KCEOC may be activated to assist with the coordination of agencies, planning, and communications.
- C. SAR calls out their volunteers for duty.
- D. The Sheriff's Department establishes Incident or Unified Command.
- E. Mobile Command is set-up to coordinate communications and planning.
- F. Regular communications are maintained between SAR volunteers and the Kootenai County Sheriff's Department.
- G. When necessary local hospitals or care facilities are advised of potential and/or incoming victims.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Primary Agency

Kootenai County Sheriff's Department

1. Provide Law Enforcement Representative to the EOC as necessary.
2. Initiate Incident or Unified Command.

3. Manage and coordinate search and rescue efforts.

Support Agencies

A. Kootenai 9-1-1/Central

1. Provide initial notifications and dispatches.
2. Provide additional support as needed.

B. Law Enforcement of Jurisdiction

1. Assist with traffic control around staging area.
2. Coordinate with Incident or Unified Command and assist SAR efforts.

C. Sheriff's Department Dive Team

1. Report to Incident or Unified Command staging area when needed.
2. Provide trained personnel, diving and rescue equipment.

D. Sheriff's Department Recreation Safety Section

Report to Incident or Unified Command staging area and provide equipment and personnel when requested.

E. Kootenai County Park and Waterways

1. Provide watercraft or other available resources when requested.
2. Provide park facilities for staging area if appropriate.

F. Fire Protection Districts/Departments

1. Provide EMS functions as necessary.
2. Assist with communications and logistics support as requested.
3. Assist with search and technical rescue requirements as necessary.
4. Assist with damage assessment:
5. Provide K-9 rescue and recovery teams

6. Provide Fire and EMS protection and standby

7. Provide EMS Triage

G. Kootenai County Office of Emergency Management

1. If coordination and support is requested, activate KCEOC to an appropriate level.
2. Provide emergency communications (satellite phones and/or Amateur Radio Operators) as requested. Provide additional volunteers as requested.
3. Coordinate resources and agencies as required.
4. Activate the Kootenai County Mobile Command Center as necessary.

H. Search and Rescue Volunteers

1. Report to Incident or Unified Command upon call-out.
2. Provide trained volunteers for SAR efforts.
3. Mobilize SAR resources as appropriate.

I. Sheriff's Department Mounted Posse Volunteers

Coordinate use of organizations' horses with Incident Command.

J. SAR Teams from other Jurisdictions

1. As per agreed upon MAA/MOUs with the Kootenai County Sheriff's Department, when requested, report to staging area to receive SAR instructions and coordinate with IC.
2. Provide trained volunteers for SAR efforts.
3. Mobilize SAR resources as appropriate.

K. Amateur Radio

1. Establish and maintain communication between KCEOC and Incident or Unified Command when deployed.
2. Provide radio operators for Mobile Command Center (MCC) as needed.

L. Civil Air Patrol

Assist with and support SAR efforts as needed.

M. Mountain West Rescue Dogs

1. Assist SAR efforts on request, by providing trained rescue dogs and two-way radios for search efforts.
2. Communicate with Incident Command en route to incident site.
3. Report directly to assigned site and begin operations to save time.

N. CDA Interagency Fire Cache

When requested, supply radio kits and satellite phones as requested.

O. Coeur d'Alene Interagency Dispatch Center

Provide communications assistance as necessary.

P. Idaho Department of Lands (IDL)

1. Assist with communication needs as requested.
2. Provide maps.
3. Advise Incident or Unified Command on road and terrain conditions when requested.

Q. Idaho Department of Fish and Game (IDFG)

1. Assist with communication needs as requested.
2. Provide maps.
3. Advise Incident Command on road and terrain conditions when requested.

R. Idaho Bureau of Homeland Security (BHS)

Assist with the coordination of state (ICSAR) and federal (USAR) support.

S. U.S. Forest Service (USFS)

1. Assist with communication needs as requested.

2. Provide maps.
3. Advise Incident or Unified Command on road and terrain conditions when requested.

T. U.S. Coast Guard Auxiliary Flotilla 84

Provide SAR assistance, day or night, on the water or water's edge, as needed.

U. Bureau of Land Management (BLM)

1. Assist with communication needs as requested.
2. Provide maps.
3. Advise Incident or Unified Command on road and terrain conditions when requested.

KC-ESF #9 Search and Rescue

Approved:

Rocky Watson
Kootenai County Sheriff

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 10

HAZARDOUS MATERIALS / WEAPONS OF MASS DESTRUCTION

Primary Agency

Fire Protection District of Jurisdiction
Kootenai County Sheriff's Department

Support Agencies

County

Kootenai County 9-1-1/Central
Kootenai County Solid Waste
Kootenai County Office of Emergency Management (OEM)

Districts

Fire Districts
Highway Districts
Panhandle Health District (PHD)

Municipalities

Municipal Street Departments
Municipal Fire Departments
Municipal Water Departments
Municipal Police Departments

Coeur d'Alene Tribe

Coeur d'Alene Tribal Police
Coeur d'Alene Tribal Marine Division

Business

Chemtrec

Volunteer

Local Emergency Response Authority (LERA)
Local Emergency Planning Committee (LEPC)

Purpose

KC-ESF #10 will identify agency responsibilities in a hazardous material incident. This includes preparedness and response to incidents involving uncontrolled releases of hazardous substances or materials.

Scope

This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials within the County. It attempts to provide the appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment.

Policies

- A. Any hazardous materials accident must be reported to the Local Emergency Planning Committee (LEPC), the Idaho Bureau of Homeland Security (BHS), the Idaho Department of Environmental Quality (DEQ), and the Local Emergency Response Authority (LERA).
- B. Cities and counties are urged to appoint a response authority whose members are trained in hazardous substance incident response. If the jurisdiction does not designate a Local Emergency Response Authority (LERA), Idaho State Police fills the function by default.

SITUATION AND ASSUMPTIONS

Situation

- A. A natural or technological mistake or accident could result in single or multiple situations in which hazardous materials are released into the environment. Transported hazardous materials may be involved in rail accidents, roadway collisions, and waterway or aircraft mishaps.
- B. Terrorists may intentionally release biological and/or chemical agents into the environment targeting water and/or air quality. If nuclear in nature the affects would likely extend beyond our region.

Planning Assumptions and Considerations

The hazardous materials incident response levels and action classifications are as follows:

A. LEVEL I

1. Spills that can be contained and absorbed by equipment and supplies immediately available to emergency personnel.
2. Fires that can be extinguished with the resources immediately available to the first response agency.
3. Leaks that can be controlled using equipment and supplies immediately available to emergency personnel.
4. Incidents that do not require evacuation.

B. LEVEL II

1. An incident involving an area or hazard greater than Level I, that poses a potential threat to life, property and/or the environment.
2. An incident involving a toxic substance that may require evacuation of citizens.
3. A hazardous materials incident which requires assistance from outside agencies to work with evacuees, coordinate with medical facilities, treat casualties and coordinate with agencies concerned with environmental impact.

C. LEVEL III

1. A major hazardous materials incident requiring resources beyond those of local departments and requiring expertise or resources of state, federal or private agencies and/or organizations in the first response community.
2. A hazardous materials incident within the County that involves evacuation of areas outside of Kootenai County.
3. A hazardous materials incident whose location is outside Kootenai County but requires evacuation of areas within Kootenai County.

D. In the event that a hazardous spill or incident takes place on tracts of land that are outside the jurisdiction of a fire protection district or department, then the

Kootenai County Sheriff's Department would assume the role of primary agency and coordinate responsibilities associated with that task, until Unified Command with fire services is established.

- E. Hazardous materials, including agricultural chemicals, are commonly produced, stored and used in Northern Idaho. Hazardous chemicals are regularly transported over the regions roadways. Railroads, airlines, and pipelines also carry these materials through our region. Hazardous materials incidents occur frequently, although most are minor.
- F. A natural, technological, or terrorist caused disaster could result in single or multiple incidents in which hazardous materials are released into the environment.
- G. An accidental or intentional release of bio-hazardous material or certain other hazardous materials may not be immediately known or apparent.
- H. First responders could be targets of anti-government terrorists to hinder them from responding to other terrorist incidents.
- I. Local targets of terrorists might include transportation companies or facilities that store, generate, utilize or manufacture hazardous materials.
- J. Nitrate fertilizers are used extensively throughout the farming community of North Idaho. Because nitrate fertilizers represent a powerful explosive component and may attract criminal notice, there is risk to individuals and companies who transport or store this agent.
- K. Damage or rupture of pipelines transporting hazardous materials is a potential crisis. Transmission lines must be properly engineered and routinely tested to help protect the population from an emergency incident.
- L. Fixed facilities (e.g., chemical plants, tank farms, re-fueling depots, laboratories, and industries operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.
- M. Emergency exemptions may be needed for transportation, storage, and disposal of contaminated material during and after a hazardous material emergency.
- N. Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.

CONCEPT OF OPERATIONS

- A. The National Incident Management System and the Incident Command System (ICS) will be implemented to coordinate responses to a major hazardous materials emergency.
- B. The Emergency Operations Center may be activated to assist with coordination of responding agencies and communications.
- C. Local emergency responders will provide services consistent with their level of training, including:
 - 1. Rescue
 - 2. Emergency medical treatment of victims
 - 3. Initial isolation of affected areas or zones
 - 4. Transporting the injured to emergency care centers
 - 5. Evacuation of persons at risk
 - 6. Field decontamination of individuals or equipment
 - 7. Fire suppression
 - 8. Identification of hazardous materials
 - 9. Spill or leak containment
- D. The Incident Commander shall ensure that an Incident Action Plan (IAP) is developed.
- E. The Incident Commander will be responsible for the coordination and management of on-scene resources.
- F. The Incident Commander will be the designated in-charge official from the first response agency or the designated in-charge official from the agency with jurisdictional authority for the area of the incident.
- G. The initial actions will be coordinated with other first responders. This action may be as simple as a law enforcement officer arriving on the scene, assessing the situation, notifying his/her dispatch center, securing a perimeter and deciding to assist the driver if incident involves a vehicle collision. It may also be a situation where representatives from several agencies work in a unified command environment to assess a major spill/accident, develop a list

of objectives from the public safety standpoint, and implement them according to the action plan.

- H. Federal or state agencies and resources will be requested and utilized if local capabilities have been exceeded and/or if federal response is required under federal law, regulation, or plan.

Preparedness

A. Local Emergency Planning Committee (LEPC)

1. The LEPC is a repository for all Tier II reporting. The LEPC maintains inventory by data type and storage location for reportable hazardous materials in the county.
2. The LEPC should communicate with appropriate agencies to encourage operational readiness through emergency response planning, development, and updating.
3. Coordinates with local government and private entities (bulk chemical users, chemical transporters, etc.) to develop appropriate emergency response plans and capabilities.
4. Coordinates and participates in emergency response exercises, drills and training.
5. Coordinates with the OEM regarding all matters that would contribute to preparedness, response, and mitigation efforts of a hazardous materials incident.

B. Fire Agencies, Law Enforcement, and other Emergency Response Departments/Agencies

1. Maintain emergency operating procedures for hazardous materials emergency response.
2. Participate in emergency response exercises, drills, and training.
3. Train personnel to the appropriate level relative to their response expectations.

C. Private Companies and Individuals

1. Maintain on-site hazardous materials response plans to include notification to appropriate government agencies.

2. Appoint a facility emergency coordinator who is responsible to make emergency notifications and facilitate emergency response.

Response

- A. Once verified, all reports of level I, II, or III hazardous materials releases are reported to the EMS Communications Center at State Communication. The Communications Specialist notifies the appropriate agencies, coordinates the response of emergency teams and facilitates conference calls involving multiple agencies using a 48-port teleconference bridge. Each hazardous material report results in an initial conference call with the Incident Commander, DEQ, BHS, an appropriate Regional Response Team member, and if radiological, the INEEL Oversight Program.
- B. The first emergency services responder to the site establishes Incident Command.
- C. Emergency response will focus on the protection of lives, property and the environment in that order.
- D. Law enforcement will be utilized as part of a Unified Command if it appears that the emergency is criminal in nature or if the incident site is outside of any fire protection district.
- E. Kootenai County 911 / Central will notify the Local Emergency Response Authority (LERA) upon any emergency response to a hazardous material release.
- F. If the capabilities of the jurisdictional responding agency are overwhelmed by the incident, the following entities may request deployment of the Region 1 Regional Response Team:
 - Idaho Bureau of Homeland Security
 - On-Scene Incident Commander
 - Private industry (pre-arranged agreements)
 - Local Emergency Response Authorities (LERA)
- G. The Region 1 Regional Response Team may provide technical expertise that includes specialists, chemists and resource personnel to assist with on-scene operational set-up for local emergency services agencies.
- H. The Regional Response Team will assist the on-scene Incident Commander and provide advice on evacuation or quarantine.

- I. The Region 1 Regional Response Team maintains an inventory by data type and storage location for reportable hazardous materials inside Kootenai County and the North Idaho Region.
- J. If capabilities of the Region 1 Regional Response Team are overwhelmed; additional Regional Response Teams, the 101st WMD Civil Support Team or the Idaho State Police HAZMAT Team may be requested.
- K. Each Regional Response Team consists of three 5- person response team units who provide 24-hr coverage seven days a week.
- L. Each unit consists of a team leader, assistant leader, intensive care paramedic and two firefighters. Three alternates are on stand-by. The teams can provide the following services:
 1. Emergency response anywhere in the State of Idaho or upon special request to adjoining states; capable of both ground response and fly-in response available to almost any part of Idaho within a few hours.
 2. Two to five specialized technical support personnel; up to ten on special request for serious releases.
 3. Specialized equipment, resource information and instrumentation to assist local responders.
 4. Remote sampling of unknown chemicals and field-testing for immediate identification.
 5. Containment, neutralization, overpack and preparation for disposal of many isolated spilled chemicals.
 6. Load transfers up to 100 gallons per minute, and or assistance to transfer teams on larger operations from unsafe storage containers.
 7. Advanced life support to victims of releases, including rescuers; on scene and preparing them for transport without contaminating ambulances or medical facilities.
 8. Expertise on the latest wet or dry decontamination techniques for personnel and equipment at incidents.
 9. Provide and set up booms to contain spills in waterways.
 10. Assistance with training, emergency planning and disaster drills for industry and communities.

11. Assistance during the cleanup of spills requiring the highest levels of protection; assist with obtaining contractors for clean up.
 12. Technical expertise that includes specialists, chemists and resource people to assist with on-scene operational set-up for local responders.
- M. If the capabilities of responding Regional Response Teams, the 101st WMD Civil Support Team or the Idaho State Police HAZMAT Team are overwhelmed and additional assistance is still required, a second bridge call will be coordinated by the EMS Communication Center at StateComm. BHS will make the decision to request Federal HAZMAT Teams.
- N. Area hospitals will be notified of casualties; type and degree of contamination, any field decontamination performed, and the possible impact to their facilities.

Recovery

- A. The State will pay for the activation and cost of the State Regional Response Team when properly authorized. Response costs incurred by regional response teams in answer to a hazardous substance incident, as defined in Chapter 71, Title 39, Idaho Code, are reimbursed by the state. The State in coordination with the Bureau of Homeland Security will pursue recovery of those costs from the spiller.
- B. The liability for costs associated with a hazardous substance emergency is the responsibility of the spiller. The Bureau is responsible for recovering costs from the spiller and, if the spiller is unknown, petitioning the State Board of Examiners for issuance of a deficiency warrant reimbursing the responding entities for reasonable and properly documented costs.
- C. The State Regional Response Teams and Local Emergency Response Authorities may submit claims to the Idaho Bureau of Homeland Security for recovery of certain documented costs incurred as a direct result of responding to and/or containment of a hazardous substance incident.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Primary Agency

- A. Fire Protection District of Jurisdiction
1. Provide HAZMAT Coordinator to the EOC. (See EOC SOP for job responsibilities)

2. Respond to HAZMAT situation and secure site as determined appropriate.
 3. Ensure that all applicable notifications to local, state, and federal agencies are made as required, including:
 - a. Idaho State EMS Communications Center (STATECOMM)
 - b. Idaho Bureau of Homeland Security
 - c. Idaho Department of Environmental Quality
 - d. Local Emergency Response Authority
 - e. Local Emergency Planning Committee
 4. Report damage assessment information to IC and the OEM/KCEOC.
 5. Ensure that an Incident Action Plan (IAP) is developed.
 6. Recommend activation of the Regional Response Team if necessary.
 7. If Regional Response Teams are overwhelmed, implement a second bridge call through StateComm to request additional assistance.
 8. Initiate Situation Report and provide to IC and the KCEOC.
 9. Use the Emergency Alert System, Mapstorm and public address or other warning systems to notify citizens of evacuation if necessary.
 10. Decontaminate victims and rescue workers as needed.
 11. Assist or conduct as appropriate clean up of incident site.
 12. Provide a representative to act as Local Emergency Response Authority (LERA) if formally appointed by a municipality.
- B. Kootenai County Sheriff's Department**
1. If incident occurs outside of fire districts/departments jurisdiction, respond with trained personnel to size up situation, secure site and establish Incident Command.
 2. Report damage assessment information to IC and the OEM/KCEOC.
 3. Secure site for the protection of responders and the public.

4. Ensure that all applicable notifications to local, state, and federal agencies are made as required, including:
 - a. Idaho State EMS Communications Center (STATECOMM)
 - b. Idaho Bureau of Homeland Security
 - c. Idaho Department of Environmental Quality
 - d. Local Emergency Response Authority
 - e. Local Emergency Planning Committee
5. Ensure that an Incident Action Plan (IAP) is developed.
6. Recommend activation of the Regional Response Team if necessary.
7. If Regional Response Teams are overwhelmed, implement second bridge call through StateComm to request assistance.
8. Provide Situation Reports to the IC and OEM/KCEOC.
9. Implement Emergency Alert System (EAS) if necessary.
10. Protect and secure evidence of criminal activity as the situation permits.
11. Coordinate criminal investigations with other law enforcement agencies if necessary.
12. If criminal activities are suspected, coordinate with HAZMAT Team and secure evidence as the situation permits.

Support Agencies

A. Kootenai 9-1-1/Central Dispatch

1. Provide initial notifications and dispatches.
2. Provide additional support as needed.
3. Notify appropriate Local Emergency Response Authorities.

B. Fire Protection Districts

Assist responding or jurisdictional district/department by implementing warnings to the public when necessary and other tasks as requested.

C. Highway Districts

1. Assist with traffic control.
2. Depending on incident severity and as advised by DEQ, Incident Command, or jurisdictional fire district; assist with clean-up, removal, and disposal of hazardous materials from county roadways.
3. Provide materials (sand, water, etc.) as needed.

D. Panhandle Health District (PHD)

1. Coordinate with responding agencies to identify health and community risks associated with the hazardous material incident.
2. Provide treatment and prevention information, and coordinate with the State's Administrator of the Department of Health regarding quarantines.
3. Alert and coordinate with local medical centers concerning the hazardous incident and its implications on the well-being and safety of responding medical personnel.

E. Kootenai County Solid Waste

1. Provide assistance and expertise for incident clean up as requested and appropriate with regards to training and equipment.
2. Provide available protective suits and other resources as requested.
3. Assist with decontamination if requested.

F. Kootenai County Office of Emergency Management (OEM)

1. Activate KCEOC to support field and tactical operations as needed.
2. Evaluate damage assessment for planning and cost estimate purposes.
3. Coordinate communications, planning and logistics as necessary.

4. Provide a representative to act as Local Emergency Response Authority (LERA) in the unincorporated areas of the County.

5. Provide situation reports to elected officials.

G. Municipal Street Departments

Assist by providing barricades, alternate routes or other related services.

H. Municipal Fire Departments

1. Respond to situation with trained personnel to support Incident Command.

2. Provide cleanup resources as necessary.

3. Provide a representative to act as Local Emergency Response Authority (LERA).

I. Municipal Water Department

Monitor city water supplies and report findings to IC, the KCEOC and the Idaho Department of Environmental Quality.

J. Municipal Police Departments

1. Protect and secure evidence of criminal activity as the situation permits.

2. Coordinate any criminal investigation with other law enforcement agencies.

3. Coordinate or assist with traffic control.

K. Chemtrec (1-800-424-9300)

1. Provide information and assistance on the nature of the product once identified and technical expertise regarding mitigation.

2. Contacts shipper of the product for more detailed information and provides that information to the IC and KCEOC.

3. Provide 24-hour notification capabilities for hazardous materials emergencies.

4. Access mutual aid programs that notify teams to respond to incidents involving certain chemicals and pesticides.

L. Local Emergency Response Authority (LERA)

1. When appropriate, submit cost recovery packets to the Bureau of Homeland Security to begin process of recovering cost of incident clean up.
2. Report progress as it develops to the Kootenai County Office of Emergency Management.

M. Local Emergency Planning Committee (LEPC)

1. Maintain inventory by data type and storage location for reportable hazardous materials in the County.
2. Communicate with appropriate agencies to encourage operational readiness through emergency response planning, development, and updating.
3. Coordinate with local government and private entities (bulk chemical users, chemical transporters, etc.) to develop appropriate emergency response plans and capabilities.
4. Coordinate and participate in emergency response exercises, drills and training.
5. Coordinate with the OEM regarding all matters that would contribute to preparedness, response, and mitigation efforts of a hazardous materials incident.

KC-ESF #10 - Hazardous Materials/Weapons of Mass Destruction

Approved:

Coeur d'Alene Fire Department

Date

East Side Fire District

Date

Hauser Lake Fire Protection District

Date

Kootenai County Fire and Rescue

Date

Mica Kidd Island Fire Protection District

Date

Northern Lakes Fire District

Date

Shoshone County Fire District #2

Date

Spirit Lake Fire Protection District

Date

St. Maries Fire District

Date

Timberlake Fire Protection District

Date

Worley Fire Protection District

Date

Rocky Watson
Kootenai County Sheriff

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION #11

AGRICULTURE AND NATURAL RESOURCES

Primary Agency

Kootenai County Office of Emergency Management

Support Agencies

Kootenai County Sheriff's Department
Panhandle Health District
University of Idaho Extension - Kootenai County
Idaho Department of Agriculture

INTRODUCTION

Purpose

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

Scope

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

Policies

A. Providing nutrition assistance:

1. KC-ESF #11 coordinates with and supports as appropriate, agencies responsible for ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services, that are involved in mass feeding.
2. KC-ESF #11 officials coordinate with the KCEOC and KC-ESF #6 officials, to arrange for the transportation and distribution of food supplies. Priority for transportation of food supplies will be given to moving critical supplies of food into areas of acute need and then to areas of moderate need.
3. KC-ESF #11 officials encourage the use of congregate feeding arrangements as the primary outlet for disaster food supplies.

B. Responding to animal and plant diseases and pests:

1. The Kootenai County Office of Emergency Management will coordinate all response actions with the Idaho Emergency Operations Center (IDEOC) in case of an animal health or plant health emergency. For more detailed information, see ID-IA #5, Animal Health Emergency Management Incident Annex to the Idaho Emergency Operations Plan.
2. When addressing animal diseases, all animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment and will be coordinated with Panhandle Health District.

C. Ensuring the safety and security of the commercial food supply:

KC-ESF #11 procedures will not circumvent or override the authorities and policies of Panhandle Health District or those of the Idaho Department of Health and Welfare. Food safety and inspection is activated upon notification of the occurrence of a potential or actual widespread food safety incident. These previously mentioned agencies will work closely with ESF #11 officials to mitigate any food safety issues.

D. Providing for the safety and well-being of household pets:

1. KC-ESF #11 officials coordinate with, and support as appropriate, agencies responsible for KC-ESF #6 in providing for the safety of household pets.
2. FEMA defines Household Pet as a domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and can be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.
3. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.
4. Animal rescue and sheltering should be conducted in conjunction with human rescue and sheltering efforts. Household pets should be sheltered near their owners to the extent possible. Owners are expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters. Service animals must remain with their owners during evacuation and sheltering.

SITUATION AND ASSUMPTIONS**Situation**

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

Planning Assumptions

- A. Many disasters provide little or no warning time.
- B. There may be advanced notice of floods and winter storms.
- C. Disasters such as earthquakes may occur at a time of day that produces maximum casualties.

- D. 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.
- E. Severe weather, flooding, earthquakes, and distance between towns could delay response.
- F. Communications systems may be overloaded in a disaster.
- G. The present government structure will remain intact and will function during a disaster or emergency.

CONCEPT OF OPERATIONS

General:

Kootenai County Office of Emergency Management will coordinate relocation areas for livestock and pets under KC-ESF #11.

Organization:

- A. KC-ESF #11 will coordinate the relocation of livestock.
- B. KC-ESF #11, working with KC-ESF #15, will provide livestock and cropland protection information to the general public.

Response Actions:

- A. KC-ESF #11 will:
 - 1. Establish a livestock relocation center(s) and communicate the location to the public through ESF #15 Public Information.
 - 2. Establish contact with the Idaho Bureau of Homeland Security for state assistance as needed.
 - 3. Communicate information regarding the relocation of domestic pets, livestock, protection of croplands and other agricultural and natural resources matters to the public through KC-ESF #15.
 - 4. Provide status briefings to the Kootenai County Board of Commissioners.
 - 5. Communicate with KC-ESF #6 on the status of relocated domestic pets.

6. Request resources to feed and shelter domestic pets from KC-ESF #7 and KC-ESF #6.

SUPPORT AGENCIES:

A. Kootenai County Sheriff's Department

1. Provide evacuation notification to residents in the identified impacted area.
2. Oversee rescue efforts for injured, stray, or abandoned animals by County Animal Rescue Teams.

B. Panhandle Health District:

1. Coordinate with the Idaho Department of Health and Welfare to assure food safety. Responsibilities include:
 - a. Premises relevant to the outbreak are inspected;
 - b. Necessary environmental samples are taken and submitted appropriately;
 - c. Appropriate environmental investigations are conducted;
 - d. Persons at risk from food-borne illness receive adequate and suitable advice;
 - e. Suitable individual control measures to prevent the spread of the disease such as restriction or exclusion from work are enacted; and
 - f. Contaminated or potentially contaminated material(s) are disposed of or rendered safe.
2. Coordinate appropriate control measures to include:
 - a. Environmental measures, e.g., inspection, detention and seizure of suspect food;
 - b. Closure of premises and catering facilities;
 - c. Review of practices, such as restaurant practices, school or work restrictions, etc.;
 - d. Disinfection or decontamination;

- e. Waste disposal; and
- f. Interagency cooperation to reduce or remove source of infection, when appropriate (Idaho State Department of Agriculture, Idaho Department of Environmental Quality).

C. University of Idaho Extension – Kootenai County

Provide educational resources/assistance with:

- a. Relevant programs and publications in the area of forestry, family consumer science, food safety, horticulture and livestock management;
- b. Locating commodity food storage warehouses;
- c. Determining available inventory of USDA commodity foods that can be used to support nutrition assistance needs.

ADMINISTRATION AND LOGISTICS

- A. Normal agriculture and natural resource practices and procedures will be continued under emergency conditions to the extent possible.
- B. 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.
- C. No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

MAINTENANCE

- A. KC-ESF #11 Agriculture and Natural Resources will be annually reviewed, updated, and modified as necessary by the Kootenai County Office of Emergency Management.
- B. 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 KC-ESF #11. They will be reviewed annually and updated as necessary.

KC-ESF #11 – Agriculture and Natural Resources

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 12

ENERGY

Primary Agency

Kootenai County Office of Emergency Management (OEM)

Support Agencies

County

Kootenai County Sheriff's Department
Kootenai County 9-1-1 (Central)

Districts

Highway Districts
Fire Districts

Business

Avista
ConocoPhillips Yellowstone
Kootenai Electric Cooperative
Northern Lights
TransCanada
Williams

INTRODUCTION

Purpose

KC-ESF #12 coordinates emergency power generation and restoration of electric power, natural gas service, and petroleum products necessary to meet critical needs.

Scope

This KC-ESF #12 considers the agencies, companies and their involvement with the distribution and maintenance of electrical and natural gas products during major power outages. This ESF will also identify agencies and their responsibilities for assistance in the restoration of power for essential services by providing portable energy through various means.

Policies

It is the policy of Kootenai County to support, assist, and communicate with utility companies regarding the means by which to help restore electrical and gas service to the public and return the damaged infrastructure to pre-disaster condition.

SITUATION AND ASSUMPTIONS

Situation

- A. There may be widespread and/or prolonged electric/natural gas power failure. In a major power failure communications, transportation, health care, business, law and order, and education may be greatly impeded.
- B. Downed electrical lines will pose a life-threatening hazard to those nearby and will hamper repair crews efforts.
- C. Natural gas lines may break and explode, threatening rescue workers.
- D. A gas pipeline could have an extensive structural failure due to a number of causes, either manmade or technological in nature. A major fracture in the gas line from Canada would likely cause a shortage of gas and electric power to our region. It could take an extended period of time to repair.
- E. Within municipalities water pressure may be low or non-existent, hampering fire suppression efforts and impairing sewer system function.

Planning Assumptions and Considerations

- A. It is expected that public and private utility providers, such as those that provide electrical power, natural gas, or petroleum fuels have developed internal organizational procedures that will guide operations after a major incident. These procedures should outline protocols for situation assessment, damage assessment, response plan, and resource requirements. Kootenai County's Office of Emergency Management and Emergency Operations Center, if activated, will coordinate with utility companies concerning desired damage assessment information.
- B. The occurrence of a major disaster will destroy or damage portions of Kootenai County's energy systems and may disrupt petroleum supplies.
- C. Widespread and possibly prolonged electric power failures will likely occur within a major disaster's impact area.

- D. Severe natural disasters or other significant events can sever energy and utility links hindering supply lines to impacted areas. This would affect other emergency response efforts such as; firefighting, transportation, communication and other essential support needed for public health and safety.
- E. Delays in the production, refinement and delivery of petroleum-based products could occur as a result of transportation infrastructure problems and loss of commercial electric power.
- F. Communications systems are frequently disrupted by power outages.

CONCEPT OF OPERATIONS

- A. Upon activation, the Kootenai County Emergency Operations Center (KCEOC) will establish communication with utility providers to coordinate resources, assist with establishing priorities, assess and document damage and provide information to the public.
- B. The Kootenai County Emergency Operations Center will coordinate closely with utilities, emergency services and elected officials regarding safety concerns and to verify established energy restoration priorities for essential public services.
- C. It is expected that public and private utility providers will perform the following tasks:
 - 1. Assess fuel and electric power distribution systems damage.
 - 2. Assess anticipated energy supply and needs for the public.
 - 3. Determine the requirements for service restoration.
 - 4. Report damage assessment information to the KCEOC.
 - 5. Begin restoration process.
 - 6. Communicate with the KCEOC and appropriate support agencies for the coordination and deployment of temporary, alternative, or interim sources of emergency fuel and power.
- D. Utility providers may send a liaison to the KCEOC in support of IC and to provide coordination with other responding agencies and County essential services.

- E. As a general rule, utility provider's requests for assistance from other providers are made by utilizing existing mutual aid agreements (MAA/MOU). The KCEOC may assist with coordinating outside resources, upon request.

Mitigation

The Kootenai County Local Emergency Planning Committee's Multi-Hazard Mitigation Task Force will work with the Board of County Commissioners and other KC-ESFs to identify essential services that need to install backup generation with transfer switches before a major event. Accomplishing this objective will depend upon availability of resources including grant and other funding sources.

Preparedness

- A. All Utility Companies should have representation on the Kootenai County Local Emergency Planning Committee to collaborate on mitigation, preparedness, response and recovery planning and programs.
- B. Utility company personnel designated to serve as Emergency Operations Center representatives will be given an initial indoctrination of the KCEOC that will include a review of the Emergency Operations Plan and a physical tour of the KCEOC.
- C. Utility Companies are encouraged to continue providing public education information that promotes citizens to prepare for self-sufficiency in the first 96 hours of an emergency.
- D. KC-ESF #12 will work cooperatively with other ESFs to mitigate the effects of any emergency. This will include support agencies making known the availability of spare electrical generators that can be used for temporary power by County essential services.

Response

- A. If activated, the Emergency Operations Center establishes communication with energy providers.
- B. The Kootenai County Emergency Operations Center will also:
1. Compile damage assessment data from the energy, utility, and petroleum providers.
 2. Compile damage assessment data regarding county essential services.

3. Communicate assessment data and requirements for public essential services to the utility providers.
4. Provide liaison between energy and petroleum providers, essential public services, and local departments of transportation.
5. Identify emergency assistance needs that could be met through local or state agencies once available resources have been exhausted.
6. Maintain a 24-hour emergency telephone access between energy provider and the KCEOC.
7. Coordinate information regarding assessment and restoration for public dissemination by means of the Public Information Officer.

Recovery

- A. Primary and support agencies will work around the clock if feasible to insure a prompt return to pre-emergency conditions.
- B. Conclude analysis of damage assessments reported to IC and the OEM/KCEOC during the emergency and make recommendations where appropriate.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Primary Agency

Kootenai County Office of Emergency Management (OEM)

1. Activate Damage Assessment Teams.
2. Open KCEOC to appropriate level.
3. Activate ESF #6 to coordinate efforts to provide mass care and sheltering needs.
4. Communicate with utility providers concerning desired damage assessment data for public essential services.
5. Compile damage assessment data from the energy, utilities, and petroleum providers.
6. Compile damage assessment data regarding county essential services.

7. Provide liaison between energy and petroleum providers, essential public services, and local department of transportation.
8. Identify emergency assistance needs that could be met through local or State agencies once available resources have been exhausted.
9. In coordination with elected officials, consider a declaration of emergency.
10. Maintain a 24-hour emergency telephone access between energy provider and the KCEOC.
11. Coordinate information regarding assessment and restoration for public dissemination by the Public Information Officer.
12. Coordinate with Kootenai County Sheriff's Department on disseminating safety advisories, and activating the Emergency Alert System (EAS) and/or Mapstorm when necessary.
13. The KCEOC may assist with coordinating outside resources, upon request.
14. Maintain the KCEOC until it is no longer necessary.

Support Agencies

A. Kootenai 9-1-1 (Central)

1. Provide initial notifications.
2. Provide pertinent information to the KCEOC.

B. Highway Districts

Assist the KCEOC by supplying logistical support for temporary power solutions to essential services. This may include generators and heavy equipment for removal of debris from roadways and power lines.

C. Kootenai County Sheriff's Department

1. Provide size up, scene safety and security.
2. Assist with traffic control.
3. Provide damage assessment information to the KCEOC.

4. Patrol blackout areas as appropriate to ensure public safety.
5. Coordinate with the Kootenai County Office of Emergency Management/KCEOC to issue safety advisories and activate the Emergency Alert System (EAS) and/or Mapstorm if necessary.
6. Provide welfare checks on affected populations.

D. Gas and Electric Utilities

1. Assess fuel and electric power distribution systems damage.
2. Assess energy supply and demand.
3. Determine the requirements for restoration.
4. Provide damage assessment information to the KCEOC.
5. Advise the KCEOC about special needs populations that may require interim sources of emergency fuel and/or power.
6. Begin restoration process.
7. Coordinate with the KCEOC and appropriate support agencies for temporary, alternative, or interim sources of emergency fuel and power.
8. Monitor developing situations regarding damage to energy supply and distribution systems.
9. May appoint a liaison to the KCEOC to facilitate coordination efforts.
10. Request support for housing and feeding of utility workers from the KCEOC.

E. Fire Services

1. Provide size up and scene safety.
2. Provide fire protection services as needed.
3. Assist with removal of downed trees.
4. Provide triage and emergency medical services.
5. Provide damage assessment information to KCEOC.

KC-ESF #12 - Energy

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 13

PUBLIC SAFETY AND SECURITY

Primary Agency

Kootenai County Sheriff's Department

Support Agencies

County

Kootenai County 9-1-1/Central

Kootenai County Coroner

Kootenai County Office of Emergency Management (OEM)

Districts

Fire Protection Districts

Highway Districts

Municipalities

Coeur d'Alene Police Department

Post Falls Police Department

Spirit Lake Police Department

State

Idaho State Police (ISP)

Federal

U.S. Federal Bureau of Investigation (FBI)

INTRODUCTION

Purpose

- A. The purpose of Kootenai County Emergency Support Function (KC-ESF) #13 – Public Safety and Security is to maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide a secure site for the duration of an incident, to effect the evacuation of threatened areas, to provide traffic and access control to evacuated areas or

critical facilities, to assist with search and rescue operations, and to assist with identification of the dead.

- B. KC-ESF #13 will provide guidance for the coordination of Kootenai County Sheriff's Department (KCSD) and other law enforcement operations in response to emergencies and disasters.

Scope

The intent of this ESF is to outline the law enforcement responsibilities required to respond to an emergency or disaster. Planning for every law enforcement response during an emergency or disaster is contained in internal departmental procedural documents that support this ESF.

Policies

Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within each jurisdiction. In unincorporated Kootenai County, the Sheriff will exercise police authority. Law enforcement units supplied by other levels of government will remain under the command of their parent agency but will operate under the direction and control of the Unified Command System.

SITUATION AND ASSUMPTIONS

Situation

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

Planning Assumptions and Considerations

- A. If terrorism is determined, the Federal Bureau of Investigation (FBI) will become the primary agency and set up a Unified Command System, coordinating with the Sheriff's Department and other county agencies as necessary.
- B. Resources within the affected area may be inadequate to control traffic, assist with notifications and evacuations, and provide security.
- C. Additional law enforcement capabilities may need to be mobilized and put into service.
- D. Restrictions of public access will need to be enforced within the disaster area.

- E. Disasters or emergencies within populated areas may require evacuation assistance or quarantine enforcement.
- F. Fire services will assist with warning the public and evacuation efforts when possible.
- G. Geographic interference may impede communications with Central Dispatch.
- H. Kootenai County Sheriff's Department may use U.S. Forest Service radio frequencies when operating in areas where normal radio operations are ineffective due to terrain.
- I. Law enforcement will be responsible for warning the public and evacuating citizens.
- J. Law enforcement will be responsible for the coordination of traffic control. Agency support for traffic control may include the Idaho Transportation Department (ITD), the Highway Districts and municipal street services.
- K. Law enforcement will provide the necessary security and protection for response personnel.
- L. Damage assessment will be conducted in cooperation between law enforcement agencies and other emergency services and reported to IC and the OEM/KCEOC when appropriate.
- M. Early damage assessments will be general, incomplete, and may be inaccurate.

CONCEPT OF OPERATIONS

- A. The Kootenai County Sheriff's Department participates within a 44 county pact in the State of Idaho that provides joint coordination of law enforcement activities.
- B. Law Enforcement agencies within the boundaries of Kootenai County act within guidelines set forth by signed memorandums of understanding.
- C. Both the Office of Emergency Management and the Kootenai County Sheriff's Department can activate the Emergency Alert System (EAS).
- D. The Kootenai County Sheriff's Department coordinates and is responsible for the activation of Search and Rescue (SAR).

- E. The Kootenai County Sheriff is the KCEOC representative for law enforcement and is responsible for coordinating law enforcement's role in the emergency.
- F. The Kootenai County Sheriff trains, coordinates and mobilizes or deploys the multi-agency Special Response Team (S.R.U.) for Kootenai County. This team is commonly known as a S.W.A.T. (Special Weapons and Tactics) team.
- G. Evacuations within Kootenai County will be accomplished in accordance with the Kootenai County Evacuation and Reception Plan.

Preparedness

- A. Immediate response of personnel is essential to mitigate the effects of a disaster or emergency.
- B. Notification of the public through the Emergency Alert System (EAS) must be accomplished early on.
- C. Early determination of the need for evacuation of endangered persons will save lives.
- D. Traffic control and restricted entry to the emergency area must be established as early as possible.
- E. Relief schedules must be established to maintain alert and rested personnel.
- F. Effective security will minimize losses from looting and vandalism and secure quarantined or evacuated areas.
- G. Each law enforcement agency within Kootenai County should establish policies and provide implementation instructions for law enforcement activities during an emergency.
- H. Each law enforcement agency within Kootenai County develops and conducts training programs to support emergency activities.
- I. Each law enforcement agency within Kootenai County should establish and maintain a communications capability to support emergency operations.
- J. Each law enforcement agency should keep an updated inventory of available equipment and personnel. From this inventory, resource shortfalls may be projected and acted upon accordingly.

Response

- A. Initiate the Incident Command System (ICS).
- B. Provide representation for law enforcement operations in the Kootenai County Emergency Operations Center (KCEOC). Provide security for the KCEOC if necessary.
- C. Coordinate needs for augmentation of forces with KCEOC staff.
- D. As KCEOC becomes operational assign additional staff to the KCEOC to support communications, security, and other operations.
- E. Coordinate with the KCEOC and Public Information Officer (PIO) regarding news releases advising the public of vital information.
- F. Establish staging areas for personnel and equipment out of harm's way.
- G. Coordinate with the County's Highway Districts and Idaho Transportation Department (ITD) for signs and barricades.
- H. If necessary, coordinate with the county highway districts/ITD to establish and maintain access control points to the emergency area.
- I. Establish liaison with State Law Enforcement Coordinator, local police departments and key KCEOC staff.
- J. Establish and/or participate in Unified Command as necessary.
- K. Local law enforcement agencies will have primary responsibility for traffic control on roadways other than State Highways.
- L. Coordinate with Idaho State Police (ISP) and ITD to verify proposed routing of traffic on State Highways and to establish traffic control points.
- M. The Idaho State Police will maintain responsibility for traffic control on all State and Interstate highways.
- N. Prepare a traffic control plan for movement of evacuees, essential workers, and necessary resources.
- O. Survey essential facilities (e.g. food, water, fuel, utilities) requiring security.
- P. In coordination with the KCEOC assist in damage assessment.
- Q. Investigate criminal activity or criminal law violations.

- R. Maintain order in and around emergency/disaster scene; safeguard property in and around the scene.
- S. Exercise authority to coordinate evacuation efforts of endangered people.
- T. Inform the public of evacuation orders including, but not limited to: door-to-door notification of persons in affected area, and use of mobile public address systems.
- U. Provide security of evacuated property.
- V. Coordinate search and rescue operations (SAR) within Kootenai County.
- W. Provide security at public shelters if needed.
- X. When requested, assist the Kootenai County Coroner in investigation, identification, recovery, and disposition of deceased persons.

Recovery

- A. Assist with traffic control for the movement of dislocated citizens back to their homes.
- B. Reopen closed traffic routes.
- C. Assess capabilities and limitations for law enforcement operations.
- D. Restore normal law enforcement services suspended during the emergency.
- E. In cooperation with other agency personnel submit final damage assessment to the EOC.

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Primary Agency

Kootenai County Sheriff's Department

1. Initiate Incident Command.
2. Provide Law Operations Officer to the KCEOC as necessary.
3. Provide law enforcement services and emergency traffic control.

4. Provide Marine Division watercraft with operators for reconnaissance of disaster-impacted areas and other emergency missions when necessary.
5. Provide for the maintenance and operation of the Special Response Unit (S.R.U.).
6. Provide for the identification and preservation of essential law enforcement records.
7. When requested provide assistance to the County Coroner's Office for the identification of the deceased.
8. Provide security to the KCEOC during disaster operations.
9. Provide direction and control for wilderness and urban search and rescue, coordination of heavy rescue operations, and coordination of organized volunteer units during disaster operations.
10. Develop internal disaster plans and procedures for the Kootenai County Jail.

Support Agencies

A. Kootenai 9-1-1/Central Dispatch

1. Provide initial notifications and dispatches.
2. Provide additional support as needed.

B. Highway Districts

1. Assist with traffic control as required.
2. Provide signs, barricades and cones as needed.
3. Provide flaggers as necessary.

C. Fire Protection District of Jurisdiction

1. Assist local law enforcement with evacuation efforts by using public address systems to warn the public.
2. Investigate origin and cause of fire incidents and preserve evidence.

3. Assist law enforcement as requested and according to mutual aid agreements.

D. Kootenai County Coroner

1. Recover, identify, and manage disposition of deceased persons.
2. Report the deceased names and causes of death to the OEM/KCEOC and other appropriate agencies.

E. Kootenai County Office of Emergency Management (OEM)

1. Upon approval from County Commissioners open KCEOC to appropriate level.
2. Issue emergency warnings as necessary.
3. Assist law enforcement agency's coordination with county and municipal agencies and departments.
4. Gather and assess damage reports and coordinate mitigation efforts with IC.

F. Municipal Police Departments

1. If an emergency involving law enforcement occurs within the limits of a city and is within the capabilities of local law enforcement, the municipal police chief will exercise overall authority for police functions.
2. If criminal activities occur within a municipal police department's jurisdiction during an emergency/disaster, secure crime site and conduct appropriate criminal investigation.
3. Report damage assessment information to IC and the OEM/KCEOC.
4. Law enforcement agencies within their jurisdictional boundaries will have primary responsibility for traffic control on roadways other than primary State Highways.

G. Idaho State Police

Provide law enforcement support including traffic control, evacuation routes, crowd control and security.

1. If requested by local authorities, Idaho State Police can assume incident command on interstate highways, U. S., and state numbered routes.
2. If requested, Idaho State Police can provide a Transportation Enforcement Coordinator and a State on-scene coordinator, conduct investigations, provide communications links, and perform as Communications Moderator for radiological incidents if the Idaho Bureau of Homeland Security is not available.

H. U.S. Federal Bureau of Investigation (FBI)

Responsible for response issues related to terrorist events. The FBI is the lead federal agency for operations deploying federal crisis management assets to assist state/local agencies, to liaison with law enforcement, coordinate with hazmat teams, secure the crime scene/collection of evidence, identify/interview victims, witnesses and others, transport evidence, and continue the investigation.

KC-ESF #13 - Public Safety and Security

Approved:

Rocky Watson
Kootenai County Sheriff

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION #14

LONG-TERM COMMUNITY RECOVERY AND MITIGATION

Primary Agencies

Kootenai County Board of Commissioners
Kootenai County Office of Emergency Management

Support Agencies

County Assessor's Office
County Building and Planning
County Clerks
County Legal Counsel

Municipalities

Mayors
City Councils
City Administrator
Legal Counsel
Planning & Zoning
Building Department
Public Works

State

Idaho Bureau of Homeland Security
Idaho Department of Commerce and Labor

Federal

Federal Emergency Management Agency

INTRODUCTION

I. Purpose

Kootenai County Emergency Support Function #14 – Long Term Recovery (KC-ESF #14) develops a comprehensive and coordinated recovery process that will achieve the prompt and orderly restoration of community facilities and services, infrastructure, and economic base, while providing for the health, welfare and safety of the population. Long-term community recovery and mitigation efforts are

forward looking, focus on permanent restoration of infrastructure, housing, and the economy, with attention to mitigation of future impacts of a similar nature.

II. Scope

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

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

SITUATION

- A. Natural or man-caused disasters can result in situations where there will be considerable damage to critical infrastructure that will necessitate long-term recovery and mitigation actions.
- B. Potentially, residents and all community systems are affected.
- C. Many demands and challenges will face government, business, and civic leaders as people realize the complexity and enormity of the recovery process that lies ahead.

CONCEPT OF OPERATIONS

I. General

Recovery has two components:

- A. The short-term recovery phase deals primarily with life saving and emergency relief efforts (i.e., open roads, restoration of basic services (power and water), debris removal and securing structures for search and rescue). In short-term recovery, the primary functions involved include emergency management, fire, EMS, law enforcement, transportation, health, social services, and public works departments.
- B. The long-term recovery and reconstruction phase deals with more permanent and long-term recovery and redevelopment issues. Although all departments are involved in both components, the emphasis and focus changes among departments as they shift from one component to the other. In the long-term recovery and reconstruction component, the emphasis shifts to departments and agencies dealing with rebuilding damaged infrastructure, housing and redevelopment, public works, economic development, land use, zoning, and government financing.
- C. The two components will occur simultaneously with the emergency recovery component taking precedence in the initial stages of recovery, and the recovery and reconstruction component receiving greater attention as the recovery process matures.
- D. Emergency response agencies, under the lead of the Incident Commander and supported by the Kootenai County Office of Emergency Management, are key to the success of the short-term recovery operation.
- E. In the long-term recovery phase, the Kootenai County Board of Commissioners takes a proactive role in leading all the county agencies in reconstruction and rebuilding.

II. Short-term recovery strategies.

Short-term recovery strategies focus on providing or restoring:

- A. Emergency services;
- B. Communications networks;
- C. Transportation networks and services;

- D. Potable water systems;
- E. Sewer systems;
- F. Oil and natural gas networks;
- G. Electrical power systems;
- H. Initial damage assessment;
- I. Emergency debris removal; and
- J. Security of evacuated or destroyed areas.

III. Long-term recovery strategies.

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

- A. Completion of the damage assessment;
- B. Completion of the debris removal;
- C. Repairing/rebuilding transportation and other critical infrastructure;
- D. Repairing/rebuilding of private homes and businesses;
- E. Stabilizing the economy;
- F. Identify, prioritize and develop hazard mitigation projects.
- G. Coordinate community efforts to plan for and carry out long-term redevelopment and restoration programs and projects.

ORGANIZATION

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

RESPONSIBILITIES

Primary Agencies

Kootenai County Board of Commissioners
Kootenai County Office of Emergency Management

- A. Implement plans that address key issues such as temporary and permanent housing, debris removal, decontamination and environmental restoration, restoration of public facilities and infrastructure, restoration of the agricultural sector and short and long-term economic recovery;
- B. Notify all KC-ESF #14 supporting agencies upon KCEOC activation, as needed;
- C. Review mitigation plans for the early identification of mitigation projects to reduce socio-economic consequences of disasters;
- D. Support development of damage assessment teams and develop plans to obtain and analyze damage assessment data;
- E. Coordinate the identification of federal and state programs to support the implementation of long-term recovery plans;
- F. Develop action plans identifying appropriate agency participation and resources available taking into account the differing technical needs for risk assessment and statutory responsibilities by hazards;
- G. Ensure participation from support agencies;
- H. Lead post-incident assistance efforts; and
- I. Identify areas of collaboration with support agencies and facilitate interagency integration.

Support Agencies

- A. Kootenai County & Municipalities
 - 1. Develop long-term strategies that strive to restore and reconstruct the postdisaster environment to pre-existing conditions.
 - 2. Coordinate the identification of federal and state programs to support the implementation of long-term recovery plans.

3. Plan for land use, community development, and economic development and zoning.
 4. Budget/Finance develops cost documentation, budget projections, recovery options and costs.
 5. Legal Counsel addresses what actions are mandatory and what options are legally possible during recovery.
 6. Building Officials address code issues ranging from compliance to strengthening code.
 7. Human Services provides for restarting services, addressing special needs, and developing plans for future events.
- B. KC-ESF #3 (Public Works)
1. In conjunction with KC-ESF #1 (Transportation):
 - a. Determine the transportation requirements necessary to conduct debris removal operations.
 - b. Determine the priority for clearing the road system.
 2. Determine the capability of the landfill to accept disaster debris or establish burn sites for disaster debris.
 3. In conjunction with KC-ESF #7 (Resource Support), contract with local vendors to conduct debris removal operations.
 4. Confirm that the appropriate tests are performed to ensure that water quality is maintained following the disaster.
 5. Identify and document the economic impact and losses avoided due to previous mitigation projects and determine new priorities for mitigation in the affected areas.
 6. Restoration and strengthening of the infrastructure, ongoing service functions and large scale projects.
- C. KC-ESF #4 (Firefighting)
1. Conduct an immediate assessment on the capability and availability of firefighting resources;

2. Determine the immediate need for firefighting services with ongoing fires as a result of the disaster;
3. In conjunction with KC-ESF #8 and KC-ESF #13, coordinate KC-ESF #10 – Hazardous Material operations; and
4. Coordinate mutual aid requests and any resource requests through the KCEOC.

D. KC-ESF #13 (Public Safety and Security)

1. Enforce curfews as imposed;
2. Establish traffic control around areas where homes, businesses, and critical infrastructure has been damaged;
3. Establish traffic control points as necessary to establish security around disaster areas;
4. Verify that personnel attempting to enter restricted or disaster areas are residents or response personnel who can display approved access passes prior to entry;
5. Submit all requests for law enforcement assistance through the KCEOC;
6. Establish assembly areas for law enforcement assistance arriving from other counties across the state; and
7. Address essential services, preparedness for future emergencies, and mitigation of facilities.

E. KC-ESF #1 (Transportation)

1. Plan for and provide technical assistance in transportation planning and engineering;
2. Coordinate damage assessment of the road system, including structural evaluations of all bridges;
3. Assist in obtaining transportation assistance as needed in the removal and disposal of disaster debris; and
4. Provide future routes, restoration of facilities and transportation assets.

F. KC-ESF #8 (Public Health & Medical)

1. Conduct an immediate assessment of the availability and capability of area hospitals and medical facilities to provide patient care;
2. Provide technical assistance in the removal and management of contaminated debris and environmental remediation;
3. Coordinate requests and activation of the state and federal mass fatality plans, National Disaster Medical System (NDMS), and Disaster Mortuary Operational Response Team (DMORT) activities; and
4. Coordinate vector control programs.

G. KC-ESF #10 (Hazardous Materials/Weapons of Mass Destruction)

1. Determine if hazardous materials operations are required following the disaster;
2. Determine if hazardous materials operations can be conducted using only local assets;
3. If assistance is needed for the Regional Response Team, submit the request through the KCEOC;
4. Coordinate all hazardous materials operations through KC-ESF #4 (Firefighting), KC-ESF #8 (Public Health & Medical) and KC-ESF #13 (Public Safety & Security) to insure that adequate local assistance is received.

H. American Red Cross

1. Support damage assessment and share information gathered;
2. Provide trained personnel to participate in long-term recovery programs as needed.

I. KC-ESF #15 (Public Information and External Affairs)

1. Coordinate dissemination and approval of all press releases prior to release to the media;
2. Ensure that procedures are in place so that timely and accurate information is provided to the public regarding:
 - a. Status of emergency conditions within the affected areas;

- b. The availability of emergency services;
 - c. Additional measures necessary to protect public health and safety;
 - d. Availability of relief of relief supplies and donated goods;
 - e. Status of power and telecommunications services being restored; and
 - f. Availability and safety of water.
 - g. Community meetings that address recovery programs and plans.
3. Establish the Joint Information Center and ensure it is staffed appropriately; and
 4. Coordinate and conduct tours for the media and VIPs in the affected areas.

KC-ESF #14 - Long Term Recovery and Mitigation

Approved:

Kootenai County Board of Commissioners

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 15

EXTERNAL AFFAIRS

Primary Agency

Kootenai County Office of Emergency Management

Support Agencies

County

Kootenai County Sheriff's Department
Kootenai County 9-1-1/Central
Coeur d'Alene Airport Office

Districts

Fire Protection Districts
Highway Districts
Kootenai Fire District
Panhandle Health District
School Districts

Municipalities

City of Hayden
City of Post Falls
Coeur d'Alene Police Department
Post Falls Police Department

Tribe

Coeur d'Alene Tribe

Volunteer

American Red Cross
Civil Air Patrol

Business

Verizon

State

Idaho Transportation Department
Idaho Department of Lands
Idaho Bureau of Homeland Security
Idaho State Police
Idaho Department of Health & Welfare
Idaho Department of Commerce
Idaho State Public Information Emergency Response (PIER) Team

Federal

U.S. Forest Service

Other Agencies

Coeur d'Alene Public Library
Kootenai Medical Center
North Idaho College

Purpose

Kootenai County Emergency Support Function (ESF) #15 – External Affairs is responsible for keeping the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property.

Scope

Media reports will be used to support the overall strategy for managing the incident. Implementing this ESF will require coordination with all agencies involved with the incident so that one message is used for public information to avoid any conflicts of released information.

Policies

During an emergency, Kootenai County will implement the Kootenai County Joint Information System to enhance communication with the public. The Kootenai County Joint Information System document (Draft) provides detailed information.

Situation

A major disaster emergency may occur at any time, with or without warning.

Planning Assumptions and Considerations

- A. Major disaster emergencies may result in widespread media coverage, placing a tremendous demand on public information resources.
- B. In any disaster emergency, the news media are considered a logical extension of the disaster emergency response operation.
- C. Disaster emergency management officials can sustain a partnership role with the media by providing timely, accurate information on an ongoing basis throughout the disaster emergency period.
- D. During the actual or impending disaster emergency, the public will expect county government officials to provide accurate and detailed information relating to safety and survival measures and protection of property actions.
- E. In disaster emergencies that strike rapidly, without warning, the public information system may not have the time to react swiftly enough to properly inform the public about the hazard.
- F. An effective public information program will reduce casualties, property damage, and limit inquiries to disaster emergency response agencies.

CONCEPT OF OPERATIONS

General

In an emergency or disaster it is important to provide timely and accurate information to the public and to the media outlets. News coverage must be monitored to ensure that accurate information is being disseminated. The county needs to be prepared to keep the Kootenai County Board of Commissioners and other local and State government officials informed.

Response Actions

A. Initial Actions:

1. Notify public officials.
2. Assess the situation and call up necessary PIO personnel resources.
3. Set up teams.
4. Develop and/or gather materials to address the situation: press releases, pre-scripted messages, web pages, talking points, hotline scripts, etc.

5. Schedule media briefings at the onset of a developing situation.
6. Prepare an initial community relations plan with incident-specific guidance and objectives at the beginning of the incident.

B. Continuing Actions:

1. Consistently update all public information materials from the teams mentioned above.
2. Schedule media updates according to the situation at hand.
3. Coordinate with community leaders and neighborhood advocacy groups to disseminate information, to identify unmet needs, and to facilitate collaborative information exchange that supports ongoing disaster response and recovery actions.
4. Schedule, organize, and conduct community meetings to inform the public about what programs are available.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Primary Agency

Kootenai County Office of Emergency Management

1. Establish a working arrangement between other agency PIOs, and local radio stations, television stations, and newspapers.
2. Encourage local newspapers to periodically publish general information about those specific hazards, which are most likely to occur, such as flooding, severe weather and hazardous materials accidents.
3. Implement the Kootenai County Joint Information System. Activate, staff, and coordinate Joint Information Centers as needed.
4. Prepare and provide general information as appropriate to special groups such as the visually impaired, the elderly, etc.
5. Coordinate with other agencies to establish a phone bank for citizen inquiries, rumor control, and information dissemination
6. Assist Panhandle Health District in disseminating public health notices.
7. Arrange regular media briefings.

8. Establish communications with adjacent Idaho and Washington Counties' Joint Information Centers, and the State of Idaho Joint Information Center.
9. Coordinate the release of information through public broadcast channels, and written documents.
10. Maintain an up-to-date email address, telephone number, and fax number list for all local news organizations.

Support Agencies

General

1. Maintain and keep resource and situation status reports available.
2. Provide public information support to Joint Information Center as needed.

Joint Information Center

1. Establish a working arrangement between other agency PIOs, and local radio stations, television stations, and newspapers.
2. Prepare and provide general information as appropriate for special needs populations.
3. Assist in the coordination with other agencies to establish a phone bank for citizen inquiries, rumor control, and information dissemination
4. Assist Panhandle Health District in disseminating public health notices.
5. Arrange regular media briefings.
6. Establish communications and coordinate messages with adjacent Idaho and Washington Counties' Joint Information Centers and the State of Idaho Joint Information Center.
7. Coordinate the release of information through public broadcast channels, and written documents.
8. Maintain an up-to-date email address, telephone number, and fax number list for all local news organizations.
9. Maintain a chronological file and log of all news releases.

10. Provide incident-related information through the media and other sources to individuals, families, businesses directly or indirectly affected by the incident.
11. Monitor news coverage to ensure that accurate information is disseminated to the public.
12. Coordinate appropriate special projects such as news conferences and press operations for incident-area tours by government officials and other dignitaries.
13. Gather incident information.

Public Information Emergency Response (PIER) Team (State of Idaho agency PIOs)

1. Provide assistance and public information expertise to Kootenai County and local jurisdictions
2. Deploy to Kootenai County Emergency Operations Center and/or Joint Information Centers

KC-ESF #15 - Public Information and External Affairs

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION # 16

MILITARY SUPPORT

Primary Agency

Kootenai County Office of Emergency Management

Support Agencies

State of Idaho Military Division
Idaho Bureau of Homeland Security
Idaho National Guard

INTRODUCTION

I. Purpose

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

II. Scope

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

III. Policies

- A. The Commanding General – Idaho (CG-ID) commands all IDNG forces.
- B. Committed IDNG forces are commanded by military personnel. IDNG forces will not be placed under the command of federal, state, or local civil authorities.
- C. Unit integrity will be maintained when feasible. Control of all IDNG resources will remain in the military chain of command.
- D. Military Support to Civil Authorities (MSCA) will be used to supplement, not substitute for, local authorities.
- E. IDNG soldiers who are members of fire, police, or other emergency services in

any county or city affected by the disaster emergency may be excused from military duty to perform civilian duties if requested by city or county officials and coordinated through the Commanding General.

- F. The IDNG will normally be called upon for support after local, city, and county governments have exhausted all civilian resources. IDNG will withdraw troops and equipment as soon as possible.
- G. The 101st Weapons of Mass Destruction Civil Support Team (101st WMD CST) is best deployed at or nearly the same time as the HAZMAT Regional Response Teams. The primary purpose is to speed deployment, analysis, and response in a WMD situation.

SITUATION AND ASSUMPTIONS

I. Situation

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

II. Planning Assumptions

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

CONCEPT OF OPERATIONS

I. General

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

II. Coordinating Instructions:

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

ORGANIZATION AND RESPONSIBILITIES

I. Primary Agency

Kootenai County Office of Emergency Management

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

II. Support Agencies

A. Idaho Bureau of Homeland Security

- 1. Receives, reviews and approves requests for military support.
- 2. Forwards approved requests to the Idaho National Guard

B. Idaho National Guard Headquarters

1. Command and control all National Guard units.
2. Perform Idaho National Guard Reaction Force (NGRF) training to respond to State and Federal emergencies.
3. On order, provide personnel and equipment to support an Idaho BHS initial damage assessment team.
4. On order, identify and establish a Task Force and/or Joint Task Force to be deployed in support of an incident.

C. Idaho National Guard Task Force Commander/Joint Task Force Commander

1. Provides command and control of all state military assets deployed in support of civil authorities.
2. Works closely with the incident commander to maintain situational awareness of response actions.

D. 101st Weapons of Mass Destruction Civil Support Team (101st WMD CST)

1. On order, the 101st WMD CST deploys to support civil authorities at a Chemical, Biological, Radiological, Nuclear and high Explosive (CBRNE) incident site by identifying CBR agents/substances, assessing consequences, advising on response measures, and assisting with requests for additional support.
2. The CST provides specialized resources and subject matter experts in the following areas:
 - a. CBRNE response, detection, monitoring and analysis.
 - b. Medical liaison with emergency medical technicians and public health officials.
 - c. Hazard assessment to include hazard plume modeling.
 - d. On site technical decontamination for first responders.
 - e. Mobile communications interoperability platforms in support of secure and nonsecure voice and data communications.

- f. In-depth scientific presumptive and confirmatory scientific analysis in the field.
3. The CST will be prepared to provide a liaison officer to the Kootenai County EOC, as the situation requires.

E. National Guard Reaction Force (NGRF):

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

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

KC-ESF #16 Military Support

Approved:

Sandy Von Behren, Manager
Kootenai County Office of Emergency Management

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX #1

DAMAGE ASSESSMENT

Primary Agency

Kootenai County Office of Emergency Management

Support Agencies

Kootenai County Assessor
Kootenai County Building and Planning
Kootenai County Sheriff
Highway Districts

Utilities

Avista
Kootenai Electric Cooperative
Verizon

Railroads

Burlington Northern Santa Fe Railway
Union Pacific Railroad

Pipelines

TransCanada
Williams
ConocoPhillips Yellowstone

INTRODUCTION

I. Purpose

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

II. Scope

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

SITUATION AND ASSUMPTIONS

I. Situation

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

II. Assumptions

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

CONCEPT OF OPERATIONS

- A. Damage assessment operations will be coordinated from the KCEOC.
- 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/Federal assistance is required.

- C. Initial assessment of damages immediately following a disaster rests with Kootenai County. If Kootenai County requires damage assessment assistance, the county will request support from the Idaho Bureau of Homeland Security.
- D. Damaged structures within Kootenai County should be posted in a manner that displays the condition of the structure and its suitability for continued occupancy.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

I. Primary Agency

Kootenai County Office of Emergency Management

- A. Appoint a Damage Assessment Coordinator.
- B. Activate the damage assessment function.
- C. Form damage assessment teams and brief them on the following:
 - 1. Current disaster status.
 - 2. Address safety issues for personnel.
 - 3. Damage assessment procedures, checklists, and forms.
 - 4. Assign priorities and areas of responsibility for assessments.
- D. Compile, analyze, and track the data received from damage assessment teams.
- E. Debrief damage assessment teams and provide information to the KCEOC staff. Ensure the KCEOC staff is informed about unsafe buildings, roads, bridges, and other facilities.
- F. Provide detailed information on damage sustained to municipalities, highways, roads, and County departments.
- G. Coordinate with the American Red Cross for results of their assessment efforts.
- H. Collect damage information from all sources on the following:
 - Public roads and bridges

Dams, dikes, and levees
Public buildings and equipment
Hospitals
Nursing homes
Schools
Jails and confinement facilities
Transportation facilities and equipment
Communication facilities and equipment
Water and sewage treatment plants
Utilities
Irrigation canals and facilities
Private residences
Private businesses
Farms and ranches
Agriculture
Churches

- I. Maintain a situation map with plots of damaged areas.
- J. Review damage assessment reports with the Damage Assessment Coordinator, other officials, and EOC staff, to determine if outside assistance is necessary.
- K. Coordinate damage assessment reports and needs with the Idaho BHS North Area Field Officer.
- L. Coordinate with KC-ESF #15 – Public Information and External Affairs to develop and release damage assessment and other appropriate information to the public.
- M. Coordinate with KC-ESF #3 - Public Works and Engineering to establish priorities for emergency repair to roads, bridges, buildings, and debris removal.
- N. Develop procedures for safety assessments of damaged facilities, including checklists and placards that indicate condition of inspected buildings.
- O. Coordinate procedures for controlled entry into damaged buildings with elected officials.
- P. Create a database to manage records of damaged buildings and provide timely reports of building status as repairs are made.
- Q. Coordinate with adjacent counties to determine how damage in these areas may impact Kootenai County.

R. Coordinate with State and/or Federal agencies in conducting Preliminary Damage Assessments.

S. Provide initial and follow-up situation and damage reports to Idaho BHS.

II. Support Agencies

A. Kootenai County Assessor

Assist with damage assessment.

B. Kootenai County Building and Planning

Assist with damage assessment.

C. Kootenai County Sheriff

Assist with damage assessment.

D. Highway Districts

1. Assist with damage assessment.

2. Report damage to roads, bridges, and public facilities.

Utilities (Avista, Kootenai Electric Cooperative, Verizon)

1. Assess infrastructure.

2. Report outages and damage to Kootenai County OEM/EOC.

3. Provide estimated time of restoration of service.

Railroads (Burlington Northern Santa Fe Railway, Union Pacific Railroad)

1. Assess infrastructure.

2. Report disruption of service and damage to Kootenai County OEM/EOC.

3. Provide estimated time of restoration of service.

4. Advise Kootenai County OEM/EOC of HazMat incidents.

Pipelines (TransCanada, Williams, ConocoPhillips Yellowstone)

1. Assess infrastructure.

2. Report disruption of service and damage to Kootenai County OEM/EOC.
3. Provide estimated time of restoration of service.
4. Advise Kootenai County OEM/EOC of HazMat incidents.

DIRECTION AND CONTROL

The Kootenai County Damage Assessment Coordinator is under the direction of the Kootenai County Office of Emergency Management during emergency operations.

CONTINUITY OF GOVERNMENT

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

ADMINISTRATION AND FINANCE

See KC-SA #2 - Financial Management

ANNEX MAINTENANCE

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

KC-SA #1 - Damage Assessment

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX #2

FINANCIAL MANAGEMENT

Primary Agencies:

Kootenai County Clerk/Auditor
Kootenai County Office of Emergency Management

Support Agencies:

All Kootenai County agencies involved in disaster response and recovery operations

INTRODUCTION

I. Purpose

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

II. Scope

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

III. Policies

- A. General: Each agency is responsible for providing its own financial services and support to its response operation in the field. Funds to cover eligible costs for response activities may be provided through reimbursement by the Bureau of Homeland Security (BHS).
- B. Procurement: The procurement of resources will be in accordance with statutory requirements and established procedures regarding disaster emergency/non-emergency conditions.
- C. Procedures for Reimbursement: General policy for reimbursement is provided by the Mission Assignment or Project Agreement Processes. When Kootenai County receives mission assignments or project agreements, county agencies may incur expenses that are reimbursable from the State Disaster Emergency

Account (DEA). All agencies will keep track of all eligible expenses to submit for reimbursement.

- D. **Financial Records and Supporting Documentation:** County agencies and other jurisdictions conducting activities under this plan, for which state reimbursement may be requested, must organize their operations to provide financial documentation in support of their emergency response and recovery activities. All agencies must maintain records, receipts, and documents to support claims, purchases, reimbursements, and disbursements defined within the respective mission assignment or project agreement. Reimbursement requests must be submitted with supporting documentation such as personnel time cards and payroll reports with benefit rates, equipment rates and operators, dates and locations of response activities, service contracts, travel, per diem, and other expenses specific to the assigned work.
- E. **Cost Estimates for Additional Appropriations:** After initial response operations, Kootenai County agencies and other jurisdictions may need to make an estimate of the total funding needs for the duration of the disaster emergency response. These estimates shall be incorporated into revisions of the mission assignment or project agreement as soon as it becomes apparent that the mission assignment or project agreement varies by ten percent (10%) of the original estimate.
- F. **Audit of Expenditures:** The expenditures of funds related to disaster emergencies will be subject to an independent audit in accordance with current statutes and audit procedures.

SITUATION AND ASSUMPTIONS

I. Situation

- A. Disasters may have an immediate impact on local resources, resulting in shortages that may require the unplanned expenditure of funds by local governments. In addition, coordination may be required between local and state organizations to administer the various funding programs designed to assist disaster victims.
- B. A Commissioner Disaster Emergency Declaration may authorize funding to support the activities necessitated by the situation. Funding levels, if approved, will be set by the Board of Commissioners to be administered through the OEM and supported by the Auditors Office.
- C. A Gubernatorial Disaster Emergency Declaration may permit funding from the Disaster Emergency Account (DEA) under the provision of Idaho Code §46-1005(A). Additional funds may be made available by special appropriation of the Idaho State Legislature or through Gubernatorial Executive Order.

II. Planning Assumptions

- A. Local governments are responsible for first response to emergencies affecting their jurisdictions including the application of fiscal procedures and remedies designed to be used during local emergencies.
- B. State assistance may be available to Kootenai County when emergency expenditures exceed local budgets.
- C. Financial operations in disaster emergencies require expedited procedures that must comply with sound financial management and accountability.

CONCEPT OF OPERATIONS

I. General

Funding for state emergency response activities conducted pursuant to the Idaho Code may be made available from the State Disaster Emergency Account. The uses of those funds are described in Idaho Code §46-1005A(2). The following concept of operations describes the events and policies that guide financial management for state response operations.

II. Response Actions

- A. A disaster occurs or is imminent. Kootenai County commits all its resources in response.
- B. Kootenai County resources are exhausted. The county approves a disaster emergency declaration.
- C. If county resources are not adequate to resolve the emergency, mutual aid is requested. If mutual aid is inadequate, the county coordinates with the Idaho Bureau of Homeland Security for additional assistance.
- D. Upon receipt and verification of a Kootenai County's request for assistance, the IDEOC will mission assign an appropriate State agency to provide required resources, services, or information. On occasion, it may negotiate a project agreement with Kootenai County to fulfill the request for assistance.
- E. Eligible expenses (i.e. personnel, travel, and logistical assistance for situation/damage assessment activities) that were incurred immediately following an event, but before a Gubernatorial Declaration of a disaster emergency, may be reimbursable by BHS provided a state declaration follows. Reimbursement of any expenses will be processed in accordance with the

state procedures and any conditions set forth specific to the disaster emergency including match requirements.

RESPONSIBILITIES

I. Primary Agencies:

A. Kootenai County Office of Emergency Management

1. Serve as the focal point for Kootenai County for coordination of all federal, state, local, and volunteer disaster emergency response and recovery activities.
2. Advise the Board of County Commissioners on the ongoing status of the disaster emergency, including recommending and preparing a county disaster emergency declaration, and requesting additional resources when county capabilities are exceeded.
3. Coordinate with the Idaho Bureau of Homeland Security on the status of the disaster emergency, county disaster declarations, and requests for State assistance.
4. Provide information received from BHS to the Board of County Commissioners and to county agencies and affected local jurisdictions on the declaration, the types of assistance authorized, and the areas eligible to receive such assistance.

B. Kootenai County Clerk/Auditor

1. Implement a financial system to track disaster emergency related costs of the county by the assignment of a program number that will apply uniquely to the event.
2. Submit to BHS in a timely manner all requests for reimbursement of expenses incurred during a declared state of disaster emergency.
3. All documentation related to expenditures relating to the event will be gathered, summarized and retained as a record of the total disaster costs.
4. Keep the Board of County Commissioners informed on the status of funding and current issues related to the declared disaster emergency.
5. All pertinent records will be maintained for audit according to state record retention requirements.

II. Support Agencies:

1. Respond to disaster emergencies.
2. Advise the Kootenai County Office of Emergency Management when current capabilities may be exhausted.
3. Keep records of all costs of disaster response and recovery operations, in accordance with established procedures.
4. Submit requests for reimbursement of disaster expenses to Kootenai County Clerk/Auditor or as directed by the OEM.

KC-SA #2 - Financial Management

Approved:

Kootenai County Clerk/Auditor

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX #3

MUTUAL AID

Primary Agency

Kootenai County Office of Emergency Management

Support Agencies

All other Kootenai County Agencies, Districts, Departments, and Offices

INTRODUCTION

I. Purpose

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

II. Scope

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

III. Policies

- A. Kootenai County will participate in intrastate agreements that encompass all local jurisdictions. The county also has or will establish mutual aid agreements with private organizations, such as the American Red Cross, to facilitate the timely delivery of assistance during incidents.

- B. Kootenai County encourages all agencies within the county to enter into and periodically update mutual aid agreements with other agencies, private sector and nongovernmental organizations as appropriate.
- C. This annex does not alter existing Kootenai County or agency responsibilities for emergency management under the law. Existing contractual or other legal obligations are not supplanted by this annex.

SITUATION AND ASSUMPTIONS

I. Situation

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

II. Planning Assumptions

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

CONCEPT OF OPERATIONS

I. General

The KCEOC coordinates response activities and is the conduit for requesting assistance when an incident exceeds local capabilities.

II. Preparedness

- A. Agencies that provide and receive mutual aid will negotiate formal mutual aid agreements.
- B. Mutual aid agreements will include the following elements or provisions:
 - 1. Definitions of key terms used in the agreement;
 - 2. Roles and responsibilities of individual parties;
 - 3. Procedures for requesting and providing assistance;

4. Procedures, authorities, and rules for payment, reimbursement, and allocation of costs;
 5. Notification procedures;
 6. Protocols for interoperable communications;
 7. Relationships with other agreements among jurisdictions;
 8. Workers compensation;
 9. Treatment of liability and immunity;
 10. Recognition of qualifications and certifications;
 11. Sharing agreements, as required; and
 12. Other agreements, as required.
- C. Authorized officials from each of the participating jurisdictions will collectively approve all mutual-aid agreements.
- D. Mutual aid agreements will be reviewed and updated on a regular basis.

III. Response

- A. The KCEOC facilitates coordination with relevant private-sector entities.
- B. The KC-ESFs primary and support agencies also implement established protocols with private sector counterparts at the local, state and regional levels.
- C. The KCEOC and KC-ESF primary and support agencies will establish procedures and processes to:
 1. Determine the impact of an incident.
 2. Establish communications that will facilitate a shared situational awareness within all sectors in the County.
 3. Coordinate and set priorities for the County and incident management support and response, and the prioritizing of the delivery of goods and services after an incident.

4. Call for the implementation of mutual aid agreements under County authority. Recommend, as appropriate, the implementation of mutual aid agreements outside County authority.

IV. Recovery

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

RESPONSIBILITIES

I. Primary Agency:

Kootenai County Office of Emergency Management

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

II. Support Agencies

All other agencies within Kootenai County are responsible for developing and maintaining working relations with their counterparts, formalizing mutual aid agreements with appropriate agencies, providing copies of mutual aid agreements to the OEM, and implementing those agreements when necessary.

KC-SA #3 - Mutual Aid

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX #4

PRIVATE SECTOR COORDINATION

Primary Agency

Kootenai County Office of Emergency Management

Private Industry

Idaho Businesses and Industry

INTRODUCTION

I. Purpose

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

II. Scope

- A. This annex applies to all county agencies operating under the Kootenai County Emergency Operations Plan (KCEOP) in incidents requiring a response that involves the private sector in any of the following ways:
 - 1. Impacted organization or infrastructure;
 - 2. Emergency resource provider;
 - 3. Regulated industry and/or responsible party; and
 - 4. Member of the county emergency management organization.
- B. The KCEOP Base Plan describes the private sector role in supporting incident management. This annex addresses those aspects of incident management involving the private sector that must be emphasized because of their uniqueness or importance.
- C. The roles and relationships of voluntary, not-for-profit organizations and potential donors of goods and services to governments and NGOs are detailed

in the Volunteer and Donations Management Support Annex and the Kootenai County Emergency Support Function (KC-ESF) #6 – Mass Care, Emergency Assistance, Housing, and Human Services Annex.

III. Policies

- A. This annex supports the Kootenai County commitment to ensuring the orderly functioning of the economy and the reliability and availability of essential services.
- B. This annex does not alter existing private sector responsibilities for emergency management under the law. Existing contractual or other legal obligations are not supplanted by this annex except those defined in the Disaster Preparedness Act, as amended.
- C. Kootenai County encourages cooperation between private sector organizations and local authorities regarding prevention, preparedness, mitigation, response, and recovery activities. The county also encourages processes that support informed cooperative decision making. Engaging the private sector requires active involvement at the strategic (e.g., chief executive officer (CEO), corporate president, or other senior leadership, etc.) and operational levels to ensure:
 - 1. Effective and efficient use of private sector and county resources.
 - 2. Timely exchange of information.
 - 3. Public and market confidence in times of crisis or catastrophe.
- D. The county encourages owners and operators of Critical Infrastructure and Key Resources (CIKR) elements to develop emergency response plans and information-sharing processes and protocols tailored to the unique requirements of their sectors or industries, and mapped clearly to local emergency response plans and information sharing networks.
- E. The county invites owners and operators of Critical Infrastructure and Key Resources elements to become members of the Kootenai County Local Emergency Planning Committee (LEPC), and to partner with the LEPC in mitigation, preparedness, emergency response and recovery planning.
- F. The county treats information provided by the private sector in a manner compliant with applicable statutes and regulations. These handling procedures include Protected Critical Infrastructure Information (PCII), providing exemption from disclosure, to protect from unauthorized disclosure appropriately designated proprietary or otherwise sensitive company information.

G. The county supports measures that ensure site accessibility for essential service providers responding to disasters or emergencies. Essential service providers, as defined in the Stafford Act as amended by Public Law 109-347, include: “(a) a municipal entity; (b) a nonprofit entity; or (c) a private, for-profit entity” that contributes to efforts to respond to an emergency or major disaster. These entities provide:

1. Telecommunications services;
2. Electrical power;
3. Natural gas;
4. Water and sewer services;
5. Emergency medical services; and/or
6. Other essential services.

SITUATION AND ASSUMPTIONS

I. Situation

- A. The private sector plays a primary role in county response by sustaining its capability to ensure the orderly functioning of the economy and delivery of essential goods and services. Disruption of services could hamper the county’s ability to respond and recover. Critical infrastructure and key resources are essential to the ability of local governments to save lives, maintain public safety, minimize damage, and reduce impacts. The private sector secures, defends, mitigates damage, and implements recovery efforts for its own facilities.
- B. The private sector constitutes approximately 80% of the economy. Involving the private sector in all stages of planning and implementation is critical for the success of the Kootenai County Emergency Operations Plan (KCEOP) and subsequent efforts to recover.

II. Planning Assumptions

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

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

CONCEPT OF OPERATIONS

I. General

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

II. Response Actions

The KCEOC initiates coordination with relevant private-sector entities. The KC-ESFs also implement established protocols with private sector counterparts at county and regional levels. The KCEOC and KC-ESFs will establish procedures and processes to:

- A. Determine the impact of an incident.
- B. Establish communications that will facilitate a shared situational awareness across industry and infrastructure sectors and between the public and private sectors.
- C. Identify and prioritize businesses and industry needing immediate restoration and obtain goods and services necessary for the restoration and recovery of CIKR and other key elements of the economy on a priority basis.
- D. Coordinate and set priorities for the county and incident management support and response, and the prioritizing of the delivery of goods and services after an incident.

- E. As needed, recommend priorities for business and industry resource allocations.
- F. Inform county decision makers to help determine appropriate recovery and reconstitution measures, particularly in cases where they may result in indemnity, liability, or business losses for the private sector.

RESPONSIBILITIES

I. Primary Agency

Kootenai County Office of Emergency Management

- A. Develops plans, processes, and relationships, and facilitates coordinated response planning with the private sector at the strategic, operational, and tactical levels.
- B. Shares information, including threats and warnings, before, during, and after an incident.
- C. Informs and orients the private sector on the contents of the KCEOP and encourages and facilitates the development and coordination of equivalent private-sector planning.
- D. Coordinates and conducts incident management functions with the private sector.
- E. Develops, implements, and operates information-sharing and communication strategies, processes, and systems.

II. KCEOP Emergency Support Functions (KC-ESF)

The primary agencies for each KCESF are responsible for developing and maintaining working relations with their associated private sector counterparts through partnership committees or other means (e.g., KC-ESF #2 – Communications: telecommunications industry; KC-ESF #10 – Hazardous Materials Response: oil and hazardous materials industry; etc.).

III. Private Sector

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

- A. Identify risks and perform vulnerability assessments.

- B. Develop contingency and response plans.
- C. Implement appropriate prevention and protection programs.
- D. Coordinate with their suppliers and CIKR customers to identify and manage potential cascading effects of incident-related disruption through contingency planning.
- E. Collaborate with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.
- F. Provide goods and services through contractual arrangements or government purchases, or where appropriate, mutual aid and assistance agreements with host communities.
- G. Act as corporate citizens to donate and facilitate donations by others of goods and services.

KC-SA #4 - Private Sector Coordination

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX #5

VOLUNTEER AND DONATIONS MANAGEMENT

Primary Agency:

Kootenai County Office of Emergency Management

Non-Governmental:

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

Support Agencies:

Citizen Corps Council of North Idaho

INTRODUCTION

I. Reference

Idaho Emergency Operations Plan Support Annex #4, Volunteer and Donations Management

II. Purpose

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

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

III. Scope

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

IV. Policies

- A. Local governments have primary responsibility of the management of unsolicited goods and spontaneous volunteers.
- B. Local governments look principally to those voluntary organizations with established volunteer and donations management structures already in place to receive appropriate volunteers and donated goods.
- C. Donors will be discouraged from sending unsolicited donations directly to the disaster site. Under no circumstances will pharmaceutical supplies, other medications or prepared foods be accepted from the public.
- D. Kootenai County encourages cash donations to recognized nonprofit voluntary organizations with disaster experience.
- E. Kootenai County encourages individuals interested in volunteering their personal services to participate through the North Idaho Citizen Corps Council, Inland Northwest COAD and/or affiliate with a recognized nonprofit voluntary organization in disaster relief efforts. Spontaneous volunteers will be discouraged from going directly to any disaster site.
- F. Appropriate personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS) and integrate those principles into all the planning and response operations.
- G. All activities, functions, and services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- H. Full use of existing voluntary organizations volunteer and donations management resources are encouraged before assistance of the state government is sought.
- I. Local Economic Considerations. Distribution of large quantities of foodstuffs and commodities may have an adverse affect on the local economy. All efforts will be made to reduce that impact.
- J. All agencies involved should maintain logs and journals on all activities regarding financial matters, trip reports, matters of institutional knowledge and

concern, recordings of vital data, and after action reports or critiques (lessons learned).

SITUATION AND ASSUMPTIONS

I. Situation

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

II. Planning Assumptions

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

CONCEPT OF OPERATIONS

I. General

This annex will be implemented in response to major emergencies or disasters that overwhelm local capabilities to manage unsolicited donations and spontaneous volunteers. This annex should not interfere with any private volunteer organization's policies concerning donations. The intent is to provide a means to coordinate donations and respond to the needs of disaster victims and affected governments in the most efficient and timely manner.

II. Donations

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

- J. An undesignated cash donation is money that arrives that has not been designated to a specific agency. Undesignated cash will be directed to the Kootenai County Auditor's Office to be placed in a special disaster trust fund until distribution needs can be determined.

III. Spontaneous Volunteers

Spontaneous volunteers are individuals that want to help in the disaster area with response and recovery, but are not affiliated with one of the organizations that are working the disaster.

- A. The Kootenai County Emergency Operations Center (KCEOC) will determine the initial needs assessment for services and to identify operating facilities suitable as emergency volunteer reception centers (EVRC). When a large number of volunteers show up or are expected to show up at a disaster area, an EVRC will be set up to register the volunteers and connect them with an agency that is in need of their skills and services. If state assistance is required, the KCEOC will work with the State Volunteer Coordinator (SVC).
- B. Volunteer organizations involved in disaster response may request public volunteers, as needed. The requesting agencies are responsible for the housing, feeding and needs of requested volunteers.

IV. Public Information:

KC-ESF #15, Public Information and External Affairs will work with the KCEOC Public Information Officer or North Idaho Joint Information Center to develop a program to educate the public and media concerning donations management operations. This program will address the following:

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

RESPONSIBILITIES

Primary Agency

Kootenai County Office of Emergency Management

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

Donations Coordinator

- A. Coordinate the establishment of distribution centers as the magnitude and severity of the disaster emergency requires.
- B. Work with volunteer organizations and if needed the state donations coordinator to develop a list of specific items needed in the disaster area for solicitation from the public.
- C. Coordinate with KC-ESF #15, Public Information and External Affairs, to issue press releases. Provide information and assistance regarding the local jurisdiction's disaster response and recovery activities and provide updated information as required.
- D. Assist EOC Planning in the development of the timeline and demobilization plan for the donations management activities. The timeline and demobilization plan will address closeout activities, downsizing coordination and operations, transitioning to voluntary agency activities, and transmission of remaining goods and services to traditional charitable organizations.

Volunteer Coordinator

- A. Coordinate with North Idaho Citizen Corps and Inland Northwest COAD in the managing of spontaneous volunteers.
- B. Coordinate the establishment of emergency volunteer reception centers as the magnitude and severity of the disaster emergency requires.
- C. Coordinate with KC-ESF #15, Public Information and External Affairs, to issue press releases. Provide information and assistance regarding the local jurisdiction's disaster response and recovery activities and provide updated information as required.

- D. Assist EOC Planning in the development of the timeline and demobilization plan for the volunteer management activities. The timeline and demobilization plan will address closeout activities and downsizing coordination.

KC-SA #5 - Volunteer and Donations Management

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX #6

WORKER SAFETY AND HEALTH

Primary Agencies:

Kootenai County Office of Emergency Management
Panhandle Health District

Support Agencies:

Kootenai County Sheriff's Office
Kootenai County Risk Management Department
Fire/EMS Districts and Departments
Municipal response agencies

State Level Support Agencies:

Idaho Military Division (IMD)
- Idaho Bureau of Homeland Security (BHS)
- Idaho National Guard, 101st WMD Civil Support Team (CST)
Idaho Department of Health and Welfare (IDHW)
Idaho District Health Departments (DHD)
Idaho Department of Environmental Quality (DEQ)
Idaho Division of Building Safety (DBS)
Idaho Department of Water Resources (IDWR)
Idaho State Department of Agriculture (ISDA)

INTRODUCTION

I. Purpose

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

II. Scope

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

III. Policies

- A. Private-sector and local government employers are responsible for the safety and health of their employees. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions. Some State and National guidelines include, but are not limited to:
 - 1. The Occupational Safety and Health Act (OSHA) of 1970 (Public Law 91-596);
 - 2. Idaho Code §44-1401 Employer's Liability Act, §39-101 Idaho Environmental Protection and Health Act, §72-101 Worker's Compensation and Related Laws;
 - 3. National Fire Protection Association (NFPA) standards;
 - 4. The Hazardous Waste Operations and Emergency Response Standard, codified at 29 CFR 1910.120 and 29 CFR 1926.62; and
 - 5. The Worker Protection Standard, codified at 40 CFR 311.
- B. The Kootenai County Emergency Operations Center (KCEOC) coordinates with the Idaho Bureau of Homeland Security, other state agencies, and local governments to develop, obtain, and disseminate information on the likely hazards associated with potential incidents and the preventative actions that can be taken to reduce or eliminate illnesses and injuries that may result from hazardous exposure. The Joint Information Center (JIC) may be authorized to release general occupational safety and health information as outlined in KC-ESF #15 Public Information and External Affairs annex.

- C. Responders are notified of personal sampling results and suggested courses of action as promptly as possible. To protect responder confidentiality, medical information on responders is never released to the public.

SITUATION AND ASSUMPTIONS

I. Situation

- A. During a disaster or emergency, operations likely will encompass complex and varied hazards that must be characterized, evaluated, and controlled to protect responders. These hazards could include falls from heights, hazards associated with heavy equipment use, confined space entry, compressed gas use, electrical shock, and the toxic and hazardous substance exposures. The need for a rapid response to an incident increases the risk that responders will be deployed without complete information about the safety and health hazards present.
- B. To ensure that responders are properly protected, this KCEOP Worker Safety and Health Support Annex must be in place to facilitate proactive consideration of all potential hazards and to ensure the availability and coordination of necessary personal protective equipment and other resources used in responding to the incident. A collaborative effort involving the expertise of all likely response organizations is necessary to plan for and implement responder safety and health procedures during the incident.

II. Planning Assumptions

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

CONCEPT OF OPERATIONS

I. General

As the primary agencies for this support annex, the Kootenai County Office of Emergency Management and the Panhandle Health District will provide as much information as they have concerning the scope, complexity, and specific hazards associated with the incident and the needs of the response and recovery organizations. This worker safety and health annex supports the following functions within the Incident Command System:

- A. Providing occupational safety and health technical advice and support to Incident Command/Unified Command (IC/UC) and Safety Officer(s) involved in incident management, and, if appropriate, at all incident sites.
- B. Providing assistance with site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate.
- C. Providing assistance with identifying and assessing health and safety hazards and characterizing the incident environment, to include continued monitoring of incident safety.
- D. Providing assistance with task-specific responder exposure monitoring for:
 - 1. Chemical, biological, radiological, nuclear, and explosive (CBRNE) contaminants; and
 - 2. Physical stressors (e.g., noise, heat/cold, ionizing radiation).
- E. Evaluating the need for longer term epidemiological medical monitoring and surveillance, and appropriate immunization and prophylaxis for responders and recovery workers.
- F. Assessing responder safety and health resource needs and identifying sources for those assets.
- G. Provide assistance with determining the appropriate level of personnel protective equipment (PPE) including the use and decontamination of PPE.
- H. Collecting and managing data (exposure data, accident/injury documentation, etc.) to facilitate consistent data-formatting and data-sharing among response organizations.
- I. Coordinating and providing incident-specific responder training.

RESPONSIBILITIES

I. Primary Agencies:

Kootenai County Office of Emergency Management
Panhandle Health District

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

II. Support Agencies

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

KC-SA #6 - Worker Safety and Health

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

Panhandle Health District

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #1

TERRORIST INCIDENT

Primary Agency

Kootenai County Sheriff's Department
Municipal Police Departments
Federal Bureau of Investigation

Support Agencies

Kootenai County Office of Emergency Management
Kootenai County Emergency Medical Services
Fire Districts
Highway Districts
Municipal Fire Departments
Panhandle Health District

REFERENCE

The primary guidance document for terrorist incidents is the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.

I. Purpose

The purpose of this incident annex is to facilitate an effective response to terrorist incidents. First, this annex provides guidelines for assessing threats and reducing Kootenai County's vulnerability to terrorism. Next, it assists in developing a comprehensive and integrated plan for Kootenai County and municipal governments to work in cooperation with state and federal agencies in responding to and managing a terrorist incident, including the use of chemical, biological, radiological, nuclear, and high explosive (CBRNE), weapons of mass destruction (WMD). Finally, it provides guidance in coordinating recovery activities in Kootenai County after a terrorist incident.

II. Scope

- A. This annex provides planning guidance and outlines operational concepts for the integrated response by all Kootenai County agencies to a terrorist incident.
- B. This annex builds upon concepts already addressed in the Kootenai County Emergency Operations Plan to respond to and recover from a broad spectrum

of hazards, but it also addresses unique actions necessary to respond to a terrorist act.

- C. Organization and assignment of responsibilities are contained in the Kootenai County Emergency Operations Plan, Emergency Support Function Annexes, and Support Annexes, tailored to the characteristics of terrorist incidents.

III. Policies

- A. All agencies should use the National Incident Management System and Incident Command System in responding to terrorist incidents.
- B. All agencies should develop internal standard operating procedures that address their response to a terrorist incident that may involve Weapons of Mass Destruction.

SITUATION AND ASSUMPTIONS

I. Situation

The complexity, scope, and potential consequences of a terrorist threat or incident require that there be a rapid and decisive capability to resolve the situation. The resolution to an act of terrorism demands an extraordinary level of coordination of law enforcement, criminal investigation, protective activities, emergency management functions, and technical expertise across all levels of government. The incident may affect a single location or multiple locations, each of which may be an incident scene, a hazardous scene, and/or a crime scene simultaneously.

II. Planning Assumptions and Considerations

- A. All communities are vulnerable to acts of terrorism from local, national or international sources.
- B. A terrorist threat or incident may occur at any time of day with little or no warning, may involve single or multiple geographic areas, and may result in mass casualties.
- C. The fact that an emergency situation was a result of a terrorist act may not be determined until days, weeks, or months after the event has occurred.
- D. No single agency at the local, state, federal, or private level possesses the expertise to act unilaterally in response to threats/acts of terrorism, particularly if weapons of mass destruction are involved.

- E. An act of terrorism, particularly one involving nuclear, radiological, biological, or chemical materials, will have major consequences that can overwhelm the capabilities of many county and state governments to respond and may seriously challenge existing Federal response capabilities.
- F. In the case of a biological attack, the effects may be dispersed in space and time, with no determined or defined incident site. Response operations may be conducted over a multijurisdictional, multistate region.
- G. A biological attack employing a contagious agent may require quarantine by county, state, and federal health officials to contain the disease outbreak.
- H. If appropriate personal protective equipment and capabilities are not available and the area is contaminated with CBRNE or other hazardous materials, response actions into a contaminated area may be delayed until the material has dissipated to a level that is safe for emergency response personnel to operate or until appropriate personal protective equipment and capabilities arrive, whichever is sooner.

CONCEPT OF OPERATIONS

Preparedness

- A. Keep the public informed concerning the potential for terrorist incidents.
- B. Coordinate with business, government agencies, schools, day care centers, hospitals, etc. on precautions and emergency actions prior to a terrorist incident.
- C. Coordinate with the Idaho Bureau of Homeland Security, Idaho State Police, Panhandle Health District, and other agencies for information and warnings affecting local jurisdictions.
- D. Conduct hazard analysis of key facilities and the impact of a terrorist incident on those facilities.
- E. Procure or produce information pamphlets for distribution to the public.
- F. Coordinate and plan terrorist incident exercises.
- G. Coordinate with the American Red Cross for availability of shelters and shelter agreements.
- H. Coordinate to ensure timely and accurate Emergency Alert System activation.

Response

- A. Determine that a terrorist incident has occurred. Identify type of terrorist incident (i.e., chemical, biological, explosive, etc.).
- B. Establish incident command and notify Idaho State Communications in accordance with the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.
- C. Identify immediate action or response requirements.
- D. Activate mutual aid as needed.
- E. Ensure response forces have as much information as possible.
- F. Activate mass casualty plan if appropriate.
- G. Immediately implement actions necessary to preserve life and/or property, including the deployment of required resources.
- H. Activate the KCEOC as appropriate.
- I. Issue alert and warning based on established protocols.
- J. On order, evacuate effected areas with assistance from available response agencies.
- K. Establish communications with responding agencies.
- L. Establish traffic control and security with law enforcement.
- M. Through communications with response agencies, determine as quickly as possible:
 - 1. Number of killed or injured (if any)
 - 2. General boundary of the affected area
 - 3. General extent of devastation (if any)
 - 4. General extent of traffic route disruption
 - 5. Immediate needs of response agencies
 - 6. If voluntary evacuations of the population have begun

7. Location of congregate care facilities
 8. Assessment of the potential for the event to proliferate.
- N. Evaluate overall county situation.
 - O. Request that liaison from Panhandle Health District and from law enforcement, both knowledgeable of terrorist activity, report to the EOC.
 - P. Establish communications with the Idaho Bureau of Homeland Security.
 - Q. Request Region I Regional Response Team if appropriate.
 - R. Establish communications with and request a liaison from the FBI, Idaho State Police, transportation and utility companies as necessary.
 - S. Establish communications with area schools and businesses that may be affected.
 - T. Establish an ongoing reporting system from the response agencies, private sector, volunteer organizations and utilities.
 - U. Establish command post(s) as needed.
 - V. Coordinate with American Red Cross on the opening of shelters.
 - W. Conduct first staff briefing as soon as practical after EOC activation.
 - X. Implement the Joint Information System (JIS) to inform the public, the media, and government officials.
 - Y. Establish a schedule for briefings.
 - Z. Brief city/county/agency/utility executives.
 - AA. Establish, as appropriate, a Joint Information Center (JIC) with the state and federal response agencies.
 - AB. Provide response agencies with updated information as quickly as possible.
 - AC. Issue action guidance as appropriate.
 - AD. Establish 24/7 duty roster for the EOC and or command post.
 - AE. Develop and post required maps or diagrams.

- AF. Activate an events log.
- AG. Review and follow resource procurement and purchasing procedures.
- AH. Inventory additional resources that may be used or called upon for use.
- AI. Activate formal resource request procedure and resource tracking.
- AJ. Coordinate all resource requests forwarded to the Idaho Bureau of Homeland Security.
- AK. Activate financial tracking plan in accordance with KC-SA # 2.
- AL. Activate damage assessment and follow damage assessment procedure in accordance with KC-SA #1.
- AM. Develop an incident action plan outlining actions that must be accomplished during the next operational period.
- AN. Conduct shift briefings.

Recovery

- A. Gather damage assessment information from damage assessment teams.
- B. Obtain information from technical sources regarding mental and physical health effects.
- C. Obtain information from American Red Cross regarding shelters and support necessary for continued operation.
- D. Obtain from American Red Cross an estimated duration period for continued shelter operations, if any.
- E. Obtain information from utilities regarding outages, length of repair, safety, etc.
- F. Obtain information from law enforcement regarding safety of the area.
- G. Assess needs for individual assistance and public assistance.
- H. Assess and conduct critical incident stress management as needed.
- I. Evaluate unmet needs if appropriate.
- J. Gather financial information.

K. As appropriate, gather additional information to include:

1. Responder personnel information and time involved in the response.
2. Time sheets or time logs.
3. Supplies used.
4. Contracts issued.
5. Purchase orders issued.
6. Other expenditures.
7. Damages to public buildings, equipment, utilities, etc.
8. Loss of life.
9. Documents regarding economic impact.

L. Develop reports for local elected officials, municipalities, and state agencies.

M. Coordinate recovery organizations, including private and volunteer relief organizations.

N. Establish donations management based on policy and procedure.

O. Ensure public officials and the general public are made aware of the assistance application process, if applicable.

P. Perform an incident after action review as soon as possible with all response organizations.

Q. Review agency performance.

R. Identify strengths and areas for improvement in response and recovery capabilities.

S. Develop improvement plan utilizing after action reports.

T. Identify and implement changes to the Kootenai County Emergency Operations Plan, Evacuation Plan, Mass Casualty Plan, All-Hazard Mitigation Plan, other plans and standard operating procedures.

U. Provide elected officials with updated information and disaster recovery progress.

KC-IA #1 - Terrorist Incident

Approved:

Rocky Watson
Kootenai County Sheriff

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #2

CYBER INCIDENT

Primary Agency

Kootenai County Information Systems

Support Agencies

Kootenai County Office of Emergency Management
All Other Kootenai County Departments

I. INTRODUCTION

A. Background

Cyber or cyberspace can be compared to the control system of the county's critical infrastructure. Cyberspace is comprised of hundreds of thousands of interconnected computers, servers, routers, switches, and fiber optic cables that allow our critical infrastructure to work. The county's economy and security are fully dependent upon information technology and the information infrastructure. At the core of the information infrastructure is the internet.

B. Purpose

This incident annex will briefly outline the fundamental steps the Kootenai County Information Systems and other supporting agencies will take to prepare for and respond to a cyber incident.

II. POLICIES

- A. Kootenai County Information Systems will take actions to prepare, within staffing and fiscal constraints, to respond to and recover from all emergencies and disasters impacting the information technology systems and services within Kootenai County government.
- B. All Kootenai County government end-users are responsible for familiarizing themselves with, and complying with all Kootenai County policies, procedures, and standards dealing with information security.
- C. In order to ensure continuity of operations, all Kootenai County government agencies are responsible for developing programs and procedures that enable them to continue operations and provide services in spite of cyber attacks.

Agencies should be prepared to implement non-technological protocols until cyber systems are restored and verified as safe for use.

III. SITUATION AND ASSUMPTIONS

A. Emergency / Disaster Hazards and Conditions

The vulnerability of Kootenai County to an cyber emergency, hazard or threat is based on the combination of the probability of an incident occurring and the impact the incident would have on operations. Kootenai County may be affected by direct attacks that target the county's information infrastructure or indirect attacks that target information systems that support county operations but are not directly connected to the county information infrastructure.

B. Planning Assumptions

1. Cyber attacks occur with or without warning.
2. In spite of sophisticated technologies that block many cyber attacks, vulnerabilities exist.
3. An organized cyber attack has the potential to debilitate critical infrastructure, economy, or national security.

IV. CONCEPT OF OPERATIONS

A. Kootenai County Information Systems provides four main functions:

1. Software development
2. Administration and strategic planning
3. Information technology operations
4. Geographic Information Services

B. Kootenai County Information Systems works with all county departments and other government jurisdictions and agencies.

C. Kootenai County Information Systems has implemented county-wide policies that address internet access, security, and multiple other related policies.

D. Kootenai County Information Systems has internal continuity of operations and emergency response plans. These documents address specific essential functions, personnel, and emergency actions required to keep Kootenai County government operational.

- E. Kootenai County Information Systems maintains vigilant monitoring to detect malicious codes that can negatively impact the county's information technology capabilities.

V. RESPONSIBILITIES

A. Primary Agency

Kootenai County Information Systems

1. Provide staffing for the Kootenai County Emergency Operations Center (KCEOC) as needed.
2. Maintain a method of information technology oversight. This activity makes resource and priority decisions concerning information technology. It also provides guidance and information on products and services to other County departments.
3. Work with appropriate law and legal authorities in the investigation phase of the cyber incident.

B. Support Agencies

1. Kootenai County Office of Emergency Management

- a. Activate the Kootenai County EOC as needed to support of a cyber incident.
- b. Prepare and implement procedures that permit continued KCEOC operations and service when cyber services are compromised or not available.

2. All other Kootenai County Departments

- a. Prepare and implement procedures that permit continued operation and service when cyber services are compromised or not available.
- b. Prepare and implement procedures that facilitate a transition to normal operations after cyber service is restored to operational status.

KC-IA #2 - Cyber

Approved:

Kootenai County Information Systems

Date

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #3

DAM FAILURE

PURPOSE

To provide information, procedures and guidelines for the protection of life and property during an incident, emergency or disaster involving a dam failure in Kootenai County. Procedures and guidelines for failures involving hazardous materials are found in Incident Annex #6. This annex is designed as a stand-alone document for use by Emergency Operations Center (EOC) support personnel and Incident Command System (ICS) personnel. The guidelines and procedures described below are not intended to usurp the authority or command position of the Incident Commander during tactical operations but rather provide a medium for mutual understanding of normal EOC and ICS procedures and responsibilities to be followed.

I. General

There are 28 Idaho Department of Water Resources (IDWR) regulated dams in Kootenai County. In addition, one dam in Bonner County has the potential to negatively impact Kootenai County. No dams in Kootenai County carry a high hazard rating. Of the six dams with a moderate hazard potential all were designed to withstand at least the 100-year flood. Regulated dams are routinely inspected at least once every two years. The risk of a dam failure, unless precipitated by a catastrophic event such as an earthquake, is extremely low.

II. Dam Construction Act

Dams greater than 10 feet high or with a storage capacity greater than 50 acre-feet of water, will be regulated by the Idaho Department of Water Resources. Dams exceeding 20 feet in height must be designed by an engineer. Dams rated #1 for hazard must have an operations plan with an emergency component. The development of residential sub-divisions below a dam requires a reassessment of the hazard risk by IDWR. It may also necessitate the owner to provide expensive structural modifications. (There are no grandfather clauses on dams.)

III. Special Considerations

A dam failure at the Post Falls facility, a low risk, would have a minimal impact down stream. However, should a sudden "sunny day" failure occur, recreation activities upstream could be threatened.

IV. Bonner County

A dam failure at Cabinet Gorge Dam on the Clark Fork River could result in a one-foot elevation of the level of Lake Pend Oreille. Utility connections to the float houses at Bayview may experience significant damage and cause a potential threat to life and property. Cabinet Gorge Dam is monitored 24 hours a day.

HISTORY

I. Post Falls Dams

There has never been a breach in the integrity of the Post Falls dams. High floodwaters in 1956 and again in 1996 were safely drained through spillways without incident. Stability studies have shown that the Post Falls dam structures could withstand a flood as severe as 154,000 cubic feet per second (cfs) without failing. Note that the historical maximum flow at the Post Falls development was only 50,100 cfs occurring in December 1933.

II. Hayden Lake Dam

Water levels in 1956 and 1996 were significant enough to cause flood damage ranging from one home in 1956 to 12 summer homes and one business in 1996. Flood water levels in 1956 were alleviated when the affected homeowner dynamited the dam, allowing water levels to go down. Water released as a result of the explosion drained into what was then unimproved agricultural land. High water levels in 1996 were allowed to escape through the ten foot wide spillway. It has been speculated that the 1996 high water levels may have weakened the dam; no long-term repair has been made. New spillway completed in April 1998 is designed to withstand a 500-year flood. Sewer and gas lines are under the dike. The spillway is designed to equalize water pressure and prevent erosion. Dam failure is unlikely, but if it did occur, could impact lower Hayden Lake Road and the subdivision.

VULNERABILITY

I. Post Falls Dams

The Post Falls Hydroelectric Development (HED) is monitored 24 hours a day in Avista's Spokane System Operations Center. If any problems occur at Post Falls, sensors signal an alarm condition to both system operations and Post Street. Extensive study of inundation effects down river from the Post Falls dams has been made and it has been determined that a failure of two of the three dams would be required to cause any damage or threat to life. A moderate number of residences and recreational facilities along the Spokane River may be affected by a dam breach.

II. Chilco

The Chilco concrete gravity structure was built for irrigation and stock water. If the area continues to develop, risk may need to be upgraded.

III. Kiblen

- A. The Kiblen north and Kiblen west earth filled structures were built for irrigation. The creek has been sub-divided below, which may impact two county roads below it.
- B. There are various earthen dams impounding water that are built for wildlife propagation, irrigation, stock water, and recreation that have the potential to impact localized communities and infrastructures.

IV. Effects

Flood waters resulting from dam failures at either location pose a threat to human life, damage or destruction to homes and businesses, and blockage of transportation arteries (Hayden Lake area).

V. General Conclusions

Although viewed as negligible in scope, the overall threat of flood waters resulting from dam failure in Kootenai County is possible. Extensive study and planning have been completed by Avista to minimize the effects of a failure involving one or more of the Post Falls dams.

SITUATION AND ASSUMPTIONS

I. Situation

- A. The potential for a dam breach/failure in Kootenai County is low.
- B. Procedures for monitoring high water situations at the Post Falls dams have been developed and are routinely exercised by Avista. These include notification procedures of residents in the expected flood area and local authorities.

II. Assumptions

- A. Local law enforcement and other emergency response units should be able to handle the effects of a dam breach/failure using existing assets.

- B. If the situation cannot be met using state and local resources, emergency assistance may be requested from the U.S. Army Corps of Engineers. The Corps of Engineers is authorized to take action to prevent imminent flood damage, provide assistance for flood fighting and rescue operations, and assist with repair and restoration of flood control facilities.
- C. The BHS Region 1 Regional Response Team will be available to support response units in the event of a combined HAZMAT/flood emergency.

CONCEPT OF OPERATIONS

I. General

- A. Citizen notification of a life-threatening emergency will be initiated through Kootenai County Sheriff's Department and Kootenai County Office of Emergency Management utilizing the Emergency Alert System (EAS).
- B. Avista will initiate notification procedures for the Post Falls dam.
- C. Avista is responsible for notifying the Kootenai County sheriff in all cases where a situation exists involving the integrity of any of the Post Falls dams. Notification will be in accordance with the Avista Emergency Action Plan for Post Falls Hydroelectric Development.

II. Operations and Organization

- A. The Emergency Management System, consisting of an Incident Commander (IC), an Emergency Operations Plan (EOP), single points of contact within each level of government and within each department, and the Emergency Operations Center (EOC) located in the basement of the Sheriff's Office, is used in Kootenai County whenever an incident occurs requiring the coordination of local agencies. Designation of a county level IC, the extent of expected coordination required, and activation of the Kootenai County EOC will depend on the nature and severity of the incident.
- B. The Kootenai County Board of Commissioners is ultimately responsible for coping with incidents that can affect the health, safety and environment of the county. The Kootenai County Office of Emergency Management Manager or designee assists the County Commissioners in meeting their responsibilities.
- C. Under the provisions of Kootenai County resolution number 96-40, dated August 27, 1996, the Kootenai County Sheriff is designated IC for all county level incidents. In his absence, or in the event succession of command is required for other reasons, the acting sheriff is designated alternate IC. The IC works within this emergency management system implementing this operations plan and corresponding standard operating procedures.

III. Agency coordination

- A. The EOC will serve as the site for the Multi-Agency Coordination group (MAC) if activated.
- B. Liaison between the Kootenai County EOC and Incident Management Teams will be established by having an EOC representative at the Incident Management Team briefings.
- C. Key agencies and organizations within Kootenai County will have a designated representative to coordinate agency activities. These individuals are responsible for the coordination of their agencies emergency response activities with the activities of other agencies within their designated EOC section. All tasks will be performed in the Kootenai County EOC where practical. From the EOC all representatives will receive direction and will coordinate with EOC sections and agencies in implementing assigned tasks.
- D. Each representative will have two other persons designated to function in his/her absence. This will allow for 24-hour EOC coverage as long as the response requires.
- E. Representatives will receive and provide continuous situation updates at scheduled staff briefings and through the use of section status boards.

IV. Emergency Operations Center (EOC)

- A. The Kootenai County primary EOC will be located in the basement of the Sheriff's Office building.
- B. The EOC may be fully or partially activated as agreed upon by the IC and Office of Emergency Management Manager or designee and with the approval of the Kootenai County Board of Commissioners.
- C. Functions performed by the EOC will be dependent on the nature of the emergency and support requested by the Incident Commander, and at the discretion of the Office of Emergency Management Manager or designee or EOC Manager.
- D. All functions performed in the EOC will be in accordance with current SOP or at the direction of EOC Manager.

V. Incident Command System

- A. The Incident Command System (ICS) will be used in Kootenai County. All incidents will have an Incident Commander (IC) designated.
- B. The ICS will be implemented immediately by the agency with the greatest jurisdictional responsibility as directed by local municipality policy.
- C. When an emergency/disaster is elevated to county control at the request of a local municipality or at the direction of the Board of County Commissioners, the Kootenai County Sheriff or his designee is the designated IC.
- D. The IC will direct response efforts at the scene and will establish a Command Post (CP) as necessary. If desired, the on-scene IC may request use of the Kootenai County Mobile Command Center for operations.
- E. Communications will be clear text and established using law enforcement and fire response frequencies. As the situation matures, telephones will become the primary means of communication between the ICS staff and the EOC. The "OSCAR" channel, Office of Emergency Management "OEM" channel, and amateur radio will be used to supplement primary communications as required.
- F. In accordance with KC-ESF #15, public information requirements will be coordinated through the Public Information Officer through a Joint Information Center when activated.

VI. Unified Command

- A. Depending on the nature and scope of the incident, a Unified Command System may be established to coordinate multiple agency response activities.
- B. External agency coordination may be handled through the EOC by mutual consent.
- C. Guidelines for establishing a Unified Command structure for incidents in Kootenai County are as follows:
 - 1. Each agency with responsibility for the incident, either geographical or functional, will designate one individual to represent them on the Unified Command Team.
 - 2. The Unified Command Team will assume the roles and responsibilities normally associated with the Incident Commander.

3. The Unified Command Team will establish a common set of incident objectives and strategies in the Incident Action Plan.
4. An ICS Operations Section Chief will be designated and become responsible for implementing the Incident Action Plan.
5. Other command and general staff sections, as described in the Incident Command System, will be established as necessary to implement the plan.

VII. EOC/ICS Interface

- A. An on-scene ICS will be implemented immediately by the agency with the greatest jurisdictional responsibility (as directed by local municipality policy). The responding agency will immediately notify the Kootenai County Office of Emergency Management Manager or designee:
 1. In all cases where hazardous materials are involved.
 2. In all cases where the emergency/ disaster is beyond the capabilities of local response units.
 3. In all cases where multiple agencies are responding.
 4. For providing relief to affected citizens.
- B. Any situation involving hazardous materials should be reported to the EOC. When an emergency/disaster is elevated to county control at the request of a local municipality or at the direction of the Board of County Commissioners, the Kootenai County Sheriff is designated IC.
- C. Once notified, the Office of Emergency Management Manager or designee and the IC will make a coordinated assessment to determine what services the Office of Emergency Management Manager or designee can provide in support of the IC. These services may include, but are not limited to, public information, procurement of material, supplies and services, collecting and providing incident data, and interface with governmental authorities.
- D. The Office of Emergency Management Manager or designee will provide an immediate situation update and make a recommendation on the need for EOC activation to the Board of County Commissioners.
- E. The EOC will be activated if the incident is such that the ICS needs to be expanded or if the Board of County Commissioners and the Office of Emergency Management Manager or designee deems it necessary.

F. When the EOC is activated, it will be to assist the IC and to support the overall management of the incident.

G. Once activated, and at the discretion of the IC, the ICS functions of planning, logistics, finance, and public information will be supported by the EOC.

TASKS AND EXECUTION

Whether single command or unified command is organized, responding agencies are responsible for accomplishing the following tasks:

I. Warning and Notification

The Kootenai County Sheriff, assisted by local municipal law enforcement agencies and the Idaho State Police, is the primary entry and dissemination point in the event of an actual or potential emergency situation. Fire personnel may be asked to assist in warning affected citizens. Loud speakers on fire apparatus or door-to-door warning may be required. Should the emergency alert system need to be activated to provide pertinent information to the public through the use of area television, radio, or NOAA radio, the Kootenai County Sheriff's Department or Kootenai County Office of Emergency Management must activate the system. When activated, the EOC will coordinate this function.

II. Evacuation and sheltering

The Kootenai County Sheriff at the request of the IC/Unified Command Structure will assume control of evacuation efforts. The American Red Cross (ARC) will be immediately notified of sheltering requirements by the EOC. The ARC is responsible for recommending and operating shelter sites approved by the EOC. Initial staging areas for evacuees will be designated and established by law enforcement agencies until shelters are operational. When sheltering in-place becomes necessary for the health and safety of citizens, specific instructions will be augmented by EAS notification.

III. Traffic Control

The Kootenai County Sheriff, assisted by the Idaho State Police and local municipal law enforcement agencies, has prime responsibility for controlling traffic along transportation corridors and evacuation routes. Fire services and/or highway districts may be requested to provide assistance in directing traffic at designated locations.

IV. Access Control

The Kootenai County Sheriff, assisted by the Idaho State Police and local municipal law enforcement agencies, has prime responsibility for limiting access

to the affected area. Fire services and highway districts may be requested to provide personnel, equipment and/or vehicles to designated areas.

V. Temporary Flight Restrictions

The EOC Operations Section Chief, assisted by the EOC Law Enforcement Coordinator, will coordinate airfield and airspace control with the Coeur d'Alene, Athol Henley and Hackney Airport managers; U.S. Flight Service, Spokane; and Idaho Transportation Department, Bureau of Aeronautics, Boise; with concurrence of the Kootenai County Board of Commissioners. All flight restrictions shall be coordinated with air operations in the field. See appendix 3, EOC SOP for information required by the Idaho Transportation Department.

VI. Search and Rescue

The Kootenai County Sheriff's Department, and in particular the Kootenai County Search and rescue Team, will coordinate all search and rescue efforts.

A. Search

The Kootenai County Sheriff's Rescue Team, assisted by the Kootenai County Canine Unit, will locate and identify possible locations of victims or trapped persons.

B. Rescue

The Sheriff's Rescue Team, aided by designated fire and highway districts, will use equipment and manual labor to extract trapped persons as necessary.

VII. Medical

The Kootenai County Emergency Medical Services System (EMSS) will establish triage sites at locations away from the Command Post and shelters to provide immediate care and triage to victims. EMSS ambulance service will be provided to transport victims to triage sites and to local supporting medical facilities as required.

VIII. Technical

The Kootenai County Building Department, through the EOC, will assist by providing building inspectors to coordinate and advise on debris removal and structural integrity. The EOC will coordinate and provide communications support and supplies as necessary.

IX. Damage Assessment

The Kootenai County Sheriff's Office, assisted by fire districts and highway departments and districts will monitor their areas, completing damage assessment field reports for submittal to the Office of Emergency Management office. Office of Emergency Management will evaluate field reports and determine if county damage assessment teams should be activated. Damage assessment teams will be assigned to areas throughout the county to conduct preliminary damage assessments in accordance with established procedures. When activated, the EOC coordinates this function.

X. Safety – Hazard Specific

A. Flooding events may cause extensive damage. The most common types of damage and disruption include:

1. Damage to roads, levees, houses, and property
2. Road closures resulting in stranded people and domestic animals and the need for evacuations
3. Loss of livestock
4. Environmental contamination from inundated sewer systems and environmental contamination from hazardous materials.

B. Additional safety considerations refer to the document "Talking about Disaster – Guide for Standard Messages" (on file in the Kootenai County Office of Emergency Management).

XI. Emergency Generators/Lighting

The EOC Logistical Support Section, in concert with the Operations Section, is lead in coordinating and prioritizing the use of emergency generators and lighting. Fire services' resources may be used.

XII. Public Works

During a major emergency, the EOC Public Works Officer has primary responsibility for coordinating power and gas shut-offs or restoration with local utility companies. In the event a responding fire services unit is required to shut-off gas service prior to utility company coordination, that fire service unit must notify the EOC through the IC as to which valves have been closed and their location.

XIII. Individual assistance

If an individual or family is isolated by an emergency and requests assistance, such as delivery of food, water or medicine, these requests will be forwarded to the EOC for resolution.

XIV. Staging areas

- A. The IC or his designee will designate staging areas away from the incident site at the earliest time.
- B. A separate area will be designated for evacuees.
- C. The Kootenai County Sheriff will coordinate security at evacuee staging areas. Fire services will provide security for fire support personnel and equipment.
- D. The IC or his designee will establish staging by defining its location and providing staging information to central and/or Post Falls Dispatch and the EOC. Central and/or Post Falls Dispatch will inform all responding resources of staging location(s).

XV. Animal care

All requests for care and feeding of animals affected in the incident area will be referred to the EOC. The Kootenai County Animal Emergency Evacuation Plan will be activated to handle these requests (on file in the Kootenai County Office of Emergency Management office).

XVI. Continuing Actions

- A. Current emergency responder SOPs will be in effect.
- B. Upon EOC activation, a system of positive control and tracking of personnel, equipment and supplies will be coordinated and maintained by the EOC in concert with supporting agencies, emergency responders and the Incident Commander (IC).
- C. Comprehensive resource management will be adhered to at all levels. The EOC (when activated), with input from the IC, will maintain a current status condition on all resources in the field.
- D. Documentation of all activities and funds expenditures will be maintained and submitted to the EOC not later than 1400 hours daily.

KC-IA #3 - Dam Failure

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #4

EARTHQUAKE

PURPOSE

To provide information, procedures and guidelines for the protection of life and property during an incident, emergency or disaster involving an earthquake in Kootenai County. This annex is designed as a stand-alone document for use by Emergency Operations Center (EOC) support personnel and Incident Command System (ICS) personnel. The guidelines and procedures described below are not intended to usurp the authority or command position of the Incident Commander during tactical operations but rather provide a medium for mutual understanding of normal EOC and ICS procedures and responsibilities to be followed.

GENERAL

Idaho ranks fifth in the nation for earthquake risk. Kootenai County is generally considered to be a moderate risk due to minimal seismic activity in the area. There are known and suspected active faults in the area. The historical record shows that the probable earthquake risk within Kootenai County is from shock waves originating at faults located outside the county (such as Bonner County, central or southern Idaho, Montana, and Washington) rather than from known or suspected faults within the county. These faults are located in south central and eastern Bonner County extending into northern Kootenai County; central Boundary County; and southeastern Benewah County.

HISTORY

Kootenai County has had a relatively low incidence of seismic activity. Most occurrences have had little or no impact due to limited intensity and the fact that most activity has occurred in relatively non-populated areas.

VULNERABILITY

A. The predicted probable worse case seismic hazard in the county is level VII on the Mercalli scale. Therefore, building structural damage is probable in especially the northern portion of the county. Buildings without special reinforcement will be subject to the greatest damage. Examples of buildings likely to be constructed of un-reinforced masonry are the old courthouse, older schools and older churches. Since "community" type buildings have a high occupancy rate, they present a higher hazard. The level VII seismic intensity does not pose

a significant threat of road damage but could cause landslides that impact road use or expose travelers to injury.

B. In addition, losses to the infrastructure in the urban centers could impact outlying communities that might not suffer direct damage from a quake. Disruption of the limited transportation grid in the county would impact directly the ability to move needed assistance to smaller towns and isolated areas.

EFFECTS

A major earthquake in or near Kootenai County could have serious effects. Potential impacts throughout the area include:

- A. Structural damage or destruction
- B. Transportation routes disrupted
- C. Landslides may occur
- D. Release of hazardous materials
- E. Disruption to power grids and other utility systems
- F. Contaminated water systems
- G. Local fire, police, medical and emergency services overwhelmed
- H. Lives, businesses and communities disrupted
- I. Limited numbers of displaced and/or injured victims.

GENERAL CONCLUSIONS

The probable earthquake risk within Kootenai County is from shock waves originating at faults located outside the county rather than from known or suspected faults within the county. The predicted probable worst case seismic hazard is level VII in the northern section of the county. Building structural damage at this level, especially in buildings not in compliance with the uniform building code, is probable in the northern portion of the county. Level VII does not pose a significant threat of road damage but could cause landslides that impact road use or expose travelers to injury.

SITUATION AND ASSUMPTIONS

Situation

- A. While remote, the possibility of an earthquake occurring in or near Kootenai County exists.
- B. Many existing structures in the county have not been built to withstand the effects of a major earthquake.
- C. Coordination of local agencies and services to address issues arising from earthquake consequences is possible through the emergency management system.
- D. The Emergency Alert System (EAS) is operational in Kootenai County.
- E. Local utility companies (gas, power, telephone, and water) emergency plans exist.

Assumptions

- A. If an earthquake occurs in Kootenai County, it will happen without warning.
- B. The Kootenai County EOC can be activated and has the ability to communicate with local utility companies and the news media.
- C. Emergency response units in the county can handle the effects of minor to moderate earthquakes. A major earthquake may require assistance from State, Federal or private industry.
- D. Supplemental emergency response assistance may be available from surrounding counties.
- E. Damage to transportation corridors will impede emergency response efforts.
- F. A major earthquake may render many shelter facilities non-usable.
- G. Interagency communications will be coordinated and/or facilitated by either the Kootenai County Office of Emergency Management, or the Kootenai County Emergency Operations Center (if activated).
- H. The State of Idaho BHS Region 1 Regional Response Team should be available for HAZMAT related incidents. If their availability is compromised due to fire fighting in the area, the Bureau of Homeland Security should be contacted and requested to send another state HAZMAT team.

CONCEPT OF OPERATIONS

- A. Citizen notification of a life-threatening emergency will be initiated through the Kootenai County Sheriff's Department, Kootenai County Office of Emergency Management, or National Weather Service (NWS) utilizing the Emergency Alert System (EAS) or NOAA weather radio.
- B. The NWS disseminates pertinent weather advisory, watch, and warning information.
- C. The EOC, once activated, will maintain continuous contact with NWS, local utility companies, and Incident Command, receiving and providing updated information as necessary.
- D. Damage resulting from minor and most moderate earthquakes will be handled by local response agencies.
- E. Hazardous material release resulting from an earthquake will be immediately reported to the Kootenai County Office of Emergency Management.

KC-IA #4 - Earthquake

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #5

FLOOD

PURPOSE

To provide information, procedures and guidelines for the protection of life and property during an incident, emergency or disaster involving flooding in Kootenai County. Procedures and guidelines for incidents involving flood with hazardous materials are found in Incident Annex #6. This annex is designed as a stand-alone document for use by Emergency Operations Center (EOC) support personnel and Incident Command System (ICS) personnel. The guidelines and, in particular, procedures described below are not intended to usurp the authority or command position of the incident commander during tactical operations but rather provide a medium for mutual understanding of normal EOC and ICS procedures and responsibilities to be followed.

GENERAL

There are basically two types of floods that occur in Idaho: 1) those that occur from heavy prolonged rain and/or melting snow, and; 2) flash floods, characterized by quick rise and fall of water levels which include dam failures.

HISTORY

Flooding is an annual occurrence with varying degrees of damage recorded. Most floods in Kootenai County occur from December through May and are associated with heavy winter snow pack or early spring runoff. The highest floods usually occur in the winter and are associated with heavy rain on snow or frozen ground. Winter flows can rise from normal to extreme flood peak within two days. Spring floods are more common than winter floods but exhibit lower flood levels and slower rises. Spring floods are generally the result of melting snow pack and can increase from normal to extreme peaks in 5 days. Spring floods have much longer duration and may exceed flood levels for more than 2 weeks. The 1996 and 1997 floods caused population evacuation and/or serious damage to structures, utilities, roads and bridges, and water systems in Cataldo and many other areas around the county. The Rathdrum area is primarily affected by winter ground saturation and spring snow thaw. Harbor Island sustained water and mud damaged homes in 1974, but was spared damage in 1996 and again in 1997 due to two major flood fight operations. In May 1997 Lake Coeur d'Alene peaked, but not before causing damage to 62 homes and businesses, and covering roads in several areas around the county. The flood also created acres of debris on the lake. For more information on flood history refer to the Kootenai

County All-Hazard Mitigation Plan (located in the Kootenai County Office of Emergency Management office).

VULNERABILITY

Kootenai County has high potential for flooding, especially along the Coeur d'Alene River. If future flooding is similar to that experienced in 1996 and 1997, outside resources, including personnel, equipment, materials and supplies will be required to support disaster operations. Kootenai County has a high potential for flooding, especially along the Coeur d'Alene River. The following areas of Kootenai County are the most susceptible to flooding.

1. The Coeur d'Alene River basin, especially around Cataldo
2. Areas around all Kootenai County lakes and their outlet streams
3. Areas adjacent to the Spokane River
4. Latour Creek
5. French Gulch
6. Nettleton Gulch
7. Wolf Lodge Creek
8. Rathdrum Creek

Critical facilities* in Kootenai County include:

1. Foss Maritime Towing, Coeur d'Alene (petroleum products/solvents)
2. Cataldo Water District, Cataldo (well)
3. Gentel Company, Cataldo (telephone switch)
4. Interstate 90 at Cataldo
5. Junction Quick Stop, Hwy 3 (I90 Rose Lake exit) (petroleum products)
6. Lakes Highway District facility, Bayview
7. Marta Taylor, Cataldo (health care facility)
8. Naval Surface Warfare Center Acoustic Research Detachment, Bayview (petroleum products, solvents, other chemicals)

9. Rose Lake Water Association, Rose Lake (chlorine)
10. Silver Beach Marina, Coeur d'Alene (liquid mix)
11. Vista Bay Resort, Bayview (petroleum products)
12. Yellowstone Company Gas Pumping Station, Cataldo (petroleum products)

*Defined as buildings or locations vital to the flood response effort or that, if flooded, would create secondary disasters.

EFFECTS

Because there are areas within the County that can be affected by both types of flooding, it is conceivable that County resources will be required to handle multiple operations simultaneously. In the event of such occurrence, support may be required from surrounding counties, state and/or federal agencies as County resources are depleted. Flooding events may cause extensive damage. The most common types of damage and disruption include:

1. Damage to roads, levees, houses, businesses and property.
2. Road closures resulting in stranded people and domestic animals and the need for evacuations.
3. Loss of livestock.
4. Large quantities of debris depositing into rivers and lakes can create boating and environmental hazards.
5. Environmental contamination from inundated sewer systems.
6. Environmental contamination from hazardous materials such as fuel, solvents and pesticides.
7. Heavy metal contamination in the Coeur d'Alene river basin. During high water this material becomes suspended in the lake, contaminating private drinking water systems.

GENERAL CONCLUSIONS

A properly planned, well-exercised plan that provides warning, evacuation, sheltering and other emergency services to the residents of Kootenai County is paramount.

SITUATION AND ASSUMPTIONS

Situation

- A. The potential for flooding in Kootenai County is high.
- B. Coordination of local agencies and services to address issues arising from flooding is possible through the emergency management system.
- C. Supplemental resources exceeding those in the County may be required to respond to prolonged flooding conditions and effects.
- D. The potential for floods that can cause widespread damage and/or threaten life exists in Kootenai County.
- E. The Emergency Alert System (EAS) is operational in Kootenai County.
- F. Flooding situations in Shoshone and Benewah counties directly affect Kootenai County.
- G. The highest potential for flooding is in the town of Cataldo, isolated areas south of Cataldo along Latour creek and north of Cataldo along “CCC” road, and areas surrounding Lake Coeur d’Alene.

Assumptions

- A. The Kootenai County EOC can be activated and has the ability to communicate with local utility companies and the news media.
- B. National Weather Service (NWS) equipment is on-line and capable of providing weather related information to the Kootenai County EOC.
- C. Response to a flood begins at the local level.
- D. Law enforcement and emergency response unit capabilities in the County will be adequate to handle most flood situations using existing mutual aid and support agreements.
- E. In the event of a major flood, response capabilities in the County will not be sufficient.
- F. The Central Zone Type III Team may be called to support and manage flood fight operations.

- G. If community resources are not sufficient to meet the required response, state assistance may be requested through the Idaho Bureau of Homeland Security (BHS). State assistance may include manpower, equipment, supplies, materials, or technical assistance as appropriate.
- H. If the situation cannot be met with local or state resources, emergency assistance may be requested from the U.S. Army Corps of Engineers. The Corps is authorized to take action to prevent imminent flood damage, provide assistance for flood fighting and rescue operations, and assist with repair and restoration of publicly owned flood control facilities.
- I. Supplemental assistance may be made available from surrounding counties and/or FEMA.
- J. Flooding in Kootenai County may indicate that flooding in Benewah and Shoshone counties either is also occurring.
- K. The State of Idaho Region 1 Regional Response Team may be required to support response units in the event of a combined HAZMAT/flood emergency.

CONCEPT OF OPERATIONS

General

Citizen notification of a life-threatening emergency will be initiated through the Kootenai County sheriff's department or Kootenai County Office of Emergency Management utilizing the emergency alert system (EAS).

Flood Watch

- A. The Office of Emergency Management and, once activated, the EOC will initiate a flood watch when advised by the National Weather Service that flooding conditions are probable.
- B. A flood watch will consist of the following:
 - 1. Monitoring flood water levels at designated locations.
 - 2. Track and record flood water level increase and decrease.
 - 3. Receive from and report to the National Weather Service information on current flood levels.
 - 4. Prepare and disseminate public Information releases, advisories, and warnings as required.

- C. The Kootenai County Sheriff, assisted by local and state governmental agencies, (i.e., Highway Districts, Fire Districts, ISP, ITD, local law enforcement, Amateur Radio, etc.) will assist the Office of Emergency Management in:
1. Monitoring and reporting flood water levels at designated locations.
 2. Disseminating emergency information as required.
 3. Reporting HAZMAT concerns.
- D. Local emergency response units will handle normal day-to-day minor flooding emergencies.
- E. All flooding involving hazardous materials will be immediately reported to the Kootenai County Office of Emergency Management or the Emergency Operations Center (EOC).
- F. Each fire and law enforcement agency has primary responsibility to its own governing body and each agency agrees to send resources to each other's aid as circumstances permit.
- G. Each agency of government (local, state, federal) as well as local volunteer assets will retain flood control and disaster relief responsibilities within its jurisdiction.

SPECIAL CONSIDERATIONS FOR THE COEUR D'ALENE RIVER FLOODPLAIN

- A. The Coeur d'Alene River floodplain from Cataldo to Harrison has been designated a Superfund site, because of the presence of various metals that are of public health and environmental concern to residents, workers, and responders to flooding events.
- B. Panhandle Health District has expanded its Institutional Controls Program (ICP) into the Coeur d'Alene basin in 2007. The ICP requires that projects that involve excavation and grading obtain a permit. Contractors, utilities, and local government that perform this type of work must be licensed by the ICP. Activities completed under the ICP are considered to be in compliance with Superfund.
- C. Kootenai County will coordinate with the Institutional Controls Program Manager to ensure that flood response and recovery actions are in compliance with the ICP. This coordination will begin early in the flood fight and continue throughout the duration of the operation.

KC-IA #5 - Flood

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #6

HAZARDOUS MATERIALS

PURPOSE

To provide information, procedures and guidelines for the protection of life and property in Kootenai County during an incident, emergency or disaster involving hazardous materials. This annex is designed as a stand-alone document for use by Kootenai County Emergency Operations Center (KCEOC) support personnel and Incident Command System (ICS) personnel. The guidelines and procedures described below are not intended to usurp the authority or command position of the Incident Commander during tactical operations but rather provide a medium for mutual understanding of normal EOC and ICS procedures and responsibilities to be followed.

GENERAL

The manufacture, use, transport, storage and disposal of hazardous materials and dangerous wastes pose risk to public safety, health, property, and the environment. Potentially dangerous substances are stored in facilities and frequently moved throughout the county via all modes of transportation. Substances involved include all of the hazardous materials as classified by the department of transportation and other critical materials. An accident involving hazardous and/or critical materials can occur at any time, anywhere. Depending on circumstances, impact of the accident may range from a small problem, easily handled by personnel on the scene, to a major disaster. Hazardous material response levels used by state and local authorities are:

A. Level I: An incident involving hazardous materials that can be contained, extinguished, and/or abated using resources immediately available to the public sector responders having jurisdiction. A Level I incident presents little risk to the environment and/or public health with containment and clean up. Evacuation, if required, will be limited to the immediate area of the incident. The following are examples of Level I incidents:

1. Small amount of gasoline or diesel fuel spilled from an automobile.
2. Leak from domestic gas line on the consumer side of the meter.
3. Broken containers of consumer commodity such as paint, thinners, bleach, swimming pool chemicals, and fertilizers.

B. Level II: An incident involving hazardous materials that is beyond the capabilities of the first responders on the scene, and may be beyond the capabilities of the public sector response agency having jurisdiction. Level II incidents may require the services of an Idaho Bureau of Homeland Security (BHS) Regional Response Team or other State/Federal assistance. This level may pose immediate and/or long-term risk to the environment and/or public health. The Kootenai County EOC may be activated to an appropriate level. The following are examples of level II incidents:

1. Spill or leak requiring large-scale evacuation;
2. Any major accident, spillage, or overflow of flammable liquids;
3. Spill or leak of unfamiliar or unknown chemicals;
4. Accident involving extremely hazardous materials;
5. Rupture of an under ground pipeline;
6. Fire that is posing an explosive threat (boiling, liquid, expanding, vapor explosion "BLEVE").

C. Level III: An incident involving hazardous materials that are beyond the controlling capabilities of a single state of Idaho Bureau of Homeland Security Regional Response Team and may require additional assistance. These incidents may require resources from state and federal agencies and/or private industry. Level III incidents generally pose extreme, immediate and/or long-term risk to the environment and/or public health. The Kootenai County EOC will most likely be activated. A large-scale evacuation may be required. Most likely, the incident will not be concluded by any one agency; successful handling of the incident will require a collective effort

HISTORY

- A. Frequent minor incidents involving petroleum spills due to over filling tanks and accidents involving cars and boats.
- B. Numerous large diesel spills due to transportation accidents (greater than 50 gallons).
- C. In June of 1983, a diesel spill from an underground pipeline breach resulted in a spill of 594 barrels. This spill also resulted in closure of private wells and extensive environmental remediation. This diesel spill is the only significant known spill to have occurred in Kootenai County.

- D. In 1995 there was a smoldering fire in the blasting agent operations on Government Way in Hayden Lake. Due to the difficulty in determining the extent of the fire, an evacuation of a one-mile radius around the operation was executed. The fire was later found to be insignificant and there was no explosion.
- E. There have been several close calls due to third-party dig-ins associated with heavy equipment, usually a result of contractors or property owners not using the “one call system”.
- F. There have been several train derailments in Kootenai County, none of which have resulted in significant releases of HAZMAT.
- G. In 2000, 52,733 HAZMAT railcars moved through Kootenai County.
- H. In 2001, 47,598 vehicles carried some type of hazardous materials through Kootenai County.

VULNERABILITY

Major transportation corridors, railroads, and highways carry large quantities of flammable, explosives, and extremely hazardous materials. These may include industrial chemicals and radioactive waste. Three explosives manufacturers operate in Kootenai County. Agriculture is predominating in the southern, western and northern portions of the County. Grain elevators and the associated pesticides and herbicides are concentrated in these areas. A wholesale dealer stores large quantities of fertilizer in Kootenai County. The greatest number of dealers in flammables is a small “corner” retailer with underground tanks. Larger wholesale dealers and operators, including propane dealers, with their above ground facilities, are less numerous. Petroleum, gasoline and natural gas pipelines cross north-central Kootenai County. Pipeline breaks and penetrations have occurred but have been controlled. The most common hazardous substance used zone wide is chlorine, associated with water and waste treatment in and around populated areas. Smaller quantities of other hazardous materials are found throughout the County. Transportation corridors, railroads and major highways, carry quantities of flammables, explosives, and extremely hazardous substances throughout and to destinations within Kootenai County. These may include industrial chemicals and radioactive waste. Specific hazardous material storage locations in the County can be obtained from the Kootenai County Office of Emergency Management, Local Emergency Planning Committee and Panhandle Health District.

EFFECTS

Hazardous material incidents can cause injury, long-term health problems and death to all living things. Property may become contaminated, unusable, or damaged. Environmental damage may occur. Hazardous material incidents may occur from natural or man-made causes, creating complex emergency situations. Although historically infrequent throughout the area, the potential exists for large scale evacuations that require mass care services, mutual support between local communities, or outside assistance.

GENERAL CONCLUSIONS

Hazardous materials pose a constant threat to Kootenai County and its environment. Hazardous materials can cause injury or death to unprotected personnel. It is vital that first responders exercise extreme caution and that responding personnel follow directions from on-scene incident commanders.

SITUATION AND ASSUMPTIONS

Situation

- A. Hazardous materials (HAZMAT) are produced, stored, used, and transported through Kootenai County.
- B. There are major industries in Kootenai County whose manufacturing process involves the production, storage, use, and transportation of HAZMAT.
- C. Limited storage and use of agricultural herbicides, pesticides, fertilizers and other toxic substances exists in Kootenai County.
- D. The BHS Region 1 Regional Response Team is based in Kootenai County.
- E. Technical advice and assistance available in Kootenai County includes, but is not limited to, the Bureau of Homeland Security Region 1 Regional Response Team, the Idaho State Police, Idaho Transportation Department, Idaho Fish and Game, Kootenai County Emergency Medical Services System, the U.S. Forest Service, Spokane Bomb Squad, the Bureau of Land Management, the Panhandle Health District, and the Department of Environmental Quality.
- F. Emergency response units in the County should be capable of handling Level I incidents. Level II and III incidents may require external support from State, Federal or private industry.

Assumptions

- A. HAZMAT incidents may occur with or without warning.

- B. HAZMAT incidents may occur as a result of natural, man made or accidental causes.
- C. Most law enforcement and fire agencies in Kootenai County have been trained to the Awareness level on HAZMAT.
- D. Local medical facilities may become overloaded in the event of mass casualties resulting from a HAZMAT level II or III incident.
- E. Shelter facilities in the County are adequate to handle displaced citizens.
- F. The Central Zone Type III Team may be called to support and manage a major hazardous materials incident.
- G. Supplemental emergency response assistance may be available from surrounding areas using mutual aid and support agreements.
- H. Road distances and current weather conditions may extend emergency response times.

CONCEPT OF OPERATIONS

- A. All HAZMAT incidents should be reported to Idaho State Communications.
- B. Local response units should have the capability of handling Level I incidents.
- C. If the responding agency requires specialized equipment or activity, Kootenai County Office of Emergency Management will be notified.
- D. The BHS Region 1 Regional Response Team may be requested to respond to level II and higher incidents. State Communications will be immediately notified upon activation of a Bureau of Homeland Security Regional HAZMAT Team.
- E. Each fire agency has primary responsibility to its own governing body and each agency agrees to send resources to each other's aid as circumstances permit.
- F. Each agency of government (local, State, Federal) as well as local volunteer assets will retain suppression responsibilities within its jurisdiction.
- G. The Inland Northwest Emergency Alert System (EAS) is a resource that can be used to assist commanders in the field in disseminating vital information to the public.

- H. All HAZMAT released in the unincorporated areas of Kootenai County will be reported to Kootenai County Office of Emergency Management.
- I. In accordance with Kootenai County resolution # 94-09, Kootenai County Office of Emergency Management is designated as the local emergency response authority for HAZMAT incidents occurring within the unincorporated areas of Kootenai County and is responsible for cost recovery reporting.

KC-IA #6 Hazardous Materials

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #7

TRANSPORTATION INCIDENT

PURPOSE

To provide information, procedures and guidelines for the protection of life and property during an incident, emergency or disaster involving a transportation accident in Kootenai County. Procedures and guidelines for accidents involving hazardous materials are found in Incident Annex #6. This annex is designed as a stand-alone document for use by Kootenai County Emergency Operations Center (KCEOC) support personnel and Incident Command System (ICS) personnel. The guidelines and procedures described below are not intended to usurp the authority or command position of the incident commander during tactical operations. They provide a medium for mutual understanding of normal EOC and ICS procedures and responsibilities to be followed.

GENERAL

Accidents involving aircraft, trains, trucks, and buses have the potential for mass casualty and/or mass fatalities. Transportation accidents are the major cause of hazardous materials incidents throughout the United States. Kootenai County has passenger and cargo rail service lines, two major highways crossing the area [I 90 east -- west and US 95 north -- south], and aircraft in and out of the Spokane International and Coeur d'Alene Airports flying over the area.

HISTORY

Most transportation accidents in the County have been relatively minor to date. This does not negate the need for constant preparedness. Kootenai County must plan for and be prepared to provide a HAZMAT response throughout the area. This response must be prepared to provide wide reaching containment and relief operations.

VULNERABILITY

The threat of transportation accidents involving freeway accidents, train derailment or even aircraft disasters increase proportionately with the influx of people into the area and related increase in industry, business and travel. Areas on or near Interstate 90 and U.S. Highway 95; Burlington Northern and Union Pacific rail lines; and the Coeur d'Alene Airport are most vulnerable.

EFFECTS

Accidents surrounding these major transportation corridors have the potential to create mass casualty, evacuation and emergency response situations.

GENERAL CONCLUSIONS

Kootenai County must plan for, train, and be prepared to respond to emergency transportation incidents throughout the area.

SITUATION AND ASSUMPTIONS

Situation

- A. There are State and Federal requirements for the management and response to hazardous material incidents. Thousands of commercially transported passengers travel over and through Kootenai County annually. Hazardous materials (HAZMAT) are transported by truck, rail and air using transportation corridors over and through Kootenai County. The four Highway Districts in Kootenai County are responsible for maintenance and management of the County rural road system.
- B. Highway districts are local government entities capable of mutual support in any situation.
- C. The Idaho Department of Transportation's Incident Management Plan can be activated to support transportation accidents or incidents in Kootenai County.
- D. The Bureau of Homeland Security Regional Response Teams are a resource that can be activated through State Communications.

Assumptions

- A. Transportation accidents or incidents may occur with or without warning anywhere in Kootenai County.
- B. A HAZMAT truck accident occurring at the junction of I-90 and US 95 will close both north-south and east-west primary ground transportation corridors in Kootenai County.
- C. The KCEOC will have the capability to communicate with transportation agencies.
- D. Transportation accidents or incidents have the potential for mass casualties and/or mass fatalities.

- E. If local hospital and Emergency Medical Services capabilities become overloaded, mutual aid agreements can be activated.
- F. State and local transportation agencies will have the capability to assist in traffic movement planning and traffic control during an incident.
- G. The Central Zone Type III Team may be called to support and manage a major transportation incident.

CONCEPT OF OPERATIONS

- A. Law enforcement and fire agencies will make the initial assessment of an incident and notify the Kootenai County Office of Emergency Management.
- B. Transportation agencies will coordinate with the incident commander or KCEOC as appropriate.
- C. All HAZMAT responses in the unincorporated areas of Kootenai County will be reported to the Office of Emergency Management as the local emergency response authority and handled in accordance with the provisions of Incident Annex #6 of this plan.
- D. The Region I Regional Response Team will be dispatched after approval from Bureau of Homeland Security via State Communications bridge call with the Incident Commander.
- E. Once the Bureau of Homeland Security Regional Response Team is dispatched, State Communications will activate the Idaho Hazardous Materials Incident Response Support Plan.

KC-IA #7 - Transportation Incident

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #8

VOLCANIC ACTIVITY

PURPOSE

To provide information, procedures and guidelines for the protection of life and property during an incident, emergency or disaster involving volcanic activity affecting Kootenai County. This appendix is designed as a stand-alone document for use by Kootenai Emergency Operations Center (EOC) support personnel and Incident Command System (ICS) personnel. The guidelines and procedures described below are not intended to usurp the authority or command position of the incident commander during tactical operations but rather provide a medium for mutual understanding of normal EOC and ICS procedures and responsibilities to be followed.

GENERAL

- A. Presently there are no known or potentially active volcanoes in Kootenai County.
- B. Volcanic activity potential lies in the Cascade Range in Washington, Oregon and California. There are also a number of dormant volcanoes in southern Idaho, and Yellowstone National Park is an active volcanic area.

HISTORY

Idaho was affected in 1980 by ash fall from the eruption of Mount St. Helens in the State of Washington. The Governor of Idaho declared Kootenai County and other northern counties to be disaster areas as a result of the 1980 ash fall.

VULNERABILITY

The potential for another occurrence of ash fall in the county is predicted to be low.

EFFECTS

The most widespread effect of volcanic eruptions to Kootenai County would be the fallout of volcanic ash. Ash can cause serious health hazards especially for the elderly, people with respiratory problems, and animals. Ash can affect water and air filtering systems, electrical equipment, transmission lines, water-cooling systems, and machinery. When ash becomes wet it presents slippery conditions and reduced visibility. Slick roads during and after ash fallout can make driving hazardous. The most notable effect in Kootenai County will probably be the clogging of air filters in vehicles, aircraft, and other mechanical equipment that operates on a suction system. Clogged filters can eventually clog air-fuel

injection systems, and because of the abrasiveness of ash, can foul moving parts, making these units inoperable. Temporary climatic changes may result from an ash cloud. Depending on the mineral composition, the volcanic ash may be caustic, burning metal and adversely affecting people.

GENERAL CONCLUSIONS

There are no active volcanoes in Idaho. Lessons learned from the 1980 disaster should be periodically reviewed to insure readiness for the unlikely occurrence of future volcanic activity.

SITUATION AND ASSUMPTIONS

Situation

Effects from eruptions in the Cascade Range in Washington, Oregon and California can have significant adverse effects on health and safety throughout Kootenai County. Coordination of local agencies and services to address issues arising from volcanic ash consequences is possible through the Emergency Management System. The Emergency Alert System (EAS) is operational in Kootenai County.

Assumptions

- A. The National Oceanic Atmospheric Administration and the National Weather Service will monitor prevailing winds and provide predictions on ash fallout and severity.
- B. Residue from volcanic activity will primarily affect the health and safety of Kootenai County residents, visitors, and exposed animals.
- C. Local law enforcement agencies will have the primary lead in dealing with the effects of volcanic activity in Kootenai County.
- D. Local emergency response capabilities will be adequate to handle most incidents resulting from the effects of volcanic activity in the Cascade Range in Washington, Oregon and California.
- E. The KCEOC will be able to support Incident Command efforts.
- F. The Central Zone Type III Team may be called to support and manage the events of volcanic activity.

KC-IA #8 Volcanic Activity

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #9

WILDLAND FIRE

PURPOSE

To provide information and guidelines for the protection of life and property in Kootenai County during a fire incident, emergency or disaster. Guidelines for incidents involving fire with hazardous materials are found in Incident Annex #8. This annex is designed as a stand-alone document for use by Kootenai County Emergency Operations Center (KCEOC) support personnel and Incident Command System (ICS) personnel. The guidelines described below are not intended to usurp the authority or command position of the incident commander during tactical operations but rather provide a medium for mutual understanding of normal EOC and ICS guidelines and responsibilities to be followed.

GENERAL

The vast majority of Kootenai County is heavily forested and mountainous. Drying conditions, forest disease and drought from mid-May through October are the precursors to extreme fire danger throughout the area.

HISTORY

Wildland fire is a naturally occurring phenomenon in Kootenai County and has occurred repeatedly in the area. With the increase in population throughout the County, wildland fire is now both a natural and manmade occurrence. During the fall of 1991, wildland fires threatened communities in Kootenai County. Severe fire activity occurred in the Hauser Lake, Rathdrum and Athol areas. This activity required activation of the KCEOC and resulted in multiple fire suppression operations.

VULNERABILITY

Since the early 1980's, there have been several factors (micro-organisms, insects and weather) that have increased the frequency of wildfires and the risk of a major event with catastrophic consequences to the people and resources of Kootenai County. A severe ice storm during the winter of 1996 left thousands of downed trees to die in the forest. The downed and dying trees have resulted in infestations of Douglas bark beetle. The ever-increasing population in the wildland urban interface areas of Kootenai County places both an increase risk for man-made fire starts and damage to property from naturally occurring wildland fires. All these conditions combine to increase the probability of larger fires that may significantly threaten life safety, structures and infrastructure within

Kootenai County. During periods of very high to extreme fire danger, competition for firefighting and disaster assistance resources will be high.

EFFECTS

Wildfires quickly consume vegetation and buildings in their path. Uncontrolled wildland fires may force the evacuation of threatened population centers.

GENERAL CONCLUSIONS

As long as fuel loads remain abundant in surrounding forests, Kootenai County can expect to experience varying degrees of uncontrolled wildfires. The need for temporary evacuation in advance of fire will continue.

SITUATION AND ASSUMPTIONS

Situation

- A. The potential for manmade and natural fire hazards exist in Kootenai County.
- B. A centrally controlled fire organization or fire department does not exist in Kootenai County. However, mutual aid and support agreements have been established between most departments.
- C. Some rural areas in the County are not covered with structural and cropland protection.
- D. Fire service in the County is provided by:
 - 1. Coeur d'Alene Fire Department
 - 2. Eastside Fire District
 - 3. Hauser Lake Fire District
 - 4. Northern Lakes Fire District
 - 5. Kootenai County Fire And Rescue
 - 6. Mica Kidd Island Fire District
 - 7. Shoshone County Fire Protection District #2
 - 8. Spirit Lake Fire District
 - 9. St. Maries Fire District #2

10. Timberlake Fire District
11. Worley Fire District
12. Idaho Department of Lands
13. Cataldo Fire Protection District
14. Mica Fire Protection District
15. West St. Joe Fire Protection District
16. U.S. Forest Service, Fernan Ranger District

E. Supplemental resources exceeding those in Kootenai County may be required to respond to larger, more complex fires.

Assumptions and considerations

- A. The KCEOC can be activated and has the ability to communicate with local utility companies and the news media.
- B. National Weather Service (NWS) equipment is on-line and capable of providing weather related information to the KCEOC.
- C. Existing fire service capability will be adequate to handle most situations using existing mutual aid and support agreements. However, in the event of a major incident, fire services capabilities in the County may not be sufficient.
- D. The Central Zone Type III Team may be called to support and manage Fire Operations.
- E. Supplemental fire services may be made available from surrounding counties and fire agencies.
- F. Road distances and existing weather conditions will slow or impede emergency response times.
- G. The BHS Region 1 Regional Response Team may be required to supplement local fire service response units in the event of a combined HAZMAT/fire emergency.
- H. External assets may be required in the event of fire involving radiological materials and wildland/urban interface fires.

CONCEPT OF OPERATIONS

- A. Citizen notification of a life-threatening emergency will be initiated through the Kootenai County Sheriff's Department or the Kootenai County Office of Emergency Management utilizing the Emergency Alert System (EAS).
- B. Local response units will handle normal day-to-day fire service emergencies.
- C. All HAZMAT and wildland/urban interface fires will be immediately reported to the Kootenai County Office of Emergency Management Manager.
- D. Each fire agency has primary responsibility to its own governing body and each agency agrees to send resources to each other's aid as circumstances permit.
- E. Each agency of government (local, State, Federal) as well as local volunteer assets will retain suppression responsibilities within its normal fire protection jurisdiction.
- F. All of Kootenai County is Fire Weather Zone 101.

KC-IA #9 - Wildland Fire

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #10

WINDSTORM/TORNADO

PURPOSE

To provide information, procedures and guidelines for the protection of life and property during an incident, emergency or disaster involving a windstorm in Kootenai County. Procedures and guidelines for storms involving hazardous materials are found in Incident Annex #8. This annex is designed as a stand-alone document for use by Kootenai County Emergency Operations Center (KCEOC) support personnel and Incident Command System (ICS) personnel. The guidelines and procedures described below are not intended to usurp the authority or command position of the incident commander during tactical operations but rather provide a medium for mutual understanding of normal EOC and ICS procedures and responsibilities to be followed.

GENERAL

A large portion of Kootenai County is heavily forested, mountainous, and sparsely populated. Winds can have erratic and very localized effects as well as more general effects on the people and environment of the county. Two types of winds occur in the county: winds from thunderstorms and gradient winds from large weather systems. Prevailing winds from thunderstorms are from the southwest, and occur predominantly in the spring and fall. Prevailing gradient winds, also from the southwest, are associated with deep low-pressure systems in the area, and typically occur in the fall and early winter. In January and February, northerly gradient winds may occur with extreme wind chills. All these winds may lead to personal injury, property damage, power outages, fire, and blocked transportation corridors.

HISTORY

During the fall of 1991, County residents witnessed forest fires that resulted from a severe wind occurrence. On December 12, 1995, a severe windstorm hit Kootenai County, causing widespread damage and power outages. These activities required activation of the Kootenai County Emergency Operations Center (KCEOC). Since 1950 only 2 tornadoes occurred in Kootenai County and were rated as FO (40-72 mph winds).

VULNERABILITY

Incidents involving high winds can occur on a regional level or be very localized or “spotty”; and can occur at any time of the year. For these reasons, competition for limited disaster assistance resources may be high.

EFFECTS

The effects of a windstorm can be severe and immediate. Power outages and downed trees can isolate and trap households and whole communities. Downed trees and blowing debris can cause extensive property damage and block major transportation arteries.

GENERAL CONCLUSIONS

- A. The potential for adverse effects from windstorms will always exist. Advance community planning, knowledge of the Emergency Operations Plan (EOP), and familiarity with the Emergency Alert System (EAS) will minimize adverse effects to the community.
- B. Windstorms often initiate other disasters that will activate one or more additional annexes to the EOP.

SITUATION AND ASSUMPTIONS

Situation

- A. The potential for windstorms that can cause widespread damage and/or threaten life exists in Kootenai County.
- B. The EAS is operational in Kootenai County.
- C. Local utility company (gas, power, telephone, and water) emergency plans exist.

Assumptions

- A. The KCEOC can be activated and has the ability to communicate with local utility companies and the news media.
- B. Local emergency response capabilities will be adequate to handle most incidents resulting from windstorms.
- C. The BHS Region 1 Regional Response Team will respond to a windstorm HAZMAT incident that is beyond the capability of local emergency response units.

- D. The Central Zone Type III Team may be called to support and manage a major windstorm event.
- E. National Weather Service (NWS) equipment is on-line and capable of providing weather related information to the KCEOC.

CONCEPT OF OPERATIONS

- A. Citizen notification of a life-threatening emergency will be initiated through the Kootenai County Sheriff's Department, Kootenai County Office of Emergency Management or the National Weather Service (NWS), utilizing the Emergency Alert System (EAS) or NOAA Weather Radio.
- B. The NWS disseminates pertinent weather advisory, watch, and warning information.
- C. The KCEOC, once activated, will maintain continuous contact with NWS, local utility companies, and Incident Command, receiving and providing updated information as necessary.

KC-IA #10 - Windstorm/Tornado

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

INCIDENT ANNEX #11

WINTER STORM

PURPOSE

To provide information, procedures and guidelines for the protection of life and property during an incident, emergency or disaster involving a winter storm in Kootenai County. This appendix is designed as a stand-alone document for use by Kootenai County Emergency Operations Center (KCEOC) support personnel and Incident Command System (ICS) personnel. The guidelines and procedures described below are not intended to usurp the authority or command position of the Incident Commander during tactical operations but rather provide a medium for mutual understanding of normal EOC and ICS procedures and responsibilities to be followed.

GENERAL

Snowstorms and blizzards, accompanied by high wind, blowing and drifting snow occur often in the county. Ice storms occur infrequently but pose a potential problem to the area. When accompanied by high wind or heavy snowfall, winter storms often damage trees, power lines and structures.

HISTORY

During the winters of 1992-1993 and 1996-1997 residents of Kootenai County experienced severe winter storm conditions. Transportation corridors were adversely affected; structures collapsed or were damaged due to snow load, and schools and businesses experienced closures. A severe ice storm in 1996 caused widespread power outages, which lasted up to two weeks in outlying areas.

VULNERABILITY

All areas in Kootenai County are susceptible to various types and degrees of winter storms. The potential for transportation corridor closure for short periods of one to four hours exists. Smaller, less traveled roads, especially in higher altitudes, can expect to be closed for longer periods.

EFFECTS

Immobility is the main effect of a winter storm. Transportation accidents occur, motorists become stranded, and schools, businesses, and industry may close resulting in area wide economic losses. The need for shelters has been small

since most travelers seek shelter and food in commercial establishments. However, shelters may be necessary due to freezing temperatures and extended power outages for individuals who do not have backup power or other alternate heating sources. Secondary mountain roads normally closed during the winter months are routinely accessed by residents using snowmobiles. Smaller towns generally have alternate routes to serve the area.

GENERAL CONCLUSIONS

People living in and around Kootenai County routinely cope with winter storms that would immobilize most other communities. County residents prepare for winter hardship, thus the impact on emergency responders is minimal. National Weather Service and county agency emergency plans reflect warning and notification of the public, road and street clearing prioritization, and procedures for requesting assistance. Additional winter emergency preparedness information is routinely provided in public areas such as the County Administration Building, Sheriff's Department, American Red Cross, Verizon phone book, County extension office, libraries and Kootenai County Office of Emergency Management home page (www.kcgov.us).

SITUATION AND ASSUMPTIONS

Situation

- A. The potential for winter storm conditions exists in Kootenai County.
- B. Coordination of local agencies and services to address issues arising from winter storm conditions is possible through the emergency management system.
- C. The potential for winter storms that can cause widespread damage and/or threaten life exists in Kootenai County.
- D. The Emergency Alert System (EAS) is operational in Kootenai County.
- E. Local utility companies (gas, power, telephone, and water) emergency plans exist.

Assumptions

- A. The Kootenai County EOC can be activated and has the ability to communicate with local utility companies and the news media.
- B. National Weather Service (NWS) equipment is on-line and capable of providing weather related information to the Kootenai County EOC.

- C. Local emergency response capabilities will be adequate to handle most incidents resulting from winter storms.
- D. County services and local resources will be adequate to handle most winter storm situations.
- E. The Central Zone Type III Team may be called to support and manage a winter storm event.
- F. Supplemental support services may be made available from surrounding counties using existing mutual aid and support agreements.
- G. State and Federal resources will be made available upon request.
- H. Interagency communications will be coordinated and/or facilitated by the Kootenai County Office of Emergency Management or the Kootenai County Emergency Operations Center (if activated).
- I. The BHS Region 1 Regional Response Team will be available for HAZMAT related incidents. If their availability is compromised, BHS should be contacted and requested to send another regional response team.

CONCEPT OF OPERATIONS

- A. Citizen notification of a life-threatening emergency will be initiated through Kootenai County Sheriff's Department, Kootenai County Office of Emergency Management, or National Weather Service (NWS), utilizing the Emergency alert System (EAS) or NOAA Weather Radio.
- B. The NWS disseminates pertinent weather advisory, watch, and warning information.
- C. The KCEOC, once activated, will maintain continuous contact with, NWS, local utility companies and IC, providing and receiving updated information as necessary, and if deemed necessary, have utility company representatives present in KCEOC.

KC-IA #11 Winter Storm

Approved:

Sandy Von Behren
Kootenai County Emergency Manager

Date

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 1

GLOSSARY OF KEY TERMS

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

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

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

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

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

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

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

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

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other

organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

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

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

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

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

Event: See Planned Event.

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

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Function: One of the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term *function* is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and

Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

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

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

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

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

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

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

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

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining “type,” or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities—or the individual(s) involved—including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies,

departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with *National Incident Management System* principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

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

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

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

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

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

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

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

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

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

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

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

National Essential Functions: A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Personal Responsibility: The obligation to be accountable for one's actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the

National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the *National Incident Management System*, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

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

Primary Mission Essential Functions: Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

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

Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of *National Incident Management System* materials.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; postincident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the *National Incident Management System* includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

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

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

Retrograde: To return resources back to their original location.

Risk: The estimated impact that a hazard would have on people, services, facilities, and structures in a community; the likelihood of a hazard event resulting in an adverse condition that causes injury or damage. Risk is often expressed in relative terms such as a high, moderate, or low likelihood of sustaining damage above a particular threshold due to a specific type of hazard event. It also can be expressed in terms of potential monetary losses associated with the intensity of the hazard (FEMA 2001 (August), a-6)

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. Under the *National Incident Management System*, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Substate Region: A grouping of jurisdictions, counties, and/or localities within a State brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the *National Incident Management System*, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

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

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political

jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are preestablished within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the *National Incident Management System*, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

Vulnerability Assessment: A vulnerability assessment presents “the extent of injury and damage that may result from a hazard event of a given intensity in a given area. The vulnerability assessment should address impacts of hazard events on the existing and future built environment.” (FEMA 2001 (August), 7)

KOOTENAI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 2

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

PURPOSE: This annex contains key acronyms and abbreviations with their definitions that are commonly used throughout this plan.

<u>ACRONYM</u>	<u>DEFINITION</u>
AFO	Area Field Officer
BHS	Bureau of Homeland Security (Idaho)
BT	Bioterrorism
CIKR	Critical Infrastructure and Key Resources
COAD	Community Organizations Active in Disasters
DHS	Department of Homeland Security (U.S.)
DMORT	Disaster Mortuary Operational Response Team
EOC	Emergency Operations Center
EMS	Emergency Medical Services
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HAZMAT	Hazardous Materials
IC	Incident Commander
ICS	Incident Command System
IDAVOAD	Idaho Volunteer Organizations Active in Disasters
IDEOC	Idaho Emergency Operations Center
IDEOP	Idaho Emergency Operations Plan
IDNG	Idaho National Guard
IDWR	Idaho Department of Water Resources
IMD	Idaho Military Division
JIC	Joint Information Center
JIS	Joint Information System
KCEOC	Kootenai County Emergency Operations Center
KCEOP	Kootenai County Emergency Operations Plan
LEPC	Local Emergency Planning Committee
MA	Mission Assignment
MAA	Mutual Aid Agreement
MAC	Multi-Agency Coordination System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NDMS	National Disaster Medical System
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
PA	Project Agreement
PIER	Public Information Emergency Response
PFO	Principal Federal Official
PHD	Panhandle Health District
StateComm	Idaho State Communications Center
WMD	Weapons of Mass Destruction