

# Twin Falls County Emergency Operations Plan 2018



# Twin Falls County Emergency Operations Plan *Quick Reference*

## Roles and Responsibilities – Yellow Tabs

### Standard Response Guides – Red Tabs

<b>Number</b>	<b>Incident Type</b>
1	Emergency Operations Center Activation/Deactivation Checklists
2	Incident Action Plan Development
3	Any Type of Incident
4	Terrorism/Civil Disobedience
5	Earthquake
6	Flood
7	Hazardous Materials
8	Utility Failure
9	Severe Weather
10	Wildfire
11	Weapons of Mass Destruction
12	Communicable Disease
13	Agriculture

### Support Function Annexes - White Tabs

<b>Number</b>	<b>Function Title</b>	<b>Primary Agency</b>
ESF 1	Transportation	Twin Falls Highway District
ESF 2	Communications and Warning	Twin Falls County Sheriff's Office
ESF 3	Public Works and Engineering	Twin Falls Highway District
ESF 4	Firefighting	Jurisdictional Fire Departments
ESF 5	Emergency Management	Twin Falls County OEM
ESF 6	Mass Care	Twin Falls County OEM
ESF 7	Resource Support	Twin Falls County Clerk's Office
ESF 8	Public Health and Medical Services	South Central Public Health District
ESF 9	Search and Rescue	Twin Falls County Sheriff's Office
ESF 10	Oil and Hazardous Materials	Jurisdiction Having Authority
ESF 11	Agriculture and Natural Resources	Twin Falls County Extension Office
ESF 12	Energy	Twin Falls County OEM
ESF 13	Public Safety and Security	Twin Falls County Sheriff's Office
ESF 14	Long Term Community Recovery	Twin Falls County OEM
ESF 15	Public Information	Twin Falls County Sheriff's Office
ESF 16	Military Support	Twin Falls County Board of Commissioners

### Support Annexes (Green Tabs)

<b>Letter</b>	<b>Title</b>	<b>Primary Agency</b>
A	Damage Assessment	Planning and Zoning Department
B	Evacuation	Sheriff's Office
C	Financial Management	County Clerk
D	Point of Dispensing (POD) Operations	South Central Public Health District
E	Terrorism	Sheriff's Office
F	Mass Fatality	Coroner's Office
G	Volunteer Management	Twin Falls County OEM

# **Twin Falls County Emergency Operations Plan Notification Information**

To contact the following during an Incident or Disaster in Twin Falls County call **State Communications 1-800-632-8000**:

- South West Area Field Officer
- South Central Public District Health (Director)
- Idaho Office of Emergency Management (OEM)
- South Central Idaho Regional Hazardous Materials Response Team

**SIRCOMM Regional Dispatch** will contact the following agencies for resources during an Incident or Disaster in Twin Falls County, upon request:

- TFCO Office of Emergency Management Coordinator
- Utility Providers: *Idaho Power, Intermountain Gas, Williams Pipeline*
- Twin Falls County Coroner
- Twin Falls County Sheriff's Department
- City Law Enforcement Departments
- Idaho State Police
- Idaho Office of Emergency Management
- Rural Fire Departments
- City Fire Departments
- American Red Cross of Greater Idaho
- Salvation Army
- State and County Highway Districts
- Bureau of Land Management
- Bureau of Reclamation
- School Districts
- Health and Welfare
- Industries
- South Central Public Health District
- U. S. Forest Service
- City Public Works Departments
- Twin Falls County Canal Company
- ARES/RACES
- State and Local Emergency Medical Services
- St. Luke's Magic Valley
- Magic Valley Regional Airport
- Idaho Fish and Game Department
- Neighboring County/Communities Agencies: *e.g., Law Enforcement, Emergency Medical Services, Fire Department, Emergency Management, etc.*

# **Base Plan**

## Preface

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

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

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

Twin Falls County has many individual departments that may not have detailed operation procedures; therefore, this plan acts as fundamental guidance for emergency response. The coordination of this plan and standard operating procedures within the EOP is an ongoing process through regular training and exercises.

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

Jackie Frey,

Twin Falls County Office of Emergency Management

### Letter of Promulgation

The Twin Falls County Emergency Operations Plan (EOP) dated March 2, 2018 is hereby authorized to be the official plan of the Twin Falls County Intergovernmental emergency operations pursuant to Chapter 10, Title 46, Idaho Code. This is an updated version in a succession of plans designed to provide coordinated city, county, highway, school district, other governmental agencies, and volunteer organizations' efforts prior to, during, and after a threat of actual occurrence of a natural or manmade technological disaster, including a terrorist attack. This plan is applicable to all elements of county and city governments, cooperating separate government entities, commercial industrial and private/non-profit organizations assigned responsibilities hereunder or engaged in, or in support of emergency operations under this plan.

Period of exercises will be scheduled to provide familiarity with emergency functions.

The signatories to the EOP concur with the concepts, requirements, and assignments of the Basic Plan, the Emergency Support Functions, and the Support Annexes described herein.

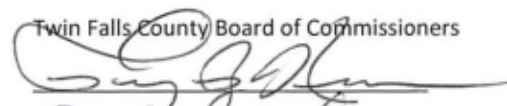
The EDOP is intended to and shall be interpreted to give effect to the purposes of the Idaho Disaster Preparedness Act of 1975, as amended, Chapter 10, Title 46, Idaho Code, and shall not be interpreted to increase liability of the county or signatory.

This plan supersedes all previous Twin Falls County Emergency Operations Plans (EOP).

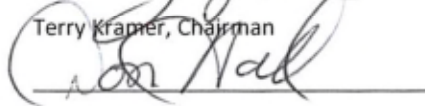
Signatories to the plan shall execute their acceptance in counterpart, originals of which shall be filed with the County Clerk.

Dated this 2<sup>nd</sup> of March 2018

Twin Falls County Board of Commissioners



Terry Kramer, Chairman



Don Hall, Vice-Chairman



Jack Johnson, Chairman



Jackie Frey, Coordinator  
Twin Falls County Office of Emergency

Attest:



Kristina Glascock, Clerk

### Letter of Promulgation

The Twin Falls County Emergency Operations Plan (EOP) dated January 2012 is hereby authorized to be the official plan of the Twin Falls County intergovernmental emergency operations pursuant to Chapter 10, Title 46, Idaho Code. This an updated version in a succession of plans designed to provide coordinated city, county, highway, school district, other governmental agencies, and volunteer organizations' efforts prior to, during, and after a threat or actual occurrence of a natural or manmade technological disaster, including a terrorist attack. This plan is applicable to all elements of county and city governments, cooperating separate government entities, commercial industrial and private/non-profit organizations assigned responsibilities hereunder or engaged in, or in support of emergency operations under this plan.

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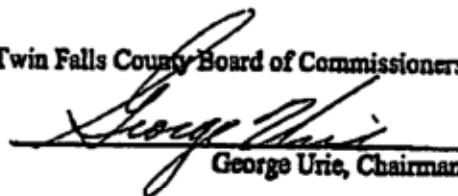
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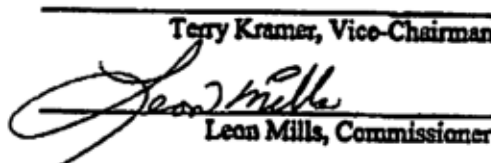
Signatories to the Plan shall execute their acceptance in counterpart, originals of which shall be filed with the County Clerk.

Dated this 27<sup>th</sup> of Feb, 2012

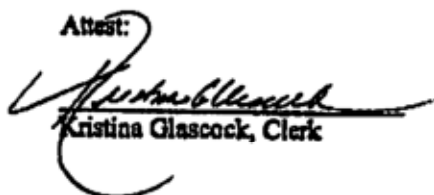
Twin Falls County Board of Commissioners

  
George Urie, Chairman

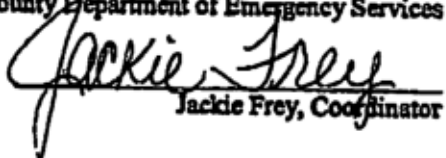
Terry Kramer, Vice-Chairman

  
Leon Mills, Commissioner

Attest:

  
Kristina Glascock, Clerk

Twin Falls County Department of Emergency Services

  
Jackie Frey, Coordinator

### Memorandum of Understanding

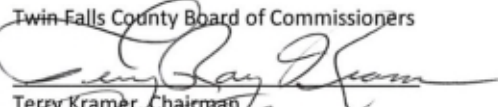
The Memorandum of Understanding establishes an agreement in principle that Twin Falls County will support and coordinate, as stated below, with city governments located within Twin Falls County. Twin Falls County recognizes those city governments located in Twin Falls County. Twin Falls County recognizes those cities identified by the attached Memorandum of Understandings as partners and participants in the Twin Falls County Emergency Operations Program and Emergency Plan. The Emergency Operations Plan is a comprehensive program designed to address the needs and procedures of the County and supporting cities in the event of an emergency.


The Twin Falls County Office of Emergency Management agrees to coordinate, support and work with the undersigned cities during a time of emergency, using the Emergency Operations Plan for guidance. Each city may participate in the Emergency Operations Plan to the extent allowed by its own plan and may at any time decline further participation.


We, the parties specified above, execute this agreement.

Dated this 2<sup>nd</sup> day of March 2018

Twin Falls County Board of Commissioners

  
 Terry Kramer, Chairman

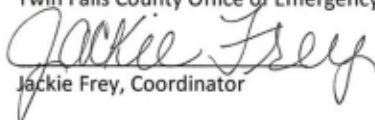
  
 Don Hall, Vice-Chairman

  
 Jack Johnson, Commissioner

Attest:

  
 Kristina Glascock, Clerk

Twin Falls County Office of Emergency Management

  
 Jackie Frey, Coordinator



### Memorandum of Understanding

I, Tom McCauley, Mayor of the City of Buhl agree to support and participate in the Twin Falls County Emergency Operations Plan. Further, we agree to coordinate with and support the Emergency Operations in Twin Falls County within our capabilities.

Date this 26<sup>th</sup> day of March, 2018

CITY OF BUHL

By:   
Mayor

Attest:

Karen Dizon  
City Clerk

### Memorandum of Understanding

I, Herb Runyan, Mayor of the City of Castleford agree to support and participate in the Twin Falls County Emergency Operations Plan. Further, we agree to coordinate with and support the Emergency Operations in Twin Falls County within our capabilities.

Date this 07 day of March, 2018

CITY OF CASTLEFORD

By:  Mayor

Attest:  
  
City Clerk

### Memorandum of Understanding

I, Jayne L. Self, Mayor of the City of Hollister agree to support and participate in the Twin Falls County Emergency Operations Plan. Further, we agree to coordinate with and support the Emergency Operations in Twin Falls County within our capabilities.

Date this 10 day of April, 2018

CITY OF HOLLISTER

By: Jayne L. Self  
Mayor

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Attest:  
Janette Fuller  
City Clerk

### Memorandum of Understanding

I, BURKE JANDSON, Mayor of the City of Kimberly agree to support and participate in the Twin Falls County Emergency Operations Plan. Further, we agree to coordinate with and support the Emergency Operations in Twin Falls County within our capabilities.

Date this MARCH day of 13<sup>TH</sup>, 2018



CITY OF KIMBERLY

By: [Signature]  
Mayor

Attest:  
[Signature]  
City Clerk

### Memorandum of Understanding

I, Robert Templeman, Mayor of the City of Filer agree to support and participate in the Twin Falls County Emergency Operations Plan. Further, we agree to coordinate with and support the Emergency Operations in Twin Falls County within our capabilities.

Date this 22<sup>nd</sup> day of March, 2018

CITY OF FILER

By: Robert Templeman  
Mayor

Attest:

Debbie McMahon  
City Clerk

### Memorandum of Understanding


I, Tedd Stimpson, Mayor of the City of Hansen agree to support and participate in the Twin Falls County Emergency Operations Plan. Further, we agree to coordinate with and support the Emergency Operations in Twin Falls County within our capabilities.

Date this 26 day of March, 2018

CITY OF HANSEN

By:   
Mayor

Attest:

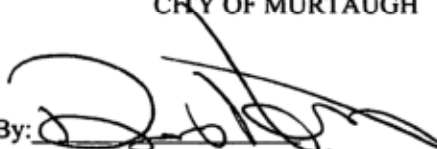
  
City Clerk

### Memorandum of Understanding

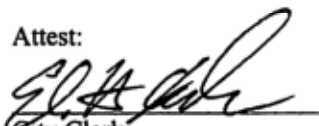
I, Dee Hunsaker, Mayor of the City of Murtaugh agree to support and participate in the Twin Falls County Emergency Operations Plan. Further, we agree to coordinate with and support the Emergency Operations in Twin Falls County within our capabilities.

Date this 1<sup>st</sup> day of April, 2018

CITY OF MURTAUGH

By:   
Mayor

Attest:

  
City Clerk

### Memorandum of Understanding

I, Shawn A. Baigae, Mayor of the City of Twin Falls agree to support and participate in the Twin Falls County Emergency Operations Plan. Further, we agree to coordinate with and support the Emergency Operations in Twin Falls County within our capabilities.

Date this 26 day of April, 2018

CITY OF TWIN FALLS

By: Shawn A. Baigae  
Mayor

Attest:  
Leil A. Sanchez  
City Clerk, Deputy



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## Approval and Implementation

The Twin Falls County Emergency Operations Plan (EOP) is effective upon signing by the jurisdictions represented on the letter of acceptance. The Twin Falls County Emergency Operations Plan (EOP) is effective upon signing by the jurisdictions represented in the Memorandum of Understanding on previous pages 7-15. This Plan is based on the National Incident Management System (NIMS) adopted by Twin Falls County by Resolution No. 2005-05 on 14 February 2005. (See Resolution above)

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

For those who have positions outlined in the Roles and Responsibilities section, please be familiar with your duties and make sure you have a backup in case you are unavailable. Please be sure to teach this individual what that position’s responsibilities are and ensure that the Twin Falls County Office of Emergency Management (OEM) knows who your backup is.

## Ongoing Plan Management & Maintenance

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Twin Falls County OEM and involved department heads will brief appropriate additional personnel as appropriate. This Plan will be published by the Twin Falls County OEM and updated in its entirety every five years. Any changes resulting from this annual review will be published and distributed to agencies holding this Plan.

## Record of Changes & Review

When posting changes:

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

Change #	Date Posted	By (Print)	Signature

## Record of Review

Review Date	Reviewed by	Signature

## Record of Distribution

Organization	Name	CD	Manual	Date
Amalgamated Sugar Factory				
American Red Cross				
Idaho Office of Emergency Management - Boise				
South West Area Field Officer				
Buhl Highway District				
City of Buhl				
City of Castleford				
City of Filer				
City of Hansen				
City of Hollister				
City of Kimberly				
City of Murtaugh				
City of Twin Falls				
Chobani				
CLIF Bar				
College of Southern Idaho				
ConAgra/Lamb Weston Inc.				
Department of Health and Welfare				
District Administrative Court				
Eastern Idaho Railroad				
Falls Brand Independent Meats				
Family Health Services				
Fire Department/Buhl				

Fire Department/Filer				
Fire Department/Kimberly				
Fire Department/Twin Falls				
Filer Highway District				
Glanbia Cheese Plant				
Idaho Power				
Intermountain Gas				
Joslin Field Magic Valley Regional Airport				
St. Luke's Magic Valley				
Murtaugh Highway District				
Office on Aging				
Police Department/Buhl				
Police Department/Filer				
Police Department/Kimberly				
Police Department/Twin Falls				
Idaho State Police District #4				
ARES/RACES				
Salvation Army				
Sawtooth Surgery Center				
School District # 411 Twin Falls				
School District # 412 Buhl				
School District # 413 Hollister				
School District # 413 Filer				
School District # 414 Kimberly				
School District # 415 Hansen				
School District # 417 Castleford				

School District # 418 Murtaugh				
SIRCOMM 911				
South Central Public Health District				
Twin Falls Canal Company				
Twin Falls County Commissioners				
Twin Falls County Coroner				
Twin Falls County OEM				
Twin Falls County EOC				
Twin Falls County Fair				
Twin Falls Highway District				
Twin Falls Humane Society				
Twin Falls Sheriff's Office				
Twin Falls County Planning and Zoning				
U. S. Bureau of Land Management				
U. S. Bureau of Reclamation				
U. S. Department of Agriculture				
U. S. Forest Service				
Williams Pipeline				
Twin Falls County Pest Abatement				

A Master Copy to be maintained in the Twin Falls County OEM Office

## Introduction

### Purpose

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

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

### Scope and Limitations

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

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

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

### Community Description

Twin Falls County is the most populous county in central Idaho. It is home to the College of Southern Idaho and the famous Shoshone Falls, sometimes called the Niagara of the West, with an impressive 212-foot drop. The County is not only a retail hub for most of central Idaho but is also a recreational hot spot for travelers. The County has eight incorporated communities, including Buhl, Castleford, Filer, Hansen, Hollister, Kimberly, Murtaugh, and Twin Falls City. Unincorporated communities include, Roseworth, Berger, Rogerson, and Rock Creek. The majority of these communities are located along the northern edge of the County near the Snake River.

## **Location**

Twin Falls County is located in south central Idaho on the north edge of the Great Basin in an area known as the Magic Valley. It comprises 1,957 square miles and is bordered on the north by the Snake River and Gooding and Jerome Counties, on the west by Owyhee County, on the east by Cassia County, and on the south by the Nevada border.

## **Topography and Geography**

This area and a large portion of southern Idaho are described as a semi-arid steppe environment receiving approximately 8-10 inches of precipitation annually. Native vegetation in this climate type primarily consists of 10-15 species of sagebrush and bunchgrasses. The map in figure 2.1 shows that the vast majority of the County is relatively flat making it ideal for extensive agricultural development. The southwest corner, however, consists mostly of gently rolling hills that extend into Nevada. These slopes are fairly mild, but unsuitable for farming and are primarily managed by the Bureau of Land Management (BLM) or privately-owned ranches. The USDA Forest Service (USFS) owns the steeper slopes rising in the southeast corner of the County where elevation reaches a height of approximately 7,200 feet with stunted subalpine vegetation communities on the upper slopes<sup>1</sup>.

## **Lakes and Rivers**

The only major body of water in the County is the Snake River, which forms the northern border of the County and runs through the spectacular Snake River Gorge. During the Great Migration over the Oregon Trail, and still today, the Snake River was a large financial entity in Twin Falls County, providing many recreational and economic resources. Other important bodies of water in the County are Murtaugh Lake, Salmon Falls Creek Reservoir, Salmon Falls Creek, Cedar Creek Reservoir, and a multitude of small streams, springs and irrigation canals. Water area makes up less than 1% of the total area in the County.

## **Geology**

Notable geological features in Twin Falls County are generally from two sources. The first and most prominent is volcanic activity. The second is from the great flood of ancient Lake Bonneville. The Snake River, with its spectacular canyon deepened during the Lake Bonneville Flood about 15,000 years ago, forms the northern boundary of the County. Shoshone Falls cascades over Miocene rhyolite of the same age as the ash flows in the South Hills. The Twin Falls is cut in Quaternary basalt. Huge gravel bars of "melon gravel" line the Snake River Canyon west of Twin Falls City near Buhl and Hagerman. Also, along the Snake Rivers are large amounts of alluvial deposits left from the flood of Lake Bonneville.

## **Climate**

Twin Falls County, at an elevation of 3,729 feet, experiences a dry climate with relatively low humidity. Average annual precipitation is 9.3 inches and average annual snowfall is 18.6 inches. The average length of the growing season, based on freeze-free temperatures, is 133 days, from May 13 to September 23.

## **Land Ownership and Land Use**

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<sup>1</sup> Schlosser, William E., 2004, Twin Falls County WUI Wildfire Mitigation Plan. Page 27



Of the 1,232,064 total land acres within the County, 640,399 are owned by the Federal Government (52% of total) and 558,124 are privately owned (45% of total). In 1997, there were 456,378 acres spread among 1,439 farms. Approximately 1,208 of those farms were in crops.

Total acres in crops were 308,139<sup>2</sup>. Potatoes, corn, sugar beets, peas, grain, malt barley, and alfalfa are commonly grown in Twin Falls County. Twin Falls County is the largest producer of dry beans, and second largest producer of alfalfa hay, and the third largest producer of silage corn in the State of Idaho. Other crops grown are oats, peas, apples, peaches, pears, sweet cherries, apricots, and nectarines. There are about 125 acres of orchards located mostly in the Snake River canyon<sup>3</sup>. Commercial cattle raising operations and industries associated with beef production are also very widespread. 543,946 of the total acres (44%) in the County are managed by the BLM, much of which has been leased for livestock grazing. Livestock production provides almost one-half of the agricultural income, and accounts for about 65% of the land use in the area.<sup>4</sup>

## Hazard Analysis Summary

The Twin Falls County All Hazard Mitigation Plan (AHMP) was first completed in May of 2008. The most significant hazard in Twin Falls County is damage from severe wind. Other serious hazards include wildfire, landslides along the Snake River Canyon wall, and flash flooding in areas with large impervious surfaces. The AHMP hazard analysis provides valuable information that can be used both for the reduction of hazards through mitigation and for proper preparedness activities.

The AHMP provides a risk severity ranking. The risk severity ranking was developed as each hazard facing Twin Falls All Hazard County was scored as to magnitude and frequency of occurrence. Table 1 provides an overall ranking of the hazards by magnitude. Boxes highlighted in Red indicate the highest magnitude; boxes highlighted in yellow indicate the medium magnitude with green boxes signifying the lowest magnitude. Table 2 illustrates the severity ranking for the hazards facing Twin Falls County when magnitude is compared to frequency. The risk ranking is based on frequency and magnitude. Risks rankings are determined using a frequency/magnitude score. The highest score would be for an event with a high frequency of occurrence and a high magnitude of potential harm. Even though Wildland Fire is the third highest ranked hazard from a magnitude perspective, it is the highest overall ranked hazard because of frequency of occurrence. The lowest ranked hazards have been placed in the low/low box and include extreme heat and cold, snow avalanche, dam failure, riot/demonstration/civil disobedience. It should be noted that there is a potential for hazardous events to occur from each listed hazard.

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<sup>2</sup> <http://community.idaho.gov/Portals/15/Profiles/County/TwinFalls.pdf>

<sup>3</sup> <http://extension.ag.uidaho.edu/twinfalls>

<sup>4</sup> Schlosser, William E. 2004. Twin Falls County WUI Wildfire Mitigation Plan, Page 27

Twin Falls County Magnitude Ranking	
Hazard	Magnitude
Earthquake	28
Terrorism	22
Wildfire	20
Nuclear	20
Epidemic	19
Drought	18
Winter Storm	16
Hazardous Materials	16
Flash Flood	15
Tornado	15
Dam Failure	15
Hail	14
Structural Fire	14
Straight Line Wind	13
River/Stream Flooding	13
Lightning	12
Extreme Cold	11
Landslide	11
Extreme Heat	10
Riot/Demonstration	10
West Nile Virus	7

**Ranges**

48-20 High  
 19-13 Medium  
 12-0 Low

**Frequency**

Extreme – \$100,000,000 in loss or greater  
 High – Yearly to Five Years  
 Medium – Five Years to 25 Years  
 Low - 25 Years to Never Happen

	Low	Medium	High	
Frequency	Low	Extreme Heat Extreme Cold Riot/Demonstration	Dam Failure	Earthquake Nuclear Terrorism Epidemic Drought
	Medium	Landslide	Flash Flood River/Stream Flooding Tornado	Winter Storm
	High	Lightning West Nile Virus	Straight Line Wind Structural Fire Hazardous Materials Hail	Wildfire

**Magnitude**

Table 2 Twin Falls County Risk Ranking

Table 1 Magnitude Ranking

## Mitigation Overview

The Twin Falls County All Hazard Mitigation Plan was formally adopted by the County on February 13, 2014. The Plan was approved by FEMA Region 10 on March 31, 2014. It contains information relative to the hazards and vulnerabilities facing Twin Falls County. The County is the only jurisdiction participating in the Plan. This Plan is designed to interface with the State of Idaho Multi-Hazard Mitigation Plan published in February, 2015. The All Hazard Mitigation Plan seeks to identify hazards that may affect the County and understand their potential impact on vulnerable populations and infrastructure. With that understanding, the Plan sets forth solutions that, if implemented, have the potential to significantly reduce threats to life and property. The Plan is based on the premise that hazard mitigation works. With increased attention to managing hazards, communities can reduce the threats to citizens and, through proper land use, and emergency planning, can avoid creating new problems in the future.

There are several mitigation projects identified in the AHMP that if successfully implemented will reduce risks within the County. The following four projects are the highest priority mitigation projects identified for Twin Falls County.

1. Rock Creek Sewer Lift Station
2. Twin Falls' Main Water Line
3. Twin Falls' Main Sewer Line
4. Perrine and Hansen Bridges
5. Critical infrastructure to county roads and bridges from 2017 Presidential Declaration – Flooding.

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

## Planning Assumptions & Considerations

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

- Incident management activities will be initiated and conducted using the principles contained in the NIMS Incident Command System.
- Incidents where possible will be managed locally with support from Twin Falls County.
- The combined expertise and capabilities of the municipalities, Twin Falls County and the State of Idaho will be required to prevent, prepare for, respond to and recover from emergencies.
- Top priorities for incident management are to:
  - Save lives, both the responders and the public
  - Ensure security
  - Protect and restore critical services
  - Protect property
  - Facilitate recovery

# Concept of Operations

## General

It is the responsibility of the Twin Falls County government to undertake Emergency Management in order to protect life and property from the effects of hazardous events. When the emergency exceeds the County government's capability, requests for mutual aid and State assistance will be made.

Requests for assistance from State government will be made through the Idaho OEM. The Federal government will provide assistance to the State when appropriate and requested by the Governor.

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

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

## Phases of Management

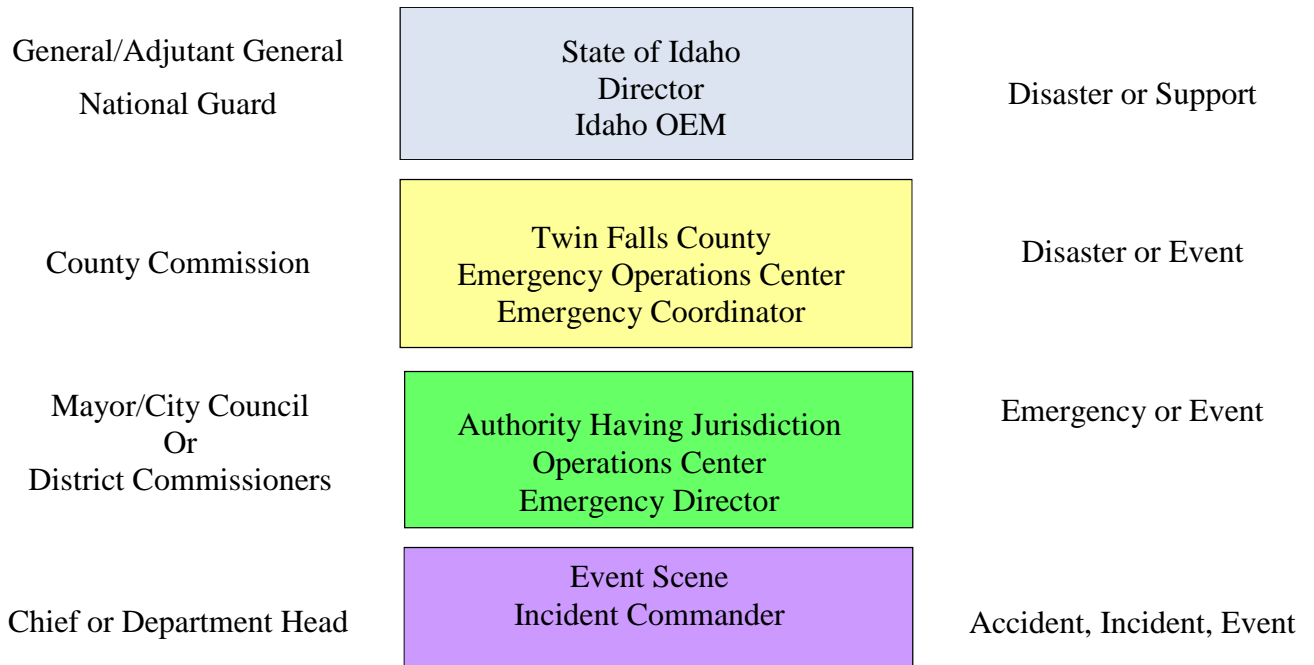
- **Mitigation:** Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. These functions are not part of this planning effort; however, the Twin Falls County OEM will continue to address mitigation issues within the County.
- **Preparedness:** Preparedness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

## Direction and Control

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

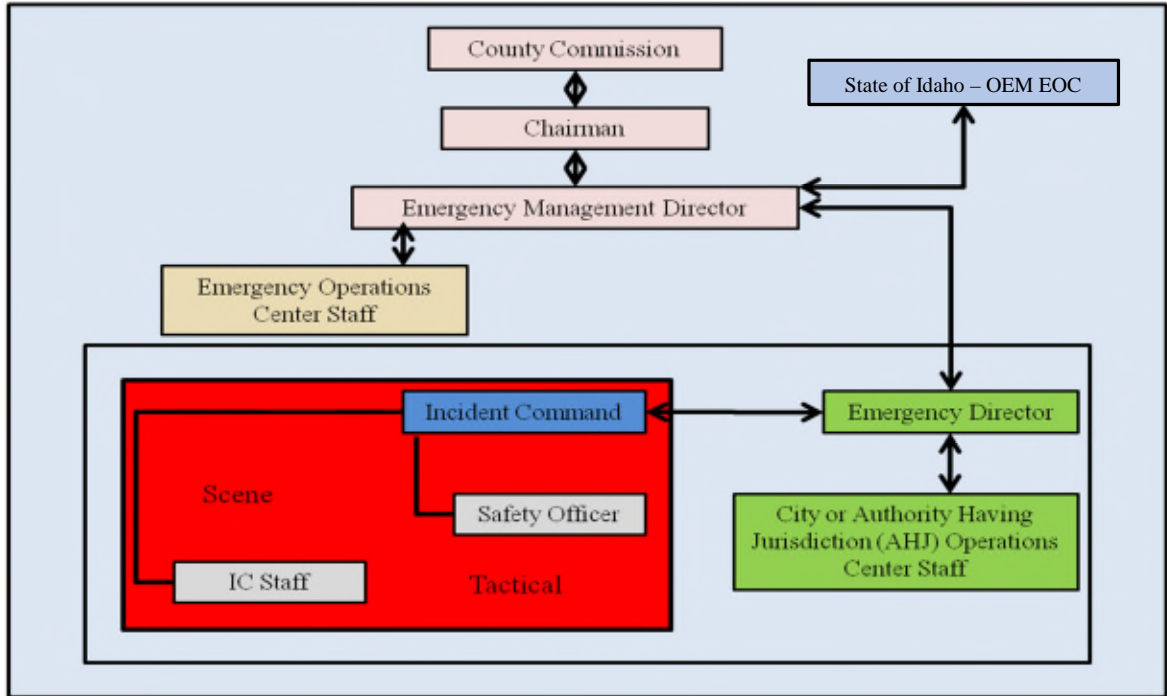
The Twin Falls County OEM has responsibility for coordinating the entire emergency management program within the County and can make routine decisions within the limits of disaster authority. During emergency operations, the Coordinator should ensure that all parties are working in a concerted, integrated, and supportive effort to overcome the disaster. Specific organization or departments are responsible for fulfilling their obligations as presented in the basic plan.

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



Twin Falls County Emergency Management approach consists of an integrated, yet flexible/expandable organization that is built upon the NIMS Incident Command Structure. The Figure below depicts the relationship between the local incident commander at the scene, the City Operations Centers, and the County’s Emergency Operations Center.

Emergency Response Organization



## Continuity of Government

### Succession of Command

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

## Disaster Declaration Process

The provisions of this plan are applicable to all disasters that require a Disaster Declaration by the County in support of local disaster activities, and requests for disaster assistance will be made in accordance with the following procedures:

### City

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

### Twin Falls County

1. Upon receipt of the proclamation of a local emergency, the Twin Falls County Chairman of the Board of County Commissioners will:
  - Provide available assistance requested to contain the incident (i.e., sheriff, public works, health, etc.)
  - Notify the Idaho OEM that a situation exists which may require the declaration of a County disaster.
2. In the event a situation exists in the unincorporated portions of the County that may affect lives and property, the County will take necessary measures to bring the situation under control, utilizing all County government resources.
3. If the situation, either in an incorporated or unincorporated portion of the County is beyond the capability and resources of the County to control, the chairman of the board of County commissioners may declare a local disaster in accordance with Idaho Code 46-1011.
4. The Twin Falls County OEM will notify the Idaho OEM that the County has declared a disaster emergency, and that the County has implemented its Emergency Operations Plan. The notification should also state that the County has committed all available county resources to the response. If State supplemental assistance is needed to assist the County's response effort, the type of assistance should be clearly stated. The declaration and request for State assistance may be provided orally, and then submitted in writing to the Idaho OEM. (See Attachment 1)
5. The South West Area Field Officer will evaluate the County's request for assistance and brief the Adjutant General and the Governor of the situation.

## Information Collection and Dissemination

Emergency information collection and dissemination begins before the event occurs. Emergency information for Twin Falls County is located not only in this Emergency Operations Plan, but also in the Twin Falls County All Hazard Mitigation Plan, and in other planning documents throughout county and city government.

During an emergency event, the Planning function in the EOC is responsible to gather and review relevant information, including a situation analysis of the event. The Planning function will then work with the Operations function and the Emergency Coordinator to create an Incident Action Plan. The key to effective dissemination of critical information during a disaster or an emergency is to implement and then update an incident action plan.

## Communications

Emergency communication protocols are under the direction of the Twin Falls County Sheriff as assigned in ESF 2 Communications and Warning. Emergency Communications will use clear language at all times. The use of acronyms or “10” codes will be avoided to ensure accurate communications of emergency information among all responders.

## Notification Information

To contact the following during an Incident or Disaster in Twin Falls County call State Communications 1-800-632-8000:

- South West Area Field Officer
- South Central Public Health District (Director)
- Idaho OEM
- South Central Idaho Regional Hazardous Materials Response Team

SIRCOMM Regional Dispatch will contact the following agencies for resources during an Incident or Disaster in Twin Falls County, upon request:

- TFCO Office of Emergency Management
- Utility Providers: Idaho Power, Intermountain Gas, Williams Pipeline
- Twin Falls County Coroner
- Twin Falls County Sheriff’s Office
- City Law Enforcement Departments
- Idaho State Police
- Idaho OEM, **upon request**
- Rural Fire Departments
- City Fire Departments
- American Red Cross of Greater Idaho
- Salvation Army
- State and County Highway Districts
- Bureau of Land Management



- Bureau of Reclamation
- School Districts
- Health and Welfare
- Industries
- South Central Public Health District
- U. S. Forest Service
- City Public Works Departments
- Twin Falls County Canal Company
- ARES/RACES
- State EMS
- Magic Valley Paramedics
- St. Luke's Magic Valley
- Magic Valley Regional Airport
- Idaho Fish and Game Department
- Neighboring County/Communities Agencies: *e.g., Law Enforcement, Emergency Medical Services, Fire Department, Emergency Management, etc.*

## **Administration Finance and Logistics**

### **Training and Exercises**

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

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

Additional preparedness activities such as Plans, Procedures, and Equipment Maintenance, Training, and Exercises are the responsibility of the Twin Falls County OEM and are addressed in ESF 5- Emergency Management.

### **Plan Maintenance**

The Plan will be reviewed annually by the Twin Falls County OEM and members of the LEPC. Changes necessitated will be made and distributed to Plan holders.

### **Preservation of Records**

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

## **Authorities and References**

- Federal Civil Defense Act of 1950, Public Law 81-920 as amended.
- The Disaster Relief Act of 1974, Public Law 93-288, as amended.
- FEMA CPG 1-8 Guide for the Development of State and Local Emergency Operations Plans.
- FEMA CPG 1-8 Guide for Reviewing State and Local Emergency Operations Plans.
- FEMA CPG 1-5 Objectives for Local Emergency Services.
- FEMA CPG 1-34 Hazard Identification Capability Assessment and Multi-Year Development Plan.
- Robert P. Stafford Disaster Relief and Assistance Act, Public Law 93-288, as amended.
- Chapter 10 Title 46 of the Idaho Code; The Idaho Disaster Preparation Act of 1975, as amended.
- Twin Falls County Resolution establishing a local disaster preparedness organization.
- Administrative Rule 48. Closure of Court Operations – Record of Closure – Disaster Emergency Plan
- National Response Plan Framework 2008
- Twin Falls County All Hazard Mitigation Plan March 2014

# Attachment 1: Disaster Declaration

WHEREAS, there is a threat to life and property in TWIN FALLS COUNTY as the result of \_\_\_\_\_ ; and  
(nature of the event/incident)

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

WHEREAS, the \_\_\_\_\_ is threatening \_\_\_\_\_ ; and  
(event) (area threatened)

WHEREAS, a local disaster emergency as defined in Section 46-1002, and 46-1011 Idaho Code is in existence in TWIN FALLS COUNTY, due to the imminent threat to life and property:

\_\_\_\_\_  
(describe the values under imminent threat)  
created by existing and potential \_\_\_\_\_ ; and  
(event)

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

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

1. A disaster emergency is hereby declared to exist within Twin Falls County created by \_\_\_\_\_ creating an imminent threat to life, property, \_\_\_\_\_ (event) public utilities, etc.
2. These conditions require the activation of the response and recovery aspects of all applicable local disaster emergency plans; and
3. ***Such disaster may require State emergency assistance to supplement local efforts to protect, rehabilitate and replace public property and to provide a coordinated multiagency effort to mitigate, avert and lessen the threat and impact of the disaster. (Only include this if jurisdictional resources are inadequate to deal with the event. If this statement is included, describe the resource shortfall and what will be requested. Do not include this statement if jurisdictional resources are adequate to deal with the event)***

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

COUNTY BOARD OF COMMISSIONERS:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

ATTEST:

\_\_\_\_\_  
Clerk

## **Guidance for Preparing Local (Jurisdictional) Disaster Emergency Declarations (JUN 2011)**

**What:** A Disaster Emergency, Under Idaho Code Section 46-1002:

1. Means imminent threat or occurrence of widespread or severe damage, injury, or loss of life or property. This is the primary factor in considering the enactment of a disaster emergency declaration at both the local and the state level.
2. Results from any natural or man-made cause, including, but not limited to:
  - a. Natural Events: Drought, earthquake, fire, avalanche, snow/ice/hail, windstorm, disease, eruption, landslide/mudslide, dust storms and lightning storms.
  - b. Man-Made Events: Hazardous materials release, explosion/fires, transportation accidents, building/structure collapse, power/utility failure fuel/resource shortage, strikes, business interruption, financial collapse, terrorism, sabotage, hostage situations, civil unrest, and enemy attack.

**Who:** Under Idaho Code Section 46-1011, a local disaster emergency may be declared only by a mayor or chairman of the county commissioners within their respective political subdivisions. It shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the governing board of the political subdivision (Board of County Commissioners or City Council). Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the local county recorder.

The Board of County Commissioners or the City Council may approve a declaration for any period, even longer than 7 days to cover necessary disaster response and recovery activities/operations, under Section 46-1011, Idaho Code. It is recommended a declaration be made for at least a 30-day period. The jurisdiction enacting a local disaster emergency declaration should provide an informational copy of that declaration to the Idaho OEM so that OEM, as the responsible State Agency for Emergency Management, will have situational awareness of disaster emergency events taking place within the State.

**Why:**

1. Idaho Code 46-1011 (2) states: The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local or intergovernmental disaster emergency plans and to authorize the furnishing of aid and assistance there under.
2. A declaration at the City or County level enables these jurisdictions to activate their respective Emergency Operations Plans (EOP) and legally act in accordance with those plans to deal with the stated emergency/disaster incident. City/County EOPs should not be a general template of actions. City/County EOPs should be

written to specifically address the unique operating environment found within a City or County. This may include, but is not limited to, the following:

- a. Allowing responding agencies in disaster emergencies to use their established budgets, personnel, equipment, and resources per their disaster emergency plan.
- b. Allowing a County or City to issue emergency warrants, execute expedited contracting procedures and borrow funds for emergency response and recovery costs.
- c. Allowing for expedited jurisdictional (City or County) decision making in responding to the emergency to save lives and property in accordance with the local disaster emergency plan.
- d. Providing immunity for the local (City or County) government and its employees and contractors for death, injury or property damage occurring, due to the response actions during the period of the declared disaster emergency, except for willful misconduct or gross negligence.

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

**Where:** A declaration should include those geographical areas within the jurisdiction of the authority declaring the disaster emergency that are directly impacted by the disaster emergency event as well as surrounding areas likely to be impacted by the event

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

1. Do the conditions creating the need for a declaration comply with the definition of a disaster emergency in Section 46-1002, Idaho Code?
2. Has the emergency coordinator recommended a declaration?
3. Has the Idaho Office of Emergency Management has been notified by the jurisdiction emergency coordinator of a disaster emergency in the jurisdiction?
4. Is it anticipated that there will be a need to issue emergency warrants or borrow emergency funds or are approved and budgeted funds to be used in the disaster emergency?
5. Is a liability issue expected to surface in the response and recovery of this disaster emergency?
6. Is obtaining temporary easements, access or right of ways expected?
7. Has the public within the declaring jurisdiction been notified of the disaster emergency and actions to be taken, if any?
8. Are local resources adequate to deal with the disaster emergency or is there an immediate or anticipated need for specific State assistance (via Requests for Assistance-RFA)?
9. Does the declaration contain:

- a. Nature/description of the disaster (event/incident) to include contributing factors?
  - b. Area or areas impacted or endangered?
  - c. Area subject to the order or proclamation?
  - d. Description of what is endangered as defined by Idaho Code i.e. lives, property, extent of damage etc.?
  - e. A request for a supporting State proclamation of disaster emergency because the disaster emergency event is of such a magnitude that the local jurisdiction has insufficient resources to effectively respond and/or recover
  - f. The signature of the appropriate jurisdictional official i.e. Commission Chair or Mayor.
10. Has a copy of the declaration been filed with the County recorder?
11. Has a copy of the declaration been sent to Idaho OEM?
12. If jurisdictional resources are determined to be inadequate to deal with the event, has Idaho OEM been notified as to what specific type of assistance is required by the affected jurisdiction and does the jurisdictional declaration of disaster emergency contain a request for a supporting State declaration of disaster emergency?
13. If the jurisdictional declaration has been modified, continued or renewed, was a copy provided to Idaho OEM?
14. If the disaster declaration has been terminated, was a copy provided to Idaho OEM? Reminders:
1. Make sure your declaration is not a “cut and paste” document from a generic template but is a document that reflects the situation and is specific in describing the event to include a request for a supporting state declaration - if appropriate. Only include language requesting a supporting state declaration if there are inadequate jurisdictional resources to deal with the event. (See the attached “Sample” Disaster Declaration Resolution)
  2. When a supporting state declaration is requested in the jurisdictional declaration, include language in the declaration that describes resource shortfalls and the assistance which will be requested to address those shortfalls. Remember to follow-up, once a supporting State Declaration has been signed by the Governor, with specific RFAs (Requests for Assistance) to Idaho OEM.
  3. Remember that disaster assistance from the State is provided on a cost share basis. Jurisdictions receiving assistance from the State are expected to share costs associated with that assistance. Cost Share will be determined as part of the State Declaration Process. Along with the Cost Share, there may be a cost limit on available State fiscal assistance.

4. Since the primary factors in proclaiming a State Disaster Emergency are Imminent Danger and Resource Shortfalls, be prepared to discuss these in detail i.e. population at risk, property values at risk, economic injury etc., with Idaho OEM as  
  
Idaho OEM works with the Governor's office for approval of a supporting State Declaration.
5. The State declares on behalf of a County Jurisdictional request. If the disaster emergency only involves a City, it is up to the City and the County in whose boundaries that City resides to determine if there will be a County disaster emergency declaration on behalf of the City.



## Attachment 2: EOC Activation Levels

**Level I:** This is typically a “monitoring” phase. The Twin Falls County OEM will staff the EOC to monitor the situation and/or coordinate requests for outside assistance.

**Level II:** This is a limited activation. The Twin Falls County OEM will staff the EOC and if appropriate ask the emergency agencies involved in the response to provide a representative to the EOC. Emergency Support Function (ESF) Coordinators may be alerted if appropriate.

**Level III:** Full-scale activation of the EOC with staffing by elected officials, ESF Coordinators, and support staff. This activation may require 24 hours a day, full staff manning of the EOC during response phases of the disaster.

**Note:** Whenever the EOC is activated the Twin Falls County OEM will notify the Trial Court Administrator to coordinate ongoing or scheduled court activities.

Attachment 3

## **Attachment 3: NIMS Resolution**

RESOLUTION NO. 2005--05

WHEREAS Twin Falls County has used Incident Command System (ICS) as their incident management system for emergencies; and

WHEREAS the Department of Homeland Security has developed a comprehensive nationwide framework for incident management that will enable responders at all levels to work together more effectively to manage incidents no matter what the case, size or complexity, called National Incident Management System (NIMS); and

WHEREAS the department of Homeland Security has asked all government and emergency entities to adopt the National Incident Management System (NIMS) as their incident management system;

NOW THEREFORE BE IT HEREBY RESOLVED that the Twin Falls County Board of Commissioners by a unanimous vote do hereby adopt the National Incident Management System (NIMS), as their incident management system.

DATED this 14 day of February, 2005.

TWIN FALLS COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Gary Grindstaff, Chairman

  
\_\_\_\_\_  
William J. Brockman, Commissioner

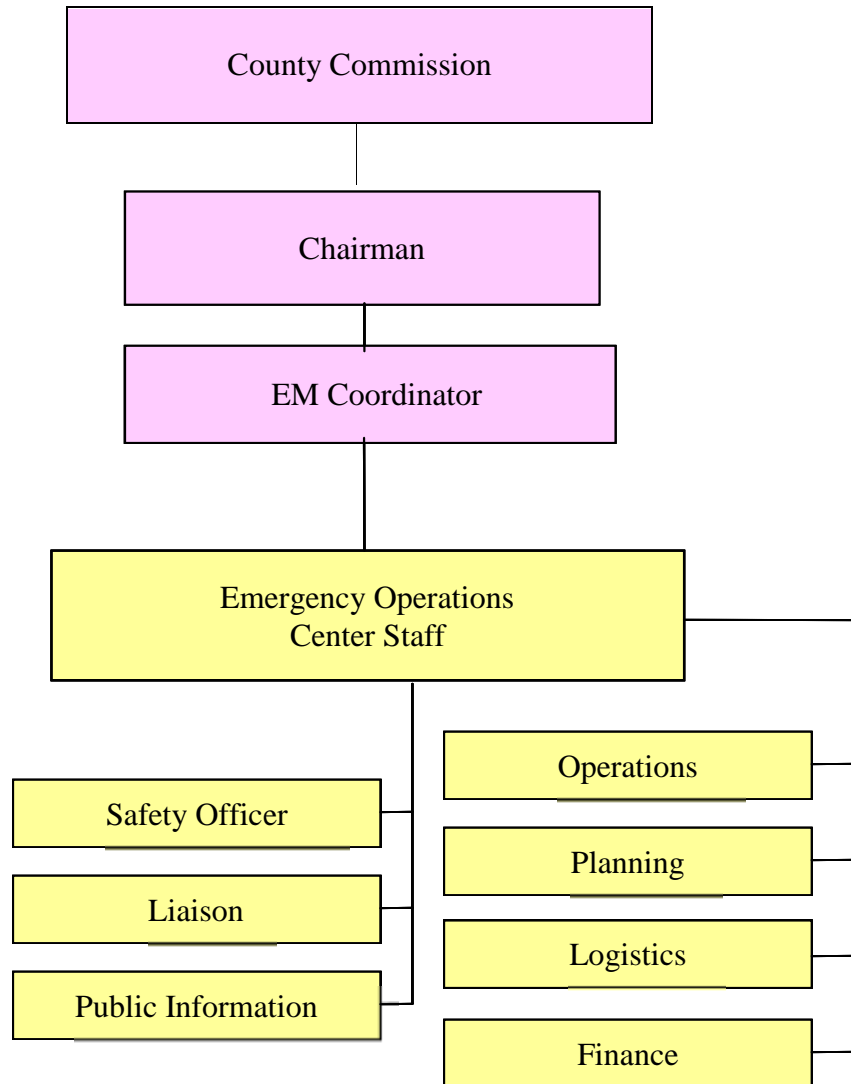
  
\_\_\_\_\_  
Tom Mikesell, Commissioner

ATTEST:

  
\_\_\_\_\_  
Kristina Glascock, Clerk

# **Roles and Responsibilities**

# Twin Falls County Emergency Response Organization



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

# Elected Officials

## Responsibilities

### I. Preparation

- Set policy for the Emergency Response Organization
- Authorize mitigation strategy in coordination with the State of Idaho
- Identify by title or position the individuals responsible for serving as Coordinators
- Approve EOC staff
- Coordinate with adjacent counties and the State of Idaho

### II. Response

- Authorize the activation of the EOC
- When notified, serve in the EOC
- As appropriate, direct implementation of protective actions for public safety
- Issue a disaster declaration if appropriate
- Specify authority for warning and may direct warning to be issued
- Serves as spokesperson before the media, or delegates and supports that function
- Approve emergency information/instructions/media releases
- Make evacuation decisions
- Authorize procurement of resources

### III. Recovery

- Authorize mitigation strategies

# Emergency Management Coordinator

## Responsibilities

### I. Preparation

- Direct the development of a County response capability
- Coordinate with response efforts of other jurisdictions
- Train the EOC staff
- Assist the EOC Manager in preparing the EOC
- Identify resources needed and provide resources
- Assure appropriate warning to the public can be accomplished
- Publicize mass care locations/procedures

### II. Response

- Analyze the emergency situation and decide how to respond quickly, appropriately and effectively
- Coordinate with the response efforts of other jurisdictions
- Activate the EOC as required
- Notify the Commission of the emergency situation and brief them upon their arrival at the EOC
- Notify the Trial Court Administrator to coordinate ongoing or scheduled court activities
- Activate EOC staff
- Assist the EOC Manager as necessary in the activation and set up of the EOC
- Assure significant events log is maintained
- Work with ESF 3 Public Works and Engineering to collect and disseminate damage assessment information
- Submit Situation Reports and Damage Assessment Information to Idaho OEM
- Assist with ESF 7 Resource Support and delivery
- Implement ESF 2 Communications and Warning emergency procedures
- Act as or designate an ESF 15 Public Information Officer
- Make evacuation recommendations
- Direct ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services to activate mass care/shelter

- Coordinate with ESF 7 Resource Support and the Resource/Logistics Manager on procurement and delivery

### **III. Recovery**

- Activate Annex A and collect and disseminate damage assessment information
- Submit Situation Reports and Damage Assessment Information to Idaho OEM
- Coordinate with BHS on administration of State and Federal assistance program delivery
- Assure significant events log is maintained



# EOC Manager

## Responsibilities

### I. Preparation

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

### II. Response

- Activate the EOC as set forth in Standard Response Guide 1
- Activate call out list and notify EOC staff and ESF Coordinators of emergency
- Notify the Commissioners of the emergency situation and brief them upon their arrival at the EOC
- Ensure that the Twin Falls County Trial Court Administrator has been notified
- Develop staffing plan to maintain extended or 24-hour operations if needed
- Ensure the EOC runs smoothly
- Oversee the administrative staff and ensures that clerical help is available during activation

### III. Recovery

- Transition EOC into Recovery Coordination Center
- Develop Recovery staffing plan
- Collect and file Disaster Information as required in Standard Response Guide 1

# Safety Officer

## Responsibilities

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

### I. Preparation

- Have a good working knowledge of local Emergency Operations Center (EOC) and Incident Command System (ICS) structures, policies, and procedures
- Have a working knowledge of the Hazards facing the County
- Participate in disaster training, exercises, and tabletops

### II. Response

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

- Document all activity on Unit Log

### **III. Recovery**

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

# Public Information Officer

## Responsibilities

### I. Preparation

- Develop public education programs
- Maintain current media lists, appropriate plans and SOP's and participate in County exercises
- During response and recovery, the Public Information Officer will counsel the Commissioners in emergency information releases, response and all public information

### II. Response

- Report to EOC
- Coordinate ESF 15 Public Information activities with the Commissioners and participating agencies on all emergency information releases

**NOTE:** Unless required do not withhold information from the public. This erodes public trust and confidence.

- Reassure the public that officials are working to resolve the situation
- Monitor media and public reports for accuracy and effectiveness
- Be prepared to provide warning to the public
- Respond to media queries in a timely fashion
- Provide information regarding locations of mass care, shelter, and aid centers as requested by ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services
- Establish rumor control procedures
- Prepare timely, accurate news releases as required
- Maintain a chronological record of events
- Utilize other personnel to act as spokesperson, depending upon the circumstances, technical information and political consideration

### III. Recovery

- Establish rumor control procedures
- Advertise aid and recovery centers locations and services
- Prepare timely, accurate news releases as required
- Schedule news conferences, interviews and other media access
- Give public praise to those who have done a good job

# Liaison Officer

## Responsibilities

### I. Preparation

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

### II. Response

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

### III. Recovery

- Same as response

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

# Planning and Assessment

## Responsibilities

### I. Preparation

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

### II. Response

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

### III. Recovery

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

# Operations

## Responsibilities

### I. Preparation

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

### II. Response

- Is responsible for coordinating the County wide emergency response
- Do not micro manage the Incident Commander(s)**
- Help the Incident Commander(s) with span-of control problems
- Assist the Emergency Coordinator in developing protective action measures for the general public
- Develop operational plans for emergency actions to be taken outside of the incident scene
- Consult with the IC & Emergency Coordinator about the overall incident action plan
- Keep the EOC staff informed of the situation and resource status
- Work with the Resource/Logistics Manager, ESF 4 Firefighting, ESF 9 Search and Rescue, ESF 10 Oil and Hazardous Materials or ESF 13 Public Safety and Security as required
- Assign priorities for resources

### III. Recovery

- Same as response only with recovery objectives

# Resource/Logistics Management

## Responsibilities

### I. Preparation

- Provide a complete picture of resources available by working with ESF 7 Resource Support
- Maintain a resource inventory of locally available resources
- Is aware of resources available through mutual aid agreements

### II. Response

- Report to EOC upon notification
- Coordinate with Operations regarding needs and priorities
- Identify facilities and sites available for resource storage, staging and provides for security
- Coordinate the acquisition and deployment of resources
- Monitor potential resources shortages and advises Operations
- Seek outside resources when local resources are not adequate
- Meet critical resource needs despite interruptions or damage to County services
- See that all responders have, food, water, toilet facilities and can get warm and dry
- Provide communication resources

### III. Recovery

- Maintain accountability of the jurisdiction's use of resources



# Legal and Finance

## Responsibilities

### I. Preparation

- Know the State and local statutes concerning disaster and emergency operations
- Review County emergency plans for compliance with legal statutes
- Know the policies, laws, procedures and resources for emergency expenditures

### II. Response

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

### III. Recovery

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

# **Standard Response Guides**

# Emergency Operations Center Activation, Operations, and Deactivation Checklist

## Purpose

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

## Objectives

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

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

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

- Minimum Staffing
  - Elected Officials
  - Emergency Coordinator
  - EOC Manager
  - Safety Officer
  - Operations Coordinator

#### Incident Priorities

- Life Safety
- Incident Stabilization
- Environmental Protection
- Property Conservation

- Planning Coordinator
- Logistic/Resources Coordinator
- Finance/Legal Coordinator
- Public Information Officer

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

- Establish Strategic Goals
- Develop Tactical Objectives

## **3. Develop Strategic Goals**

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

- Determine and gather the resources necessary to accomplish tactical objectives

- Establish Recovery and Termination Criteria

- Establish a plan for returning all conditions to pre-incident status

#### 4. Evaluate the Incident Action Plan

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

*Continue to Evaluate the Process throughout the Incident*

#### 5. Incident Termination

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

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

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

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

#### **Debriefing:**

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

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

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

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

- ❑ **Exposure** - Inform all responders exactly what hazardous materials they were (possibly) exposed to and their signs and symptoms. The person debriefing should instruct personnel to immediately notify the Medical Director and report to a hospital emergency room if signs or symptoms occur within 48 hours of the incident.
- ❑ **Equipment Damage** - identify equipment that may have been damaged and unsafe conditions requiring immediate attention or isolation for further evaluation. Responsibility for damaged equipment shall be assigned to a specific individual at the incident scene. The status of damaged equipment shall be reported in the shift log.
- ❑ **Information Gathering** - assign information-gathering responsibilities for records, Command checklists, etc. to a specific individual.
- ❑ **Summarize Activities** – provide a very brief summary of what occurred at the incident so that personnel leave the scene with accurate information. Note that this should not be a critique.
- ❑ **Closing Comments**—reinforce the positive aspects of the incident and assure personnel that problems will be addressed during the critique.

### Post-Incident Analysis:

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

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

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

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

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

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

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

### **Critique:**

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

The objective of the critique will be to:

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

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

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

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



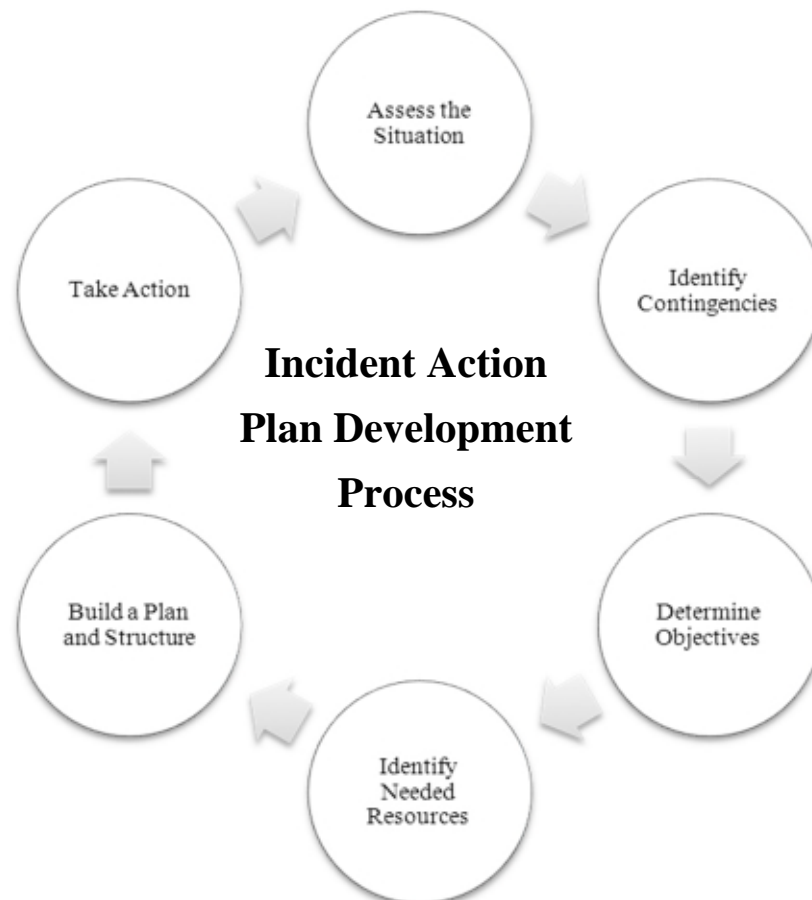
## Incident Action Plan Development

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

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

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

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



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

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

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

# INCIDENT ACTION PLAN

Be brief and concise with your entries

<b>Location</b>	<b>Control Level</b>	<b>Operational Period</b>	
		<b>From:</b>	<b>To:</b>
<b>SITUATION</b>	Geographic Extent		
	Estimated Duration		
<b>CONTINGENCIES</b>	Response		

	Public Safety

<b>OBJECTIVES</b>	
<b>RESOURCES NEEDED</b>	
<b>PERSONNEL</b>	<b>EQUIPMENT</b>

<b>RESPONSIBILITIES &amp; TASKS</b>		
<b>ROLE</b>	<b>TASKS</b>	<b>COORDINATING INSTRUCTIONS</b>
<b>CHAIN OF COMMAND</b>		

<b>COORDINATION ISSUES</b>	
<b>OTHER</b>	
<b>ATTACHMENTS</b>	

<b>PLAN DEVELOPERS</b>	
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<b>APPROVAL</b>	
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## Any Type of Incident

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

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

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

### 2. Identify contingencies

- Take into account not only the current situation, but also any possible developments; What could happen
- Is the 911 Center Operational
- Nothing is as easy as it looks
- Everything takes longer than you think it will
- If anything can go wrong, it will

### 3. Determine Objectives

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

### 4. Identify needed resources

- What resources (people and equipment) are needed to accomplish the objectives
- Where will you get them? How long will it take them to get here?
- What other agencies need to be involved

### 5. Build a plan and structure

- Responsibilities and tasks: Who will do what
- The chain of command: Who will report to whom
- Coordination issues: How will different groups work together, and how will they communicate

### 6. Take action

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

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

## Terrorism/Civil Disobedience

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

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

### 2. Identify contingencies

- What else can happen
- Is the 911 Center Operational
- Are additional incidents/threats anticipated
- Are additional security/enforcement personnel required
- Are area medical facilities sufficient
- Is airlift or other evacuation assistance required
- Can additional damage or injury be expected
- Do we need to set up a community shelter?

### 3. Determine Objectives

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

**4. Identify needed resources**

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

**5. Build a plan and structure**

- Responsibilities and tasks: Who will do what
- The chain of command: Who will report to whom
- Coordination issues: How will different groups work together, and how will they communicate

**6. Take action**

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

# Earthquake

## Notify the Idaho OEM South West Area Field officer by calling State Communications Center. 1-800-632-8000

The State Communications Center will be able to contact the Idaho OEM, notify the IOEM South West Area Field Officer(s), and give you information about the location and magnitude of the earthquake, in addition to calling out other emergency responders. If phone lines are out, they can be reached by radio on EMS Emergency Medical Services Radio frequencies.

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

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

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

- How long before emergency and essential services will be restored or overwhelmed
- Is the 911 Center Operational
- How long before the public will be seriously impacted
- How do we get fuel for emergency vehicles?
- What secondary damage will result (Fire, flooding, etc.)
- Do we need to set up a community shelter?

### 3. Determine Objectives

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

**4. Identify needed resources**

- What resources (people and equipment) are needed to accomplish the objectives
- Where will you get them? How long will it take them to get here?
- What other agencies need to be involved

**5. Build a plan and structure**

- Responsibilities and tasks: Who will do what
- The chain of command: Who will report to whom
- Coordination issues: How will different groups work together, and how will they communicate
- If buildings or structures have been damaged, how will you control access
- Who will inspect buildings for safety

**6. Take action**

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

## Flood

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

### Idaho OEM

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

### **Notify the Idaho OEM South West Area Field officer(s) by calling State Communications Center 1-800-632-8000**

#### **Army Corps of Engineers, Walla Walla District**

Office 1-509-527-7700 Fax 1-509-527-7804

**Primary contact: Emergency Response 1-509-527-7141**

Fax 1-509-527-7821

#### **National Weather Service (NOAA)**

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

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

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

#### **2. Identify contingencies**

- What could make the situation worse (Weather)
- Is the 911 Center Operational
- The water will come; how can we redirect or divert it to minimize or prevent damage
- If the water lasts a long time, will dikes or sandbags fail
- If our original plan fails, what is our fallback plan, or option plan

- Can someone be injured or killed; flood damage is insignificant compared to health and safety of citizens or responders
- If you flood the whole County but no one is injured or killed you have succeeded

### **3. Determine Objectives**

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

### **4. Identify needed resources**

- What resources (people and equipment) are needed to accomplish the objectives
- Where will you get them
- How long will it take them to get here?
- What other agencies need to be involved

### **5. Build a plan and structure**

- Responsibilities and tasks: Who will do what
- The chain of command: Who will report to whom
- Coordination issues: How will different groups work together, and how will they communicate

### **6. Take action**

- Incident control requires a continuous process of repeating steps 1-6
- Flooding requires continued monitoring and damage assessment
- The damage and damage potential are vital in getting assistance in your flood fight
- Water is powerful and dangerous; life safety is the most important issue

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

## Hazardous Material

Response to a hazardous materials incident should be cautious and tiered to scale up to the incident for safety purposes. Local responders have limited equipment and experience in dealing with HM and must rely upon the State team located in Twin Falls and surrounding communities, with response times up to an hour. The County responders are to stabilize and contain the situation, not dangerous chemicals. The spiller/owner will be responsible for cleanup. If rescue is required, advice from the State Team is available on appropriate protective equipment, to be utilized before entering a hazardous area. The policy and procedures to use are outlined in the State manual "HAZARDOUS MATERIALS Incident Command and Response Support Plan" (7 ½" x 9" yellow three ring binder).

### **THE FOLLOWING ITEMS SHOULD BE DONE!**

**Remain upwind, uphill or upstream of the incident. From a safe distance, assess the situation.** *Use binoculars to view the scene. If possible determine if radiological materials or other hazardous materials are present.*

- How large of an area is affected
- Effects on people, animals, and the environment
- Container types, markings, placards and labels (Use the "North American Emergency Response Guidebook")
- Signs of any released or discharged materials or any odors; move if you detect odors and you are not sure it is safe
- Observe and report the distance and direction of nearby dwellings or other occupied buildings and surface water
- Do not enter an area where you may become a victim, **even to rescue another**

### **Notify StateComm at 1-800-632-8000 - StateComm will provide the following services:**

- Provide for medical response or hazardous materials assistance
- Is the 911 Center Operational
- Notify the appropriate Local and State Responders
- Advise the appropriate Local, State, and Federal Agencies of the incident
- Set up a conference phone call for the Incident Commander to obtain information and help and to provide for multi-agency coordination

### **EOC Functions**

- How can we help the IC to save lives and prevent injuries?
- Are there victims; if yes, do family members need assistance
- Control Rumor by monitoring the media and providing correct information
- Review the Incident Commanders action plan
- Identify contingencies
- Determine community wide objectives, develop an action plan, identify and provide needed resources, complete a damage assessment
- Declare a disaster if needed
- Notify Idaho OEM South West Area Field Officer(s) of situation



# Utility Failure

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

- How large of an area is affected
- How long will the utility be out?
- Are emergency services functioning (Fire, Magic Valley Paramedics, Police)
- What is the status of potable water, sewer, communications, and heating in the affected area
- Is anyone in danger (Home heating, migrants, elderly, electric medical equipment etc.)

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

- How long before emergency and essential services will be impacted
- Is the 911 Center Operational
- How long before the public will be seriously impacted
- How do we get fuel for emergency vehicles?
- What property damage will result from this utility outage
- Do we need to set up a community shelter?

## 3. Determine Objectives

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

## 4. Identify needed resources

- What resources (people and equipment) are needed to accomplish the objectives
- Where will you get them
- How long will it take them to get here?
- What other agencies need to be involved

## 5. Build a plan and structure

- Responsibilities and tasks: Who will do what
- The chain of command: Who will report to whom
- Coordination issues: How will different groups work together, and how will they communicate

## 6. Take action

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

## Severe Weather

Winter storms are common in Idaho however, in the event of an extremely severe or extended winter storm, citizens and agencies may need assistance in coping with the emergency. We also have the potential for damaging winds, microburst, tornados, lightning, and heavy rain or hail.

### National Weather Service Boise Office:

Forecast Desk #1 <b>24 Hour Service</b> .....	208-334-9518
Forecast Desk #2 <b>24 Hour Service</b> .....	208-334-9508
Public Number.....	208-334-9860
Day Time Administrative Contacts.....	208-334-9861
Fax.....	208-334-1660
800 number (spotter line) .....	1-800-882-1428
Internet address .....	<a href="http://www.wrh.noaa.gov/boi/">http://www.wrh.noaa.gov/boi/</a>

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

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

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

- How long before emergency and essential services will be impacted
- Is the 911 Center Operational
- How long before the public will be seriously impacted
- What property damage will result from this weather
- Do we need to set up a community shelter?

### 3. Determine Objectives

- What do we need to do to save lives and prevent injuries?
- What services can we provide
- Write our objectives down and prioritize
- Monitor weather reports and forecasts reports
- Declare a disaster if needed
- Notify Idaho OEM South West Area Field Officer(s) of situation

- Disseminate self-help information, and information on how to get emergency help

**4. Identify needed resources**

- What resources (people and equipment) are needed to accomplish the objectives
- Where will you get them
- How long will it take them to get here?
- What other agencies need to be involved

**5. Build a plan and structure**

- Responsibilities and tasks: Who will do what
- The chain of command: Who will report to whom
- Coordination issues: How will different groups work together, and how will they communicate

**6. Take action**

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

# Wildfire

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

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

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

- How long before emergency and essential services will be restored or overwhelmed
- Is the 911 Center Operational
- How long before the public will be seriously impacted
- How do we get fuel for emergency vehicles?
- What secondary damage will result (traffic accidents, medical)
- Do we need to set up a community shelter?

## 3. Determine Objectives

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

## 4. Identify needed resources

- What resources (people and equipment) are needed to accomplish the objectives
- Where will you get them
- How long will it take them to get here?
- What other agencies need to be involved

## 5. Build a plan and structure

- Responsibilities and tasks: Who will do what
- The chain of command: Who will report to whom

- Coordination issues: How will different groups work together, and how will they communicate
- If buildings or structures have been damaged, how will you control access? Who will inspect buildings for safety

**6. Take action**

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

# Weapons of Mass Destruction (WMD) Biological/Chemical Agents

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

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

## 2. Identify contingencies

- Is this a terrorist act?
- Is the 911 Center Operational
- Are additional incidents/threats anticipated
- Are additional security/enforcement personnel required
- Are area medical facilities sufficient
- Is transportation, crowd control or other evacuation assistance, required
- Can additional damage or injury be expected
- Do we need to set up a community shelter?
- Does a Strategic National Stockpile (SNS) Point of Dispensing (POD) need to be activated

## 3. Determine Objectives

- What do we need to do to save lives and prevent additional illness/injuries?
- What services can we provide?
- Write our objectives down and prioritize.
- Monitor media reports.
- Declare a Disaster if needed.

- Notify Idaho OEM South West Area Field Officer(s) of situation.
- Disseminate self- help information, and information on how to get emergency help.

#### **4. Identify needed resources**

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

#### **5. Build a plan and structure**

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

#### **6. Take action**

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

## Communicable Diseases

Communicable Diseases can be spread quickly without showing symptoms for days. If this occurs the local district of the Idaho Health Department will be the lead agency and must be contacted immediately. This should be done in conjunction with the local health care providers who identified the disease. Immediately after contacting the Health Department, contact State Comm at **1-800-632-8000** to get the Idaho OEM South West Area Field Officer(s) to assist you in this process. The EOC will activate as needed, and the TFCO COOP Plan will be activated.

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

- How many people are infected?
- How does the disease spread?
- What can be done to slow or stop the spread of disease?
- What is needed to treat the disease?

### 2. Identify contingencies.

- How long before the public will be seriously impacted?
- How will the hospital handle the increase in incoming patients?
- Will we need increased security at the hospital or at other treatment areas?
- Do we need to set up additional facilities?

### 3. Determine objectives.

- What do we need to do to save lives and prevent further spread of the disease?
- What services can we provide to assist the Health Department?
- Is there a need for quarantine? The Health Department is the only one that has authority to quarantine however; they will need our assistance to enforce it.
- Write our objectives down and prioritize.
- Set up a Joint Information System (JIS) with the Health Department.
- Monitor media reports.
- Declare a disaster if needed.
- Disseminate self-help information and information on how to get emergency help.

### 4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives?
- Will the Health Department be opening a point of dispensing clinic (POD)? Where will you get them? How long will it take them to get here?
- What other agencies need to be involved?

### 5. Build a plan and structure.

- Responsibilities and tasks: who will do what?
- The chain of command: who will report to whom?
- Coordination issues: how will different groups work together, and how will they communicate?



## **6. Take action.**

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

# Agriculture

In the event of a severe animal/livestock or crop disease, through either natural or terrorism related methods, life safety and property/economic damage could be affected. The EOC will activate as needed. Immediately contact State Comm at **1-800-632-8000** to get the Idaho OEM South West Area Field Officer(s) to assist you in this process.

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

- What is the type of hazard?
- What are the contaminated areas?
- How is the disease spread?
- Are human lives in immediate danger?

## 2. Identify contingencies.

- How many crops or livestock could be affected?
- How fast can the disease spread?
- Will animals or crops need to be destroyed?
- How long before the public will be seriously impacted?
- Do we need to consider quarantine?

## 3. Determine objectives.

- What do we need to do to save lives and prevent exposure to the disease?
- What services can we provide?
- Is there a need, and can we provide facilities to destroy animals?
- Decontamination facilities must be set up at the exits of contaminated areas.
- Write our objectives down and prioritize.
- Monitor media reports.
- Declare a disaster if needed.
- Disseminate self-help information and information on how to get emergency help.

## 4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives?
- Where will you get them? How long will it take them to get here?
- What other agencies need to be involved?

## 5. Build a plan and structure.

- Responsibilities and tasks: who will do what?
- The chain of command: who will report to whom?
- Coordination issues: how will different groups work together, and how will they communicate?

**6. Take action.**

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

# **Emergency Support Functions**

# ESF 1 Transportation

**Primary Agencies:** Twin Falls Highway District

**Support Agencies:** Twin Falls County OEM  
TRANS IV  
Murtaugh Highway District  
Filer Highway District  
Buhl Highway District  
Municipal Public Works Departments  
Western State Bus Services  
North Side Bus Services  
Hansen School District #415  
Kimberly School District #414  
Murtaugh School District #418  
Castleford School District #417  
Eastern Idaho Railroad

## Introduction

### Purpose:

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

### Scope:

ESF 1 Transportation support includes:

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

### Policies

The Twin Falls Highway District is the primary ESF 1 agency. The District will prepare and maintain call lists to contact personnel, transportation and repair equipment inventory listing, local vendors, and evacuation maps of the County. ESF 1 will keep the EOC Coordinator and staff apprised of activities, actions, and status.

## **Situation**

### **Disaster Condition:**

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

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

### **Planning Assumptions:**

- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being told to do so.
- Some people will refuse to evacuate no matter what the threat. Evacuation will be primarily in family groups using private vehicles.
- Public transportation will also be required.
- Roughly 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government mass care facilities.
- Evacuation in emergency situations that occur with little or no warning will be implemented on an as needed basis. The individual responsible for implementing evacuation in this situation is the incident commander at the scene of the emergency, with support arranged through the EOC as necessary. Evacuation instructions will be based on known or assumed health risks associated with the hazard.
- Roadways may be damaged making it difficult to evacuate areas at risk.
- Avalanches and/or landslides may block evacuation routes.

## **Concept of Operations/Responsibilities**

### **General:**

The Administrator of the Twin Falls Highway District will designate staff to fill ESF 1. Support may come from the Supervisors or designees of the four (4) Independent Highway Districts. ESF 1 will notify the transport services agencies to prepare to relocate vulnerable populations. ESF 1 and City public works and engineering departments will provide assistance to temporarily repair or clear designated evacuation routes.

Mobilization preparation will be made to ensure rapid availability of resources including prepositioning and/or staging of resources prior to the onset of dangerous conditions. ESF 3

Public Works and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will assist in developing strategies if necessary.

**Organization:**

- Twin Falls Highway District Administrator will activate ESF 1.
- The Twin Falls Highway District Administrator will coordinate all evacuation route repair work and relocation of residents and visitors with ESF 1, ESF 3 Public Works and Engineering and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
- ESF 1 will, in coordination with Incident Commander and the Twin Falls County OEM, make recommendations to the Chief Executive Officer on the need to relocate vulnerable populations and will assist in maintaining evacuation routes by removing debris and conducting temporary repairs.
- The Mid Columbia Bus Services, North Side Bus Services, Hansen School District #415, Murtaugh School District #418, Kimberly School District #414, Castleford School District #417, and TRANS IV Transportation Coordinators will assist with the relocation of students, residents, and visitors as requested by ESF 1.
- Law Enforcement, functioning as ESF 13 Public Safety and Security, will provide traffic control during evacuee movement to mass care facilities
- ESF 15 Public Information in coordination with ESF 1 will make public announcements about status of the transportation system.

**Notification:**

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

**Response Actions:**

Initial

- ESF 1 will coordinate the transportation for vulnerable populations and will:
  - Assess the situation and, in coordination with the Incident Commander and Evacuation Coordinator, determine the number of persons to be relocated based on the following:
    - Location, extent, and nature of the hazard or disaster
    - Locations in relation to evacuation routes
    - Availability of evacuation routes

- Services available in the area
- Input from the EOC Staff
- As directed, Twin Falls Highway District will coordinate the transportation of vulnerable populations by:
  - Identifying passable evacuation routes
  - Requesting the dispatch of transport vehicles by the Secondary Agencies
  - Notification of ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services to open Mass Care Facilities
  - Coordinate with ESF 15 Public Information to facilitate dissemination of information to the public on the need to relocate, the means of transportation, the place for pickup, and the location of mass care facilities
- The ESF 6 Mass Care Facility Manager will coordinate the opening of the facility(s), receiving of evacuees and provision for their health and welfare.
- ESF 3 Public Works and Engineering will ensure that evacuation routes are passable.
- ESF 13 Public Safety and Security will provide traffic control during evacuee movement to mass care facilities.
- ESF 15 Public Information in coordination with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will make public announcements about locations of and availability of mass care facilities.

#### Continuous

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

#### **Agency Resources**

- Kimberly School District #414 – vehicles, buses, vans, vehicle operators and support equipment
- Hansen School District #415 – vehicles, buses, vans, vehicle operators and support equipment
- Murtaugh School District #418 - vehicles, buses, vans, vehicle operators and support equipment
- Castleford School District #417 - vehicles, buses, vans, vehicle operators and support equipment



- Mid Columbia Bus Services – vehicles, buses, vans, vehicle operators and support equipment
- North Side Bus Services – vehicles, buses, vans, vehicle operators and support equipment
- TRANS IV - vehicles, buses, vans, vehicle operators and support equipment
- Murtaugh Highway District – vehicles, heavy equipment and heavy equipment operators.
- Twin Falls Highway District - vehicles, heavy equipment and heavy equipment operators.
- Filer Highway District - vehicles, heavy equipment and heavy equipment operators.
- Buhl Highway District - vehicles, heavy equipment and heavy equipment operators.

## ESF 2 Communications and Warning

**Primary Agencies:** Twin Falls County Sheriff's Office  
SIRCOMM

**Support Agencies:** Twin Falls County OEM  
Twin Falls County RACES/ARES  
Municipal Police Departments  
Murtaugh Highway District  
Twin Falls Highway District  
Filer Highway District  
Buhl Highway District  
Municipal Public Works Departments  
Municipal and District Fire Departments  
Magic Valley Paramedics  
Rural Quick Response Units  
Twin Falls School District #411  
Kimberly School District #414  
Buhl School District #412  
Murtaugh School District #418  
Twin Falls City Dispatch

### Introduction

#### Purpose:

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

#### Scope:

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

#### Policies

ESF 2 will:

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

## **Situation**

### **Disaster Condition:**

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

### **Planning Assumptions:**

#### *Communications:*

- Communications needs during a disaster will exceed normal capabilities.
- Telephone and Teletype service may be interrupted or terminated.
- Radio communication assistance may be available through other public agencies.
- Amateur radio operators may be available to support emergency communications throughout the County.
- Geographic and weather conditions can limit communications.
- Radio reception is good throughout the County and can be relied upon for public warning.
- The County command and coordination radio operates on 460-480 MHz. A portable unit is available for use by incident commanders to ensure communication with the EOC.
- Emergency Management also has portable, battery-supported VHF/UHF radios that can monitor and talk with police, fire, school, road and bridge, and public works units throughout the County.
- Twin Falls County also participates in the IDAHO SECURE HF Radio Network. This allows us radio communication outside the County via the BHS net using our HF radio on Upper Sideband frequencies 7477.0 and 5135.0.
- The Idaho Law Enforcement Teletype (ILETS) and telephone communications are available but are vulnerable to outages as they depend upon fixed lines.
- The County Emergency Operations Center (EOC) has dedicated telephone lines through VOIP capability.
- The Bureau of Land Management will respond and assist within the scope of their Federal responsibilities on Public Lands.

#### *Warning:*

- Warning throughout the County and the Cities will be accomplished using the Citizens Alert and Notification system (CANS) which is activated through SIRCOMM.
- Time available for warning may vary from ample to none.
- The extent of the warning is dependent on the scale of the emergency.

## Concept of Operations/Responsibilities

### General:

#### *Communications:*

- The telephone, fax, Internet, and County UHF/VHF and 800 MHz radio systems will be primary means of emergency communications.
- Communication between the County EOC and the Idaho Emergency Operations Center (IDEOC) will be accomplished using VOIP phones and Thin Clients.
- During most emergency conditions, tactical radio communications will emanate from the SIRCOMM Dispatch Center. Dedicated telephone line(s) between the EOC and the SIRCOMM Dispatch Center can be established.
- Radio nets of the Idaho State Police, Idaho Department of Transportation, Department of Fish and Game, U.S. Forest Service and the Bureau of Land Management may be utilized if additional radio systems are needed.
- Members of the Twin Falls County ARES/RACES unit will be used to supplement emergency communication systems.
- Cellular telephones may be needed to supplement existing communications resources and free tactical radio frequencies.

#### *Warning:*

- When time permits, the Twin Falls County OEM will discuss implementation of appropriate warning systems with commissioners and/or mayors.
- To facilitate dissemination of warning, the State of Idaho has established official warning points. The State of Idaho Communications Center, in Meridian, is the designated warning point for Twin Falls County.
- Warning for catastrophic, widespread disasters and national emergencies will be relayed from the State Communications Center via ISP radio and the Idaho Law Enforcement Telecommunications System (ILETS) to the SIRCOMM 911 Dispatch Center.
- National Weather Service warning will be received by direct telephone link, by the National Oceanic Atmospheric Agency (NOAA) weather radio, by ILETS, television and/or commercial radio.
- Warnings for hazardous material incidents/accidents, such as oil, chemical, or radiological material spills, when the incident presents a hazard to the public, will be announced on radio/TV as well as through the EAS.
- Dissemination of warnings will be through the most expedient means available, including telephone, radio, television, sirens, public address systems, and/or fire and law enforcement personnel.
- As necessary, the SIRCOMM 911 Dispatch Center will notify affected cities, institutions, and resident State and Federal agencies, request all law enforcement agencies and/or fire departments to disseminate warning to their municipality, and alert officials to warn their

staff, and contact and warn all major employers and schools who may be affected by the emergency.

- ESF 15 Public Information will disseminate warning information to the media, if time allows. In immediate danger, the dispatcher will contact the media. The media will be requested to repeat the warning message in Spanish. Additionally, TV stations will present the warning by way of a crawler across the screen.

### **Organization:**

- The Twin Falls County Sheriff's Office and SIRCOMM authorizes use of all County Communication and Warning resources to support emergency response operations and augmentation of the communications network as required.
- The Twin Falls County Sheriff's Office, as ESF 2, manages the emergency communications section of the EOC and supervises the personnel assigned to it.
- Twin Falls County Radio Amateur Civil Emergency Service (ARES/RACES) alerts and mobilizes volunteer emergency communication personnel to establish and maintain fixed, mobile, and portable station emergency communications facilities for local radio coverage and point-to-point contact of public safety officials and locations, as required.
- The EOC will be activated and ESF 2 will provide communication and warning support and coordination within the EOC.
- ESF 2 is responsible for altering primary and support personnel/agencies.
- ESF 2 will establish and maintain liaison with the other ESFs.
- ESF 2 will coordinate communications and warning activities with Federal and State EOCs.

### **Notification:**

- Upon receipt of notification of approaching severe weather (i.e., tornadoes, thunderstorms, floods, etc.) from the National Weather Service, storm watch personnel, other communities in the County or any other official source, the SIRCOMM dispatch supervisor will immediately notify the Twin Falls County OEM or Sheriff to determine the need to implement warning procedures.
- If communications with the Twin Falls County OEM cannot be established, or if there is not adequate time, SIRCOMM dispatch personnel are authorized to activate the warning procedures.

### **Response Actions:**

#### Initial

#### *Communications:*

- The Twin Falls County Sheriff's and SIRCOMM will:
  - Authorize use of all County communication resources to support emergency response operations
  - Authorize augmentation of the communications network as required
  - Authorize use of County employees to support the EOC communications requirements

- The Twin Falls County Sheriff's Office, as ESF 2, will:
  - Manage the emergency communications section of the EOC and supervise the personnel assigned to it
  - Determine the status of communications systems and brief the EOC staff as needed
  - Activate the EOC message system
  - Coordinate activation of supplemental communications systems if required
  - Coordinate activation of communications links between the EOC and mass care shelters, and other emergency operating locations; ARES/RACES members can provide valuable service in this area
  - Ensure the communications section of the EOC has the capability to sustain 24-hour operations if required
  - Ensure the Incident Commander is provided the portable radios for communications with the EOC
  - Notify the Idaho OEM Area Field Officer when ARES/RACES are activated in support of emergency operations within the County
- Communications Operators will:
  - When notified, report to the EOC and operate the communications system
  - Follow established procedures and radio protocol for voice transmissions and message handling
  - Screen and log information when appropriate and route incoming messages to the appropriate sections in the EOC, using the manual or computerized system
- Twin Falls County Radio Amateur Civil Emergency Service (ARES/RACES) will:
  - Alert and mobilize volunteer emergency communication personnel
  - Establish and maintain fixed, mobile, and portable station emergency communications facilities for local radio coverage and point-to-point contact of public safety officials and locations, as required

#### Continuous

- Twin Falls County Radio Amateur Civil Emergency Service (ARES/RACES) will:
  - Maintain continuity of communications for the duration of the emergency period, or until normal communications is substantially restored
  - Provide Local, State, National, and Worldwide emergency communications
  - Provide Local, State, National and Worldwide health and welfare communications as needed when emergency communications have been addressed
  - Normal communications procedures will be continued, to the extent possible, under emergency conditions

- All Tasked Organizations will:
  - Note: This includes organizations such as Fire Department, Law Enforcement, Public Works, County Highway Districts, and School Districts that are directly involved or support emergency response operations should be involved.*
  - Maintain their existing equipment and follow normal communications procedures; all organizations should maintain a communications link with the EOC; this will normally be accomplished through UHF/VHF radios in the EOC
  - Provide a backup communications link between the EOC and mass care facilities as needed
  - Provide backup communications capabilities for the EOC
  - Maintain emergency communications systems support as long as necessary
  - Phase down operations as necessary

#### Initial/Continuous

#### *Warning:*

- Twin Falls County Sherriff's Office and SIRCOMM will:
  - Specify who has authority to direct activation of the warning procedures to include the EAS
  - Authorize EAS activation requests
- The Twin Falls County Sheriff's Office, as ESF 2, will:
  - Implement steps to alert emergency responders or provide situation updates
  - With the approval of commissioners/mayors activate public warning procedures to include the EAS
  - Implement contingency plans to provide warnings if established system fail
  - Coordinate with ESF 15 Public Information to ensure pertinent warning information is provided to the media
  - Issue cancellation of the warning notice or otherwise ensure emergency responders and the public are aware of the fact that the emergency is terminated
- All Tasked Organizations will:
  - Note: This includes organizations such as Fire Department, Law Enforcement, Public Works, County Highway Districts, and School Districts that are directly involved or support emergency response operations that should be involved.*
  - Alert employees
  - If requested, augment the warning effort through use of vehicle equipped public address systems, sirens, or employees going door to door

#### **Attachments:**

Attachment 1: Emergency Alert System activation procedures

Attachment 2: Disaster Messages

## **Attachment 1: Emergency Alert System (EAS) Activation Procedures**

To activate the EAS take the following steps:

### Activation Sources

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

### **EAS activation procedures**

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

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

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

EAS Message forms are located in Attachment 2.

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

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

### **The following are authorized to request activation of the EAS:**

Twin Falls County Commissioners  
Twin Falls County Sheriff  
Twin Falls County OEM  
Mayors of Incorporated Cities



## Attachment 2: Disaster Messages

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

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

### Warning Message

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

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

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

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

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

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

---

Stay tuned to this station for updates."

**Shelter in Place Message**

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

\_\_\_\_\_  
-  
\_\_\_\_\_

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

\_\_\_\_\_  
-  
\_\_\_\_\_

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

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

are advised to take the following protective actions:

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

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

\_\_\_\_\_

Stay tuned to this station for updates."

**Prepare to Evacuate Message**

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

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

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

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should remain indoors and prepare to evacuate.

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

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

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

---

Stay tuned to this station for updates."

**Evacuation Message**

At **(Time)** \_\_\_\_\_ today, local officials reported an incident

involving **(Description of Danger)** \_\_\_\_\_

\_\_\_\_\_.

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

\_\_\_\_\_

\_\_\_\_\_.

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

\_\_\_\_\_

to evacuate the area in an orderly manner.

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

1. Leave as soon as possible
2. Take the following items with you:

- special medications or dietary needs,
  - personal items
  - infant's needs
3. If possible, use your own transportation; help your neighbors, if you have room, take them with you
  4. Keep your car windows and vents closed while traveling; turn off your heater or air conditioner; drive slowly and carefully obeying traffic laws and officials directing
  5. Before leaving your home or business:
    - Turn off all lights and electrical appliances
    - Turn down heating systems (or turn off air conditioners)
    - Secure your home or business

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

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Stay tuned to this station for updates."

## ESF 3 Public Works and Engineering

**Primary agency:** Twin Falls Highway District

**Support agencies:** Municipal Public Works Departments  
Murtaugh Highway District  
Filer Highway District  
Buhl Highway District  
Twin Falls County Planning and Zoning Office  
Municipal Planning and Zoning Department  
Municipal City Engineers  
City and District Fire Department Building Inspectors  
Twin Falls Canal Company

### Introduction

#### Purpose:

ESF 3 Public Works and Engineering is responsible for providing technical advice and engineering evaluations, engineering services, emergency contacting, and emergency repair of wastewater and solid waste facilities, removal and handling debris, and opening and maintaining roadways within Twin Falls County.

#### Scope:

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

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

#### Policies

The Twin Falls Highway District is the primary ESF 3 agency. The Twin Falls Highway District will work with the other Independent Highway Districts and public works departments to prepare and maintain call down lists to contact personnel, equipment inventory listing, local vendors, and maps of the County. ESF 3 will keep the EOC Coordinator and staff apprised of activities, actions, and status.

The ESF 3 support agencies will provide personnel and vehicles and make available facilities essential to their operation for emergency use, including pre-positioning of resources.

## **Situation**

### **Disaster Condition:**

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

### **Planning Assumptions:**

- Assistance will be needed in clearing debris, performing damage assessments, structural evaluations, and emergency repairs to public facilities and in meeting basic human health needs.
- Ground, air, and rail routes must be cleared to allow access to affected areas.
- Conducting preliminary needs and damage assessments of the affected area(s) will be necessary to determine potential workload.
- Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.
- ESF 3 will provide inventories of available vehicles, personnel, and materials located at the Highway District compounds that can be accessed in the State of Idaho OEM's NIMS Resource Tracking System.
- Each agency is responsible for 24-hour staffing for the duration of the event.

## **Concept of Operations/Responsibilities**

### **General:**

The Twin Falls Highway District Supervisor or designee will lead ESF 3. The representative will identify support agencies for ESF 3 as needed. ESF 3 will respond to local requests for public works and engineering assistance. The representative will respond to the EOC to assume ESF 3 responsibilities.

### **Organization:**

The primary agency for ESF 3 is the Twin Falls Highway District. ESF 3 will direct and coordinate participating agency's resources, conduct damage assessments, orchestrate debris removal, and restore access and infrastructure. The Twin Falls Highway District, as well as support agencies, will provide, as requested through the EOC, personnel, engineers, equipment, operators, and materials.

Each municipal public works department or highway district is responsible for conducting operations within their jurisdictions to maximum extent possible to include debris clearance and removal, damage assessment, and emergency restoration of critical facilities.

Twin Falls County Planning & Zoning and municipal counterparts, as appropriate, will identify damaged facilities that may be designated as immediate hazards to public health and safety, alert the public of unsafe facilities and provide input on the appropriateness of demolition or stabilization of damaged facilities.

### **Notification**

- ESF 3 will be notified by pager, telephone, radio, or e-mail.
- ESF 3 will notify support agencies on an as needed basis.
- Mobilization preparation will be made to ensure rapid availability of resources, including pre-positioning and/or staging of resources prior to the onset of dangerous conditions. ESF 3 and the Twin Falls County OEM will develop strategies if necessary.

### **Response Actions:**

#### Initial

- ESF 3 will:
  - Establish communications with their appropriate field personnel and ensure that they are ready for timely response
  - Coordinate with support agencies to establish priorities and develop strategies for the initial response
  - Coordinate with support agencies to identify available resources, personnel, and equipment
  - Formalize plans for mobilization and deployment based upon established priorities

#### Continuous

- ESF 3 will:
  - Conduct initial damage assessment and communicate findings to the Damage Assessment Coordinator
  - Coordinate EOC requests for personnel, equipment, materials, and resources
  - Coordinate the debris removal and repair efforts of primary and support agencies, including local governments and public works companies
  - Determine availability of potable and non-potable water supplies, including reclaimed water for firefighting purposes if necessary
  - Reassess priorities/strategies concerning the most critical infrastructure needs
  - Track resources committed to specific missions for possible redeployment if necessary. Provide updated information to the Coordinator Twin Falls County OEM
  - Evaluate and determine the need for outside resources



- Maintain records of all expenditures, labor, equipment usage, material and fuel expenditure, and other expenditures made throughout the event
- Process municipal requests for public works assistance

ESF 3 will use the following criteria to determine road clearance priorities:

- Primary consideration will be clearing roads for life safety needs, i.e., enable teams to conduct search and rescue, medical transport, and access critical facilities
- Second, clearing roadways and debris removal, providing access for outside assistance, including resource staging areas, Disaster Recovery Centers, and so forth
- Third, return to normalcy

### **Recovery Actions**

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

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

- Notify the Coordinator of Twin Falls County OEM and ESF 15 Public Information that the site is open for use so the media can inform the public

## ESF 4 Firefighting

**Primary Agencies:** Twin Falls Fire Department  
Rock Creek Rural Fire Department  
Filer Rural Fire Department  
Buhl Rural Fire Department  
Castleford Rural Fire Department  
Salmon Tract Rural Fire Department  
Hagerman Rural Fire District  
Bliss Rural Fire District

**Support Agencies:** Bureau of Land Management  
U. S. Forest Service  
Three Creek Rangeland Fire  
Protection Association  
Saylor Creek Rangeland Fire  
Protection Association

### Introduction

#### Purpose:

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

#### Scope:

ESF 4 is applicable to all firefighting organizations in Twin Falls County, as well as those from outside the County who provide fire district boundaries overlapping into the County.

Firefighting support involves:

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

### Policies

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

- The fire department having jurisdiction over the fire scene is the primary ESF 4 agency. The fire chief or designee, of the appropriate department, will report to the EOC and conduct coordinated fire actions during disaster emergency, as required, when requested by appropriate elected officials.

- All fire departments will operate within their legal jurisdictions, unless responding to mutual aid as agreed.
- Request for out of County non-formal automatic aid or mutual assistance will be coordinated through the EOC and approved by the appropriate elected official.
- All requests for State and or Federal assistance will be coordinated through the EOC and directed to the Idaho OEM South West Area Field Officer.

## **Situation**

### **Disaster Condition:**

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

### **Planning Assumptions:**

- Wild land fires are common in the rural areas of the County. Although the majority of the larger fires are on public lands, residents and private property can be damaged. Local fire departments face increased threats to combined structural and wild land firefighting.
- Each Fire Department is trained at a minimum at Fire Fighter Level 1.
- Some Department also provides EMS services within their respective jurisdictions; all other fire departments are trained as either EMT Level B or EMS First Responders.
- Mutual and Automatic Aid Agreements provide for sufficient manpower, equipment, and supplies to address structural and wild land fires within most areas of Twin Falls County.
- All Departments are staffed primarily with volunteer manpower.
- Not all of Twin Falls County is covered by fire protection services, including a large amount of privately owned property without any fire protection.
- The Bureau of Land Management and Forest Service will respond and assist within the scope of their Federal responsibilities on Public Lands and as called for in Memoranda of Understanding between the BLM, Forest Service, and Twin Falls County Fire jurisdictions,

## **Concept of Operations/Responsibilities**

### **General:**

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

### **Organization:**

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

### **Notification:**

- All Firefighting capability within Twin Falls County is notified and dispatched by SIRCOMM except the City of Twin Falls, who are dispatched by the City of Twin Falls Dispatch.
- The Chief Executive Officer or the Twin Falls County OEM will activate ESF 4 upon activation of the County EOC or as requested.

**Response Actions:**

- Fire Chief will function as ESF 4 and as directed in departmental standard operating procedures, and aid formal agreements will:
  - Manage department resources and direct fire department operations
  - Assist with warning the public as requested
  - Assist in evacuation and relocation actions
  - Assist ESF 9 Search and Rescue to organize, plan, and coordinate search and rescue operations in the County
  - Coordinate decontamination procedures
  - Coordinate and assist with emergency communications as needed
  - Assist in initial damage assessment if personnel are available

# ESF 5 Emergency Management

**Primary Coordinating Agency:** Twin Falls County Office of Emergency Management

**Support Agencies:** Local Emergency Planning Committee  
Twin Falls County Commissioners  
Idaho OEM South West Area Field Officer(s)

## Introduction

### Purpose:

ESF 5 provides for the development and coordination of the Twin Falls County Emergency Management Program, including interface with local municipal jurisdictions and the Idaho OEM.

### Scope:

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

### Policies

- The Twin Falls County Board of County Commissioners will appoint a Coordinator for the Twin Falls County OEM. The Coordinator shall be responsible for the coordination, development, management, and maintenance of the Twin Falls County Emergency Management Program.
- The Twin Falls County Emergency Management Program shall be coordinated with the Local Emergency Planning Committee (LEPC) to include the update and review of the Emergency Operations Plan review and update, preparedness activities, training, exercises, and equipment acquisition.
- The Coordinator of the Twin Falls County Emergency Management Program, in cooperation with Municipalities and County Agencies, will establish, equip, and during emergency situations, activate and man the Emergency Operations Center (EOC).
- All Organizations who participate in the Twin Falls County Emergency Response will determine NIMS/ICS training requirements by referring to Attachment 1 NIMS/ICS Decision Tree.

## Situation

### Disaster Condition:

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

**Planning Assumptions:**

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.
- Disasters that result in large number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure will require State and Federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- A major disaster could quickly overload St. Luke's Magic Valley. Additionally, a shortage of medical supplies may occur in the event of a major disaster.
- Communications systems, particularly telephones that survive the initial disaster, may be overloaded.
- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- Twin Falls County will have the capability and desire to save lives and property in case of a disaster. Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- While it is likely that outside assistance will be available in disaster situations, Twin Falls County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.
- State or Federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort.

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

- The Twin Falls County Commissioners are responsible for all disaster services policy decisions in the County outside of incorporated cities. Mayors are responsible for disaster policy and decisions within their cities. The County Emergency Management Organization will support cities within the County during emergency situations if requested by mayor(s).
- The Twin Falls County Emergency Management Organization consists of the County Commissioners, Mayors, and the Twin Falls County OEM, members of County and City departments, as well as local agencies, public and private. The Twin Falls County OEM is appointed by the County Commissioners and coordinates the emergency management organization.

**Organization:**

- As ESF 5, the Twin Falls County OEM is responsible for all development of County Emergency Management Plans, Procedures, and Directives.

- The Twin Falls County OEM is the official Point of Contact for Idaho OEM Grants.
- ESF 5 will provide public information related to the Emergency Management Organization to citizens and visitors to Twin Falls County.
- The Twin Falls County OEM represents the County on the Local Emergency Planning Committee.
- The LEPC is the coordination point for all multi-jurisdictional disaster services issues in the County.
- The LEPC membership is comprised of representatives from each of the municipal fire and law enforcement departments, the County Sheriff's Office, the Rural Fire Districts, the Bureau of Land Management, the Forest Service, the South Central Public Health District, Independent Highway Districts, Twin Falls County School Districts, the media, service organizations, State Agencies such as ITD, Health and Welfare, ISP, etc., private industry, and the general public.

**Notification:**

Not Applicable

**Preparedness Actions:**

- The Twin Falls County OEM in coordination with responsible agencies or organizations will ensure the following Mass Care, Emergency Assistance, Housing, and Human Services preparedness activities take place:
  - Analyze the Hazard Analysis and the Reception and Care Facility Listing and determine shelter, reception, and care requirements and shortfalls
  - Designate mass care support staff and train them on emergency responsibilities
  - Establish liaison with school districts, American Red Cross, the Salvation Army, selected churches, disaster relief service organizations, institutions, and commercial facilities to utilize facilities, personnel, and resources
  - Develop procedures for registering evacuees and assigning them to lodging and feeding sites
  - Develop a record keeping system to monitor all disaster costs incurred while providing services
  - Develop plans to maintain a master evacuee registration and locator file
  - Develop an evacuation information program with the County Public Information Officer
  - Coordinate arrangements for fire protection of shelter, lodging, and mass feeding sites with ESF 4 Firefighting
  - Coordinate with the ESF 13 Public Safety and Security to provide security for all shelter/reception center facilities
  - Review projected expedient shelter construction and up grading needs with ESF 3 Public Works and Engineering

- Identify potential parking areas for shelter and lodging facilities
- Determine potential requirements of personnel, resources, and supplies for mass feedings, reception, shelter, and lodging
- In coordination with ESF 2 Communications and Warning, plan for communications between shelters and the Emergency Operations Center (EOC)
- Review facilities and designate those to be used for lodging the institutionalized and the Functional Needs groups
- Identify campgrounds or sites to accommodate families evacuating in recreational vehicles in conjunction with the evacuation coordinator
- Develop procedures to accommodate evacuees requiring hospitalization, medication, or special care with ESF 8 Public Health and Medical Services
- Develop a community shelter plan and depict it on County and City maps
- The Twin Falls Highway District Administrator as ESF 1 Transportation, ESF 3 Public Works and Engineering, and ESF 12 Energy will:
  - Review Twin Falls County's Hazard Analysis to determine the County's vulnerability to possible hazards as it pertains to the responsibilities of ESF 1, 3, and 12
  - Recommend local public works projects and resolutions and ordinances as necessary to mitigate the effects of potential or anticipated disasters or emergencies
  - Develop an alerting system for public works personnel
  - Maintain an inventory listing of locally available equipment, personnel, and materials; coordinate this list with the ESF 7 Resource Support
  - Plan for shelter upgrading requirements and expedient shelter construction with the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services
  - Arrange for the training of public works personnel with ESF 10 Oil and Hazardous Materials in hazardous materials and radiological monitoring, decontamination procedures, and emergency procedures
  - Participate in exercises of the EOP
  - Identify local private contractors who can provide support during emergencies; acquaint them with emergency plans and procedures
  - Review all equipment status periodically
  - Review and maintain annotated maps showing all utilities and Public Works
  - Maintain mutual aid agreements with municipalities, private industry, other government agencies, and neighboring jurisdictions
  - Develop a list prioritizing those facilities which would be vital to be repaired or maintained in case of a disaster (i.e. medical clinics, utilities, seat of government)



- The Twin Falls County Sheriff as ESF 2 Communications and Warning, ESF 9 Search and Rescue, and ESF 13 Public Safety and Security will:
  - Train personnel in the use of communications resources
  - Identify and designate public and private agencies, personnel, etc. available to augment the County's communications capabilities; develop procedures and mutual aid agreements for their use
  - In coordination with the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator, develop a shelter communications system
  - Coordinate communications capabilities with neighboring counties; establish mutual aid agreements
  - Participate in exercises of the Emergency Operations Plan
  - Devise a message report form and instruct EOC staff on its use
  - Through the ESF 15 Public Information Officer, promote public awareness of the warning system
  - Coordinate and plan for development of warning systems county-wide
  - Participate in exercises of the Emergency Operations Plan
  - Train Sheriff's Office dispatchers on warning procedures
  - Identify warning resources available to the EOC
  - Identify and designate private and public service agencies, personnel, equipment, and facilities that can augment the County's warning capabilities
  - Establish mutual aid agreements
  - Develop warning dissemination procedures for emergencies
  - Identify need for special warning procedures to ensure that warning information reaches Functional Needs groups such as the visually and hearing impaired
- The Twin Falls County Fire Chiefs as ESF 4 Firefighting will:
  - Review Twin Falls County's Hazard Analysis to determine the County's potential vulnerability to structure and wildland fires
  - Analyze fire service capability
  - Continue or refine the existing mutual aid agreements
  - Coordinate ongoing training on response to hazardous materials, including Chemical Biological Radioactive Nuclear or Explosive (CBRNE) incidents
  - Arrange for training in firefighting, rescue, first aid, CBRNE monitoring, and decontamination procedures
  - Designate alternate sites for all fire stations
  - Provide for fire prevention programs throughout the County
  - Establish fire service priorities on food supply sources, utilities, schools, clinics, medical facilities, communication centers, and other vital installations

- Coordinate, plan, and develop firefighting operational policy for the County
- Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services in the assignment of fire services personnel to shelters and lodging, and for the provision of fire protection for these facilities
- Coordinate with the Annex B Evacuation Coordinator on how fire services personnel could assist in an evacuation
- Maintain inventories of fire apparatus and vehicles and append to ESF 4 Firefighting; coordinate this inventory with ESF 7 Resource Support
- Participate in exercises of the Emergency Operations Plan
- Coordinate with other response groups and provide training if needed
- Develop and maintain County and City maps showing fire service facilities and equipment locations to include water sources, shut-off valves, and emergency water supplies; these maps will be kept in the EOC
- Coordinate priority for decontamination activities with the ESF 10 Oil and Hazardous Materials
- As ESF 7 Resource Support, the Twin Falls County Clerk's Office will:
  - Review the County Hazard Vulnerability Analysis and determine resource requirements and possible shortages
  - Develop procedures to identify, reserve, obtain, allocate, and distribute personnel, equipment, supplies, facilities, and other resources
  - Identify and maintain a listing of local emergency resources and the agencies, businesses, and volunteer groups available to provide them
  - Work with the Twin Falls County OEM to develop letters of understanding and mutual aid agreements with liaison agencies
  - Take part in briefing participating agencies, organizations, and volunteers on resource management procedures and requirements
  - When alerted, notify mutual aid jurisdictions, private sector organizations, volunteers, and other participants about possible need for assistance
  - Participate in EOP exercises
  - Develop procedures for conserving expendable resources
  - Coordinate with ESF 1 Transportation and ESF 13 Public Safety and Security for the use of buses for an evacuation (Annex B Evacuation)
  - Inventory fuel sources and storage capacities
- In support of ESF 8 Public Health and Medical Services, the South Central Public Health District will:
  - Review emergency plans and programs for crisis augmentation with representatives of public health and welfare agencies, volunteer disaster assistance agencies, and medical facilities

- Organize periodic group meetings with emergency health and medical service providers to coordinate assistance and support requirements
- Plan programs and procedures for:
  - Immunization
  - Health/contamination inspections
  - Blood banks
  - Specialized training (first aid, radiation, decontamination, CPR, etc.)
  - Evaluation, prevention, and detection of communicable diseases
  - Normal public health awareness
- Establish liaison with pharmacists, veterinarians, funeral directors, and the American Red Cross
- Assist local medical agencies to establish mutual aid agreements with counterparts outside the County
- Recruit and coordinate the assignment of medical and health care personnel to public shelters and lodging facilities with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services
- Coordinate with ESF 3 Public Works and Engineering to develop procedures for emergency handling of:
  - Sewage, garbage, and other solid waste
  - Protection of food, water, medicines, and other essential supplies against contamination
  - Preventing and controlling epidemic disease
- Develop a list of essential environmental health supplies, such as water purification supplies
- Establish procedures for handling mass fatalities (i.e., death certificates, burial, and storage) in cooperation with area funeral directors
- Coordinate with the medical clinics on their plan for emergency medical treatment and care
- Develop a victim identification plan
- Participate in exercises of the Emergency Operations Plan
- Coordinate priorities for decontamination activities with ESF 10 Oil and Hazardous Materials

- The Twin Falls County OEM, in cooperation with the Local Emergency Response Authority, will:
  - Conduct and maintain a hazard vulnerability analysis to include:
    - Identification of fixed-site facilities
    - Identification of transportation routes
    - Identification of critical lifeline facilities that would be at risk as a result of a hazardous materials incident
    - Identification of populations at risk from fixed sites and transportation incidents
  - Coordinate with industry and business representatives concerning plant safety/mitigation efforts
  - Recommend local actions, projects, ordinances, and resolutions to reduce the potential for, or the effects of, hazardous materials incidents
  - Coordinate with each fixed facility on how to handle spills on company property
  - Establish and maintain mutual aid agreements with agencies, municipalities, business, counties, and states, as needed
  - Identify chemical or toxicological expertise resources available
  - Determine methods of summoning volunteers and off-duty personnel
  - Maintain a list of personnel needed for emergency response
  - Establish risk zones for each fixed hazardous material facility and along main transportation routes
  - Identify resources and organizations available to provide training
  - Coordinate for the initial and continuing training of emergency responders on hazardous materials incident response
  - Provide for initial and continuing training of emergency responders on hazardous materials responses
  - Identify facilities for storage, treatment, recycling, and disposal of wastes resulting from a release
  - Participate in exercises of the Emergency Operations Plan, at least annually
  - Coordinate with County and local business and industry officials in developing decontamination procedures
  - Identify trained incident commanders
  - Coordinate with the Idaho OEM and the Local Emergency Planning Committee (LEPC) to ensure that:
    - Title III chemical reporting requirements are relayed to the involved facilities
    - Chemical material safety data sheets (MSDS) or a listing of MSDS chemicals are disseminated to local fire departments and law enforcement agencies

- Coordinate training for emergency medical teams and medical center personnel on proper methods for decontamination and treatment of persons exposed to hazardous chemicals
- Coordinate with all annex coordinators in planning for response to a hazardous materials incident
- Develop procedures for identification of hazardous materials
- Maintain fixed facilities contingency plans on file
- Negotiate a mutual agreement aid agreement with Idaho State Police, District 3, regarding Idaho State Police coordination and possible on-scene command of an accident involving hazardous materials on Federal and State Highways
- As ESF 13 Public Safety and Security, the Twin Falls County Sheriff will:
  - Analyze hazards and determine law enforcement requirements
  - Provide hazardous materials incident response, radiological monitoring, and other emergency training of law enforcement personnel in coordination with the Twin Falls County OEM
  - Develop a system for transporting and guarding prisoners during an emergency
  - Assign law enforcement personnel to fallout shelters and advise of shelter responsibilities (crowd control, prisoner security, fire arms management, etc.) in coordination with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator
  - Participate in Emergency Operations Plan exercises
  - Establish priorities for law enforcement operations
  - Assess traffic control needs and security requirements (i.e. County EOC, public and private property)
  - Test communications nets and radiological monitoring equipment
  - Coordinate priorities for decontamination activities with ESF 10 Oil and Hazardous Materials and ESF 4 Firefighting
  - Initiate programs for recruiting, training, and assigning auxiliary personnel
  - Plan support of hazardous materials incidents where warning, evacuation, traffic management, and other law enforcement actions are needed
- ESF 15 Public Information preparedness activities include the following:
  - Develop and execute a hazard awareness program, including mitigation procedures
  - Develop ongoing relationships with all local and neighboring media
  - Establish written or oral agreements with the media for dissemination of emergency public information and emergency warning
  - Designate a media area in the Emergency Operations Center and its alternate

- Train those involved in the emergency organization on the role of the Public Information Officer and their relationship to the Public Information Officer and procedures
- Conduct public education programs on emergency response and recovery, evacuation routes, and warning signals
- Prepare emergency information packets for pre and post disaster
- Distribute pertinent materials to the media
- Brief news media personnel on emergency procedures for the dissemination of public information
- Develop a priority system which will govern the release of public information
- Develop and maintain a file of predetermined news releases (i.e., warning system operations, emergency preparedness information, evacuation routes and procedures, shelter locations)
- Develop plans for reaching functional needs population (visually or hearing impaired, handicapped, or elderly)
- Develop plans for the distribution of emergency preparedness and response information
- Participate in emergency operations plan exercises
- Maintain a current file of all information released to the public
- Assign an assistant Public Information Officer, rumor control person, and other supporting staff, as required, and train as appropriate
- Set up procedures for contacting all available media during an emergency
- Develop measures for authenticating information source before broadcast or publication
- In preparation for evacuations in Twin Falls County, the Sheriff's Office will:
  - Review Twin Falls County's Hazard Vulnerability Analysis to determine the County's vulnerability to possible hazards
  - Coordinate with the Annex A Damage Assessment, ESF 13 Public Safety and Security, ESF 4 Firefighting, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 2 Communications and Warning, ESF 8 Public Health and Medical Services, ESF 9 Search and Rescue, ESF 7 Resource Support, ESF 15 Public Information, and ESF 3 Public Works and Engineering
  - Instruct evacuation staff in relocation procedures to expedite the movement of residents out of the affected area
  - Plan for the evacuation of people with functional needs, such as elderly, handicapped, bedridden, and prisoners
  - Coordinate with the ESF 1 Transportation for emergency use of school buses for evacuation
  - Establish pick-up points for evacuation transportation

- Establish primary and alternate evacuation routes for all contingencies
- Identify areas that may require evacuation and those of relative safety
- Identify critical intersections, merge points, and restricted movements and coordinate traffic control requirements
- Establish security and control procedures for evacuation routes in coordination with the ESF 13 Public Safety and Security
- Insure access routes and sources of transportation for emergency work crews
- Publicize through the ESF 15 Public Information Officer the various evacuation routes that may be used under hazardous conditions
- Develop reentry information for post-disaster requirements
- Participate in exercises of the Emergency Operations Plan
- Coordinate with ESF 10 Oil and Hazardous Material Incident Coordinator if necessary
- Plan for the flow of spontaneous evacuees into the County from outside areas

## **Attachment**

Attachment 1 NIMS Training Requirements

# Attachment 1: NIMS Training Requirements



## NIMS Training Guidelines

### ICS Field Operations Training Needs

Based on the State of Idaho All-Hazard Mitigation Plan, all jurisdictions within Idaho may experience a Type 3 incident; therefore, the baseline NIMS training should be IS-100, IS-200, and IS-700 for all field operations personnel.

Incident Type(s)	Core Courses	Additional Courses
1, 2	ICS-100.a ICS-200.a ICS-300* ICS-400* IS-700.a IS-800.b G-191	<ul style="list-style-type: none"> <li>Position-specific ICS courses (based on individual assignment or expected assignment)</li> <li>E/L-947 EOC-IMT Interface</li> <li>Training based on jurisdiction risk and/or specific interest</li> </ul>
3	ICS-100.a ICS-200.a ICS-300* ICS-400* IS-700.a IS-800.b	<ul style="list-style-type: none"> <li>Position-specific ICS courses (based on individual assignment or expected assignment)</li> <li>G-191 ICS/EOC Interface</li> <li>E/L-947 EOC-IMT Interface</li> <li>Training based on jurisdiction risk and/or specific interest</li> </ul>
4	ICS-100.a ICS-200.a IS-700.a	<ul style="list-style-type: none"> <li>Position-specific ICS courses (based on individual assignment or expected assignment)</li> <li>Training based on jurisdiction risk and/or specific interest</li> </ul>
5	ICS-100.a IS-700.a	<ul style="list-style-type: none"> <li>Position-specific ICS courses (based on individual assignment or expected assignment)</li> <li>Training based on jurisdiction risk and/or specific interest</li> </ul>

\*Recommended for individuals with a command and general staff role in Incident Command.

### EOC/MACS Training Needs

Core Courses	Additional Courses
ICS-100 Introduction to ICS IS-700 NIMS: An Introduction IS-701 NIMS Multiagency Coordination System IS-706 NIMS Intrastate Mutual Aid IS-800 National Response Framework G-191 ICS/EOC Interface G-775 EOC Management & Operations	<ul style="list-style-type: none"> <li>Specific training based on EOC/emergency management role or expected role</li> <li>Training based on jurisdiction risk and/or specific interest</li> </ul>

### Senior Elected and Appointed Officials Training Needs

Recommended Core Courses	Recommended Additional Courses
G-402 Incident Command System (ICS) Overview for Executives/Senior Officials	<ul style="list-style-type: none"> <li>G-191 ICS/EOC Interface</li> <li>Training based on jurisdiction risk and/or specific interest</li> </ul>

December 19, 2011



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

**Primary Agencies:** Twin Falls County Office of Emergency Management

**Support Agencies:** American Red Cross of Greater Idaho  
Twin Falls County CERT  
South Central Public Health District  
Twin Falls County Sheriff's Office  
Municipal Law Enforcement  
Twin Falls Highway District  
Murtaugh Highway District  
Filer Highway District  
Buhl Highway District  
Municipal Public Works  
Buhl School District #412  
Castleford School District #417  
Filer School District #413  
Hansen School District #415  
Kimberly School District #414  
Murtaugh School District #418  
Twin Falls School District #411  
Religious and Community Volunteer Organizations  
Salvation Army  
State of Idaho Health and Welfare  
Buhl, Filer, Kimberly and Twin Falls Senior Centers  
Southern Baptist Disaster Relief

## Introduction

### Purpose:

ESF 6 describes procedures that will be followed to ensure disaster victims, including Functional Needs populations, receive temporary shelter, food, clothing, emergency assistance, indigent care, human services, and essential life support needs if they are displaced from their homes because of a disaster.

### Scope:

ESF 6 has a broad scope of responsibilities that include:

- Coordinate the tasking of all sheltering activities within the County during a disaster including Functional Needs Populations. (See Attachment 1 Functional Needs Population Sheltering)
- ESF 6 will identify food and water needs following a disaster or emergency, and attempt to obtain and/or arrange for these resources, including transportation, if necessary.

- Coordinate with relief efforts provided by volunteer organizations performing mass care functions.
- Coordinate the establishment of a system to provide shelter registration data to appropriate authorities.
- Coordinate the provision of emergency first aid in shelters and fixed feeding sites.
- Coordinate with ESF 13 Public Safety and Security shelter facility security resources.
- Coordinate with ESF 2 Communications and Warning to ensure each shelter has a working communications system.
- Request assistance from ESF 12 Energy to provide electricity and heat at shelter locations, as necessary.
- Food supplies obtained and distributed by ESF 6 will be dispensed to disaster victims; however, it is expected that individuals, families and businesses within the County be prepared for a minimum of 72 hours of total self-sufficiency, including food and water.

### **Policies**

- Upon notification of imminent disaster, emergency service efforts will be directed to assisting the movement of people and essential supplies to mass care facilities.
- During an emergency relocation of citizens and visitors, the Twin Falls County OEM will coordinate with the local Salvation Army, American Red Cross, and other agencies to provide emergency food rations and potable water for those relocated into shelters.
- Mass care shelters will be established in public or commercial buildings such as schools, churches, and motels.
- ESF 6 will be activated by the Twin Falls County OEM, or designee. The request may be made prior to or following a disaster.
- ESF 6 activities will be coordinated through the Emergency Operations Center (EOC).
- ESF 6 and support agencies will provide staff, as required, in the EOC on a 24-hour basis for the duration of ESF 6 activation.
- ESF 6 activities will support local agencies. Additional mass care resources required, which are beyond local and State capability, will be coordinated through ESF 6. All State mass care responses to an event must be requested by, and coordinated through, the County ESF 6 operations.
- When a local response exceeds local resources, requests for State assistance will be coordinated through the EOC and directed to the Idaho OEM South West Area Field Officer.
- ESF 6 will coordinate with ESF 15 Public Information to release public information regarding mass care activities. Certain elements of mass care activities require confidentiality; therefore, the Red Cross Disaster Welfare Inquiry procedures shall be observed.

### **Situation**

#### **Disaster Condition:**

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

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

**Planning Assumptions:**

- Local volunteer disaster assistance organizations will support the County with qualified, trained manpower to provide emergency shelter and lodging service, until supplemented by National voluntary disaster assistance organizations within 72 hours in a major disaster.
- Food will be available at retail outlets and through mutual agreements with vendors and organizations.
- Cooking facilities will not be available in all shelters.
- Public utilities service, electricity, and gas may not be available.
- The ultimate responsibility for mass care services for citizens of the County rests with local government.
- No buildings to be used as mass care facilities are stocked and no current Federal, State, or Local programs exist to do so.
- There are a sufficient number of mass care facilities to support the needs of evacuees in the County.
- Mass care operations will continue until the emergency needs of the disaster survivors have been met or alternative measures have been implemented.

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

- Upon official request, the Twin Falls County OEM and American Red Cross will activate mass care facilities to provide housing and other assistance to disaster victims. The local Salvation Army will provide food, potable water, clothing, and other assistance to disaster victims.
- Regular meals will be provided daily in mass care facilities and through mobile feeding facilities, as feasible.
- Long-term food assistance will be provided through the food stamp program, administered by the Idaho Department of Health and Welfare.

**Organization:**

- The Twin Falls County Commissioners will direct ESF 6 to open mass care facilities.

The Twin Falls County OEM will make recommendations to the Twin Falls County Commissioners on the number and locations of mass care facilities to be opened.

- As ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, the Twin Falls County OEM and the American Red Cross representatives will assess the situation and determine the number and locations of mass care facilities.
- Twin Falls County OEM, as assigned by the Chief Executive Officer, will request ESF 7 Resource Support to procure emergency food and water rations.
- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will set up emergency feeding facilities and will be assisted by the support agencies in providing food and water.
- State of Idaho Health and Welfare will assist with the issuance of emergency food stamps to disaster victims.
- ESF 13 Public Safety and Security will provide traffic control during evacuee movement to mass care facilities, security at the facilities, and maintain order.
- ESF 15 Public Information in coordination with ESF 6 will make public announcements about locations of and availability of mass care facilities.
- The Twin Falls Highway District as ESF 3 Public Works and Engineering and ESF 12 Energy, will coordinate power, water, and sanitary services at mass care facilities during emergency conditions.
- ESF 6 will maintain liaison with ESF 8 Public Health and Medical Services, ESF 15 Public Information, ESF 7 Resource Support, the American Red Cross, the religious organizations, and other volunteer disaster assistance organizations.

**Notification:**

- Arrangements to use schools for shelters must be coordinated with the following:
  - American Red Cross, number is 1-800-853-2570, then dial 1 for answering service.
  - Arrangements to use Churches for shelters must be coordinated with the appropriate Church officials

**Response Actions:**

Initial

- The Twin Falls County OEM will:
  - After coordination with the ESF 6 Mass Care Coordinator, make recommendations to the Twin Falls Board of County Commissioners on the number and locations of mass care facilities to be opened
  - Assess the situation and, in coordination with the American Red Cross representative, determine the number and locations of mass care facilities to be opened based upon the following:
    - Location, extent, and nature of the hazard or disaster

- Locations in relation to evacuation routes
- Services available in the facilities
- Input from the EOC Staff
- ❑ Coordinate with the Mass Care Coordinator to activate mass care facilities
- ❑ Coordinate with ESF 15 Public Information to facilitate dissemination of information to the public on both the location of mass care facilities and directions to them
- The local Salvation Army will:
  - ❑ Provide food and potable water rations for mass care facilities, as needed/requested at mass care facilities and/or mobile feeding units (canteens), to emergency workers and evacuees
- By direction of ESF 6 the Mass Care Facility Manager will open the facility, receive evacuees, and provide for their health and welfare.
  - ❑ Operate the facility as long as necessary
  - ❑ Implement registration procedures for all evacuees that enter the facility
  - ❑ If tasked, provide the ESF 6 with names and other appropriate information about people sheltered in the facility, to respond to family inquiries
- ESF 13 Public Safety and Security will:
  - ❑ Provide traffic control during evacuee movement to mass care facilities
- ESF 15 Public Information in coordination with ESF 6 will make public announcements about locations of and availability of mass care facilities

### Continuous

- ESF 6 will:
  - ❑ Establish and maintain liaison with State, private and volunteer support services for provisions and personnel required to augment staff
  - ❑ Coordinate with ESF 7 Resource Support for supplies and ensure each mass care facility receives its supplies
  - ❑ Coordinate with the ESF 2 Communications and Warning and ESF 15 Public Information to ensure that communications are established, routes to the mass care facilities are clearly marked, and appropriate traffic control systems are established
  - ❑ Ensure appropriate information (number of occupants, meals served, etc.) is collected every day
  - ❑ Collect information from mass care facility managers to support the County's effort to respond to inquiries from family members about status of loved ones

By direction of ESF 6, the Mass Care Facility Manager will open the facility, receive evacuees, and provide for their health and welfare

- If tasked, provide the ESF 6 Mass Care Coordinator with names and other appropriate information about people sheltered in the facility, to respond to family inquiries
- Ensure that individual and family support services are provided at the mass care facility
- Coordinate with ESF 11 Agriculture and Natural Resources to ensure that space is available for service animals that belong to people with disabilities
- Report the following to ESF 6 daily:
  - The number of people staying in the facility
  - The status of supplies
  - The condition of the facility and any problems
  - Request for specific support
- Maintain records of expended supplies and provide them to ESF 6 for coordination with ESF 7 Resource Support
- Provide regular meals daily in mass care facilities and through mobile feeding facilities, as feasible
- Arrange for the transportation of evacuees to their homes, or to temporary housing, through ESF 1 Transportation
- When appropriate, terminate operations and close the facility
- See that the facility is cleaned and returned to its original condition
- Submit mass care facility status report to ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services; the report should identify equipment and supplies used, and any other problems or issues that need to be resolved before the facility is used again
- ESF 13 Public Safety will:
  - Provide security at mass care facilities
  - Maintain order in mass care facilities
- If necessary, ESF 2 Communications and Warning will provide a temporary communications link between the mass care facility and the EOC through mobile radio links
- The Twin Falls Highway District as ESF 3 Public Works and Engineering and ESF 12 Energy will coordinate power, water, and sanitary services at mass care facilities during emergency conditions
  
- ESF 15 Public Information will make public announcements through the media regarding mass care facility locations, fixed feeding sites, and emergency services

**Attachments**

- Attachment 1 – Functional Needs Populations
- Attachment 2 – Red Cross Assistance
- Attachment 3 – Human Services

## **Attachment 1: Functional Needs Populations**

### **Purpose**

The purpose of this planning document is to assist local Twin Falls County in assisting persons with Functional Needs during emergency or disaster events. Persons with Functional Needs include individuals with physical, mental, sensory, cognitive, cultural, ethnic, socio-economic, age, citizenship status, or any other circumstance that creates barriers to understanding or the ability to act/react as the general population would during all phases of emergency management. Persons with Functional Needs include a variety of diverse individuals, including individuals who are: hospitalized, homebound, homeless, transient, tourists or visitors; people who have mental disorders, visual impairments, and hearing impairments; those persons living in long-term and residential care facilities; people with limited English proficiency or literacy; people of diverse cultural backgrounds, and so on.

This planning document provides a general framework within which the various care giving entities shall function in a disaster situation, while promoting flexible and creative strategies and solutions that are consistent with the Twin Falls County's strengths and resources.

### **Situation and Assumptions**

#### **Situation**

Twin Falls County is vulnerable to many potential disasters that could endanger large numbers of people. Among these are people with Functional Needs who comprise approximately 20 percent of the population. People with Functional Needs may require additional assistance in emergency situations with medical services, equipment, and supplies; shelter and transportation; communication equipment, support and adaptive equipment; etc. Adequate preparation and empowerment of individuals with Functional Needs and their families can improve response capacities and effectiveness in emergencies and disaster events.

It is important to understand that the responsibility of assisting persons with Functional Needs is primarily local; it begins in most cases with their families. Local agencies involved in emergency response need to design specific awareness, prevention, preparedness, response, and recovery operations to accommodate those requiring additional assistance. Activities and preparedness designed to accommodate the needs of individuals with Functional Needs can also benefit the general population and improve response to the entire community.

This document provides the necessary guidance for local communities and counties to develop compatible plans and procedures, thereby establishing a common direction toward achieving congruent goals.

#### **Assumptions**

Using local facility and program emergency plans that are currently in place and supplementing these plans with a section on persons with Functional Needs such as this will support populations more effectively during an emergency situation. Particularly important will be communication, evacuation, mass care, shelter-in-place, and other emergency operations.

Populations with Functional Needs will be assisted directly at the family or local level because local personnel have the most contact with and knowledge of resources in their own communities.



County agencies can be used as resources if appropriate situations arise.

Individuals with Functional Needs will require assistance after exhausting their usual resources and support network. Since this level of support varies among individuals, proper pre-event planning will improve the effectiveness of the agency or jurisdiction's emergency response.

Health care and social service providers are accustomed to addressing individuals with Functional Needs. They will continue to support the needs of individuals as part of this critical support network and, in the event of an emergency, as outlined in the Twin Falls County Emergency Operations Plan (EOP).

Failure of public officials, human service agencies, and local communities to consider and incorporate planning and preparedness for persons with Functional Needs into facility and agency emergency operation plans will contribute to adverse outcomes for those persons with Functional Needs, and shortcomings in response and recovery operations.

Proper implementation (execution) of this Annex may prevent or reduce emotional distress, physical injury, fatalities, and damage to property of persons with Functional Needs.

The definition of "Functional Needs populations" as it appears in the National Response Framework (NRF) is as follows:

Populations 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
- 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.

The definition focuses on the following function-based aspects:

**Maintaining Independence** – Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. Such support may include consumable medical supplies (diapers, formula, bandages, ostomy supplies, etc.), durable medical equipment (wheelchairs, walkers, scooters, etc.), service animals, and/or attendants or caregivers. Supplying needed support to these individuals will enable them to maintain their pre-disaster level of independence.

**Communication** – Individuals who have limitations that interfere with the receipt of and response to information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or

understand how to get assistance due to hearing, vision, speech, cognitive, or intellectual limitations, and/or limited English proficiency.

**Transportation** – Individuals who cannot drive or who do not have a vehicle may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., lift-equipped or vehicles suitable for transporting individuals who use oxygen) or information about how and where to access mass transportation during an evacuation.

**Supervision** – Before, during, and after emergency individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's or psychiatric conditions such as schizophrenia or intense anxiety). If separated from their caregivers, young children may be unable to identify themselves; and when in danger, they may lack the cognitive ability to assess the situation and react appropriately.

**Medical Care** – Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with: managing unstable, terminal or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power dependent equipment to sustain life. These individuals require support of trained medical professionals

## Concept of Operations

### General

1. Each care giving entity within the local community is responsible for using all its resources to form a comprehensive emergency response program that addresses citizens with Functional Needs within the community who either have been or might be affected by an emergency or major disaster.
2. Family and local agencies/jurisdictions provide the first and most important level of response in a disaster. Until routine assistance is re-established, using local resources and providing emergency services that recognize and accommodate those persons with Functional Needs expedites access to needed services.
3. Private industry and service organizations are key partners for government agencies in responding to emergencies affecting persons with Functional Needs within their jurisdictions. Volunteer organizations with specific training and experience supporting persons with Functional Needs, such as the American Red Cross, The Salvation Army, and church groups are uniquely suited to assist when emergencies happen. Including these organizations in the local planning process is critical to the success of the subsequent response effort.
4. People who have disabilities and other Functional Needs, agencies and organizations that provide support to people with disabilities are valuable resources in their local jurisdictions. Individuals with disabilities have firsthand experience regarding the assistance they require when in a variety of situations. Including people with disabilities at all level of emergency response planning is critical to the development of a comprehensive response plan.

## **Types of Emergency Situations**

The most common type of emergency that may occur in the Twin Falls County as it pertains to persons with Functional Needs include:

- Hazardous Material Incident
- Earthquake
- Flood
- Wildland and Structural Fires

## **Response Priorities in a Major Emergency Disaster**

Response priorities relating to the unique challenges of assisting the jurisdiction's populations with Functional Needs include:

- Self-Preservation
- Lifesaving/Protection of Property
- Unit Reconstitution
- Emergency Food and Shelter Provision
- Restoration of Infrastructure
- Statutory Response
- Recovery Restoration

## **Local Agencies/Jurisdiction**

1. Local agencies/jurisdictions using local resources will provide emergency services that recognize and accommodate persons with Functional Needs and expedite access to needed services until routine assistance is re-established.
2. Local agencies/jurisdictions will develop and maintain emergency planning and response capabilities that accommodate the diverse and Functional Needs represented in their communities. Allowances include but are not limited to interpreter and translation services, adaptive equipment and services, access and referral to medical and specialized support services in shelter and feeding environments, transportation, crisis counseling, and culturally sensitive accommodations.
3. Local agencies/jurisdictions will develop a communications plan that will ensure people with disabilities and other Functional Needs are familiar with local emergency preparedness plans.
4. Local agencies/jurisdictions will perform the following:
  - a. Identify and designate individuals with special skills available to assist the population with Functional Needs. For example, the local government can survey all employees and maintain a roster of those who speak Spanish or know sign language. This roster may include the following information: contact information with emergency numbers, any related training or certifications, availability (hours), etc.

- b. Coordinate with private sector vendors to provide essential adaptive equipment and supplies (e.g., pharmaceuticals, in-home medical equipment, wheelchairs at temporary shelters) to assist individuals with Functional Needs.
- c. Develop Standard Operating Guides (SOG) anticipating potential impediments to providing assistance for populations with Functional Needs. Barriers include limited staff resources, language, and ignorance of cultural norms. A potential barrier exists in reaching undocumented residents who avoid self-identification and tend not to seek out services.
- d. Local jurisdictions will develop the capability to disseminate information and instructions to the populations with Functional Needs via radio, television, and other available media as necessary. Special measures to reach individuals with special communication needs (including hearing impairment, inability to comprehend the English language, and so on), must be developed. Information to be communicated includes immediate actions people should take and other pertinent information.
- e. If individuals with Functional Needs are affected by an incident, both the individual's family and the local agencies/jurisdiction share responsibility to ensure the needs of the populations with Functional Needs are met. The local authority must respond and address needs beyond the capabilities of the individuals. Needs of some individuals may be met within their current residence. Others may need assistance with evacuation. Mass care shelters are generally not set up to handle individuals with Functional Needs displaced from their homes. Coordination is necessary among officials to ensure shelters for persons with Functional Needs are open, have sufficient resources to assist people with Functional Needs, and are ready to receive evacuees.

### **Twin Falls County**

The Twin Falls County OEM will assist local jurisdictions in responding to an emergency situation affecting persons with Functional Needs. County assistance will include but is not limited to:

- Assistance in developing local plans
- Identifying barriers affecting various populations with Functional Needs and developing mediation strategies with South Central Public Health District
- Conducting specialized training for local officials regarding persons with Functional Needs
- Preparing and disseminating culturally appropriate emergency public information
- Developing specialized materials tailored to specific populations with Functional Needs
- Coordinating and distributing essential resources, supplies, or services
- Developing policy and resources to assist local agencies/jurisdictions
- Using regulations and funding requirements to promote local offices participation and educational planning with the populations with Functional Needs

## **Organization and Assignments of Responsibilities**

- A. Functional responsibilities assigned to local officials in an emergency shall be in accordance with the Twin Falls County Emergency Operations Plan and should fall within the guidelines acceptable for persons with Functional Needs. Should the assignments within this plan for persons with Functional Needs conflict with the Plan, the Plan shall take precedence.
- B. Law enforcement, fire departments, health departments, public works, and all other local government agencies are responsible for conducting their routine and emergency services in ways that promote assistance to persons with Functional Needs.
- C. The emergency management agency for local agencies/jurisdictions have primary staff responsibility within the agency/jurisdiction for advising and coordinating overall activities during the four phases of a comprehensive emergency management program for assisting the population with Functional Needs.
- D. ESF 13 Public Safety and Security is responsible for law enforcement activities, and communication of needs for persons with Functional Needs.
- E. In an emergency, ESF 4 Firefighting is responsible for organizing, integrating, and coordinating operation of all fire fighting forces throughout the jurisdiction, including responses that accommodate the population with Functional Needs.
- F. ESF 8 Public Health and Medical Services are responsible for coordinating health and medical services required to cope with disasters in its area.
- G. ESF 3 Public Works and Engineering and ESF 1 Transportation are responsible for maintenance and delivery of transportation and engineering services.
- H. The American Red Cross or other similar not-for-profit organizations may assist ESF 6 Mass Care with mass care needs of the affected population, such as sheltering, feeding, providing first aid, and reuniting families. This is especially true for persons with Functional Needs.

## **Direction and Control**

- A. The local agencies/jurisdictions have ultimate responsibility to protect the health and well-being of populations with Functional Needs. If a disaster or emergency does occur, injuries can be lessened and lives can be saved with proper pre-event planning that addresses those persons with Functional Needs.
- B. The Council on Aging, along with the Idaho Department of Health and Welfare, will assist local jurisdictions in supporting the populations with Functional Needs within their communities.

**Administration and Logistics**

- A. The city/county is explicitly prohibited from denying facilities, services, or benefits of the city/county emergency management programs to any person on the grounds of that person's race, color, national origin, sex, age, or disability.

**Maintenance**

As with any emergency plan, this document requires review on a regular basis and changes if necessary. For this section, discuss how the plan will be reviewed and modified to assure that the plan provides accurate information for persons with Functional Needs.

- A. The plan needs to be understood by those who implement it. Training on the specific elements of this plan is an essential component of an effective response. This training is a responsibility of the local government.
- B. This planning document may be revised at any time by authorized personnel.
- C. This planning document will be updated in response to deficiencies identified through drills and exercises, changes in local jurisdiction structure, demographics, technological changes, and actual operations.
- D. This function shall be exercised at least once a year in the form of a simulated emergency within the city/county or the simulated impending threat of such an emergency, regardless of actual events, to provide practical, controlled, operations experience to those with emergency management responsibilities outlined herein.

## **Attachment 2: Red Cross Assistance**

### **General Emergency Aid**

The American Red Cross (ARC) mission is to assist with immediate emergency, disaster caused needs. The memorandum of Understanding between the American Red Cross and the State of Idaho, Office of Emergency Management defines the framework to carry out this mission.

The Red Cross can provide assistance in the coordination of volunteer agencies' relief efforts, fixed or mobile feeding stations and mass shelters

### **Individual Assistance to Families:**

- Food
- Clothing
- Personal and Home Care Items
- Direct Client Assistance
- Housing

### **Medical and Nursing**

Emergency Assistance such as: first aid supplies, prescription drugs, blood or blood products.

Attachment 3

## **Attachment 3: Human Services**

### **Purpose**

Provide crisis counseling during emergency. During an emergency when mass care is not necessary, the capability of providing limited housing, food, and clothing will be coordinated by the Human Services Coordinator.

### **Situation and Assumptions**

#### **Situations**

- Religious and volunteer organizations, i.e. American Red Cross and the Salvation Army, have emergency welfare capabilities.
- Voluntary disaster assistance organizations will not be available to provide emergency human services on a national basis in a war-caused or wide-spread disaster.
- Mental health and crisis counseling are locally available through the Idaho Health and Welfare Region 4 Office.

#### **Assumptions**

- Idaho Health and Welfare may be able to provide crisis counseling if a request is made by the County Commissioners to the Governor.
- Mental health problems may be caused or aggravated by a major disaster or its aftermath.
- In a Presidential declaration of disaster or emergency, the Federal Disaster Services Agency (FEMA) may provide crisis counseling assistance, if it is so requested, and upon the Governor's assessment.
- Local volunteer disaster assistance organizations may function during a war-caused disaster.
- It may not be necessary to activate shelter or lodging facilities during or after an emergency, but there may be a need to provide temporary housing, food, and clothing to residents.
- People who would not normally need assistance may require some form of assistance under emergency conditions.

### **Concept of Operations**

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



- In the event of a nuclear attack that would require shelter, or a peacetime disaster that would require lodging for the population, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will be activated.

## **Organizations and Responsibilities**

### **Human Services consists of:**

- Human Services Coordinator: The Human Services Coordinator in Twin Falls County is appointed by the Twin Falls County OEM upon the approval of the Commissioners. The Coordinator shall have the authority and responsibility for planning, coordinating, and supervising emergency human services for the County. These services will be provided by various federal, state, and county government agencies and volunteer disaster assistance organizations, as required by the type of disaster.
- Assistant Human Services Coordinator: The Assistant is appointed by the Human Services Coordinator and assists with the administration of human services. The Assistant will assume full responsibility during the Coordinator's absence.

### **Tasks in Support of Human Services include:**

- Response Phase
  - Report to and operate from the Emergency Operations Center (EOC) upon its activation
  - Contact and coordinate with participating federal, state, and volunteer support groups
  - Assess the emotional needs for crisis counseling and for temporary housing, food, and clothing requirements and arrange for these as necessary
  - Release public information about available services through ESF 15 Public Information Officer (PIO)
  - Implement record keeping system and maintain a log of activities
  - Coordinate mobile feeding, if necessary with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services
  - Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, if it is determined that mass care is needed
  - Open Disaster Application Centers, as necessary (See ESF 14 Long Term Community Recovery)
  - Brief Emergency Operations Center (EOC) staff on Human Services' status
  - Provide needed assistance to the handicapped and senior citizens
  - Provide human services assistance to the population housed in shelter and lodging facilities
  - Apprise the Commissioners if State Health and Welfare assistance is needed
  - Apprise the Commissioners of the following information if it is decided that a request for a Declaration of Disaster is to be made:

- The geographic areas for which crisis counseling will be needed
- An estimate of the number of disaster victims requiring crisis counseling assistance (This should include the extent of physical, psychological, and social problems observed, the types of mental health problems encountered by victims, and a description of how the estimate was made.)
- An estimate of the length of time services will be required
- Coordinate with the Federal Emergency Management Agency (FEMA) on individual assistance programs in the case of a federal declaration of disaster.
  - Recovery Phase
    - Continue needed activities that were initiated under the Response Phase
    - Maintain liaison with state, federal, and volunteer agencies
    - Assist in reuniting families
    - Provide damage estimation information, as available, to the Damage Assessment Coordinator (Annex A)
    - Coordinate the establishment of a post-emergency disaster services center, if required
    - Prepare a closing report which would include the log, as well as comments and recommendations for future operations to be given to the Emergency Coordinator
    - Participate in a critique of disaster operations

### **Direction and Control**

The Twin Falls County Human Services Coordinator is under the operational control of the Board of County Commissioners during emergency operations and will exercise direction and control of the actions contained in this Attachment. The Human Services Coordinator will take action to supplement staff and other resources as required. There will be full coordination with the Twin Falls County OEM.

January 2018

## ESF 7 Resource Support

**Primary Agencies:** Twin Falls County Clerk's Office

**Support Agencies:** Twin Falls County OEM  
Twin Falls Highway District  
Murtaugh Highway District  
Filer Highway District  
Buhl Highway District  
Twin Falls County School Districts #412-418  
Municipal Public Works Departments  
Magic Valley ARES/RACES  
Salvation Army  
American Red Cross  
Southern Baptist Disaster Relief  
Twin Falls County CERT  
Religious and Community Volunteer Organizations  
Stephenson Computer Consulting

### Introduction

#### Purpose:

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

#### Scope:

ESF 7 is responsible for providing direct and active support to emergency response and recovery efforts, during the initial response phase, and initial recovery phase following a disaster. This support includes locating, procuring, and issuing resources such as supplies, office space, office equipment, fuel, communications, contracting services, personnel, heavy equipment, and transportation.

#### Policies

- ESF 7 is responsible for planning, coordinating, and managing resource support in all phases of response and recovery from a major disaster or catastrophe.
- Resources requests will be filled from local inventories first. As resources are drawn down, out of County sources will be used. The following list of source preferences will be used, if practical:
  - Local government stocks
  - Contracted supplies/vendors
  - Other local commercial vendors
  - Out of County sources, including the Idaho OEM

- Support agencies will provide resources as necessary to support ESF 7 requirements.
- Procurement will be made in accordance with County, State, and Federal laws and regulations including emergency procedures provided under Idaho Statute.
- Volunteers and donations will be utilized when available.
- Normal practices and procedures will be continued under emergency conditions to the extent possible.
- Every effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified, after the emergency period has passed.
- No administrative process will be permitted to interfere with operations essential to preventing injury.

## **Situation**

### **Disaster Condition:**

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

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

## **Planning**

### **Assumptions:**

- Resources outside the affected area will be directed to meet the unmet needs of the County and/or local governments
- Logistical operations may be required; transportation, staging, and deployment operations may be established to orchestrate resource support to the affected area(s)
- Some resources of the County and local governments may not be available in the impacted area due to debris and destroyed buildings
- Basic life safety resources have first priority
- Resources restoring essential services have priority, once life safety issues are satisfied
- Recovery resources have priority once essential services are satisfied
- A local Disaster Declaration may obviate normal purchasing procedures

## **Concept of Operations/Responsibilities**

**General:**

County wide resources and materials will be allocated and coordinated by ESF 7. The primary source of equipment, supplies, and personnel shall be made from local resources, local sources, and mutual aid outside of the impacted area. Resource inventories will be reviewed. These include pre-designated staging areas, government buildings, facilities, and agency contacts. Support that cannot be provided by the aforementioned sources will be provided via commercial sources.

ESF 7 actions will be governed by the emergency situation. Support agencies may be alerted as developments and other circumstances dictate.

**Organization:**

- The Twin Falls County Clerk's Office is the primary ESF 7 agency and is responsible for coordinating ESF 7 resources and support activities.
- ESF 7 will request staff for procurement of goods, materials, and services from appropriate County agencies.
- ESF 7 may assist in the coordination and allocation of food and equipment made available via State and Federal government programs.
- Supporting Agencies, as tasked above, render assistance, provide resources lists, internal procurement process, agency location and hours of operation, and provide goods and materials as needed.
- The Twin Falls County Clerk's Office is responsible for tracking and documenting costs.
- ESF 7 will establish and maintain liaison with the other ESFs.
- ESF 7 will accommodate members of the Federal and State Advance Team (Federal – General Services Administration procurement officials) at the EOC, or another location until the DFO is established.
- ESF 13 Public Safety and Security Agencies, if needed provide escort and security for delivery, storage, and distribution of resources.

**Notification:**

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

**Response Actions:**Initial

- ESF 7 members will be placed on standby and directed to man certain facilities for immediate response.
- Support agencies may be directed to deploy personnel and other resources.
- Resources may be pre-staged near the potential impact or emergency area(s) if feasible.

- ESF 7 will conduct an assessment of resource availability, i.e., staging areas, government facilities, and so forth.

#### Continuous

- ESF 7 will:
  - Procure buildings and parking areas large enough to be staging warehouses and locations and as needed
  - Acquire replacement facilities for any damaged or destroyed facilities
  - Coordinate with ESF 1 Transportation for transportation resources
  - Coordinate with ESF 2 Warning and Communications for communication resources
  - Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services and/or Salvation Army for feeding of personnel
  - Coordinate with ESF 13 Public Safety and Security for security resources
  - Establish a property tracking system and maintain records for all properties loaned in support of the EOC by the State or Federal government
  - Coordinate contractual services between the County and the commercial sources
- Under the direction of ESF 7 the Salvation Army/American Red Cross will:
  - Provide emergency shelter, food, medicine, and first aid to provide for basic human needs
  - Register sheltered evacuees and displaced persons, and establish 1-800 telephone numbers for inquiries of missing persons
  - Feed emergency workers
- In coordination with ESF 7 Religious Organizations will:
  - Coordinate use of church buildings for shelter
  - Assist with warning functions as requested
  - Support emergency communications
  - Coordinate volunteer work force organization
- In coordination with ESF 7 the Civil Air Patrol will:
  - Provide aerial reconnaissance and search and rescue support during emergencies that result in Presidential Declarations
  - Provide communications support

## **Attachment**

### Attachment 1: Donated Goods Management

# Attachment 1: Donated Goods Management

## I. Purpose

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

## II. Situation and Assumptions

### A. Situation

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

### B. Assumptions

1. Suitable space and equipment will be available to receive, sort, and store the influx of donated goods.
2. Adequate personnel for donated goods management will be available.
3. Local distribution sites will be convenient to the affected populations.
4. A regional reception and distribution site for donated goods will be established by the State.
5. Unsolicited donations of goods can be expected.
6. Donations of non-useful and unwanted goods can be expected; these include, loose unsorted clothing, perishable items, and worn-out items.
7. Some donors will seek to bypass the distribution system established by the County.
8. An aggressive public information effort will expedite the distribution of goods, as well as limit the influx of unwanted goods.
9. It is inevitable that there will be a surplus of some donated goods, which will require disposal.



### III. Concept of Operations

#### Receipt of Donated Goods for Twin Falls County

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

# ESF 8 Public Health and Medical Services

**Primary Agencies:** South Central Public Health District

**Support Agencies:** Twin Falls County OEM  
Twin Falls County Coroner  
Magic Valley Paramedics  
Salvation Army  
St. Luke's Magic Valley  
State of Idaho Health & Welfare  
American Red Cross  
Twin Falls County Pest Abatement District

## Introduction

### Purpose:

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

### Scope:

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

### Policies

- ESF 8 will be implemented upon activation of the EOC. This will be following, or prior to, expectation of the occurrence of a significant natural disaster or manmade event.
- ESF 8 will coordinate all resources related to health and medical issues and shall monitor field deployment of medical personnel and resources.
- Each ESF 8 support organization will retain full control over its own resources and personnel.
- ESF 8 will not release medical information on individual patients to the general public, to ensure patient confidentiality protection as per HIPPA.
- Appropriate non-specific information on casualties/patients will be provided to the American Red Cross for inclusion in the Disaster Welfare Information System and to ESF 15 Public Information for informational releases.

## Situation

### Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require health and medical services to include, floods/dam failures, earthquakes, hazardous materials spills, landslides, and severe storms.

**Planning Assumptions:**

- St. Luke's Magic Valley is located in Twin Falls and is the only hospital in the County. There are five partner hospitals in surrounding counties. All hospitals have emergency power.
- There are 6 mortuaries in the County.
- The South Central Public Health District is located in Twin Falls.
- A severe earthquake, flood/dam failure, winter storm, or hazardous materials spills could seriously impair local emergency health, medical, and mortuary services.
- It may be necessary to relocate hospital facilities under austere conditions to field hospitals or other buildings that will provide patients and medical staff adequate protection from the effects of the disaster.
- Major damage could occur to clinics, ambulance services, and transportation routes.
- Medical facilities could be quickly overloaded.
- Public and private medical, health, and mortuary service resources located in the County will be available for use during disaster situations, but many of these resources, including personnel, may themselves, be impacted by the disaster.
- Emergency measures to protect life and health during the first 72 hours after a disaster, in all likelihood, will be dependent upon local resources.
- Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.
- In the event of a major disaster, accompanied by widespread injuries, sickness, and death, outside assistance from trained personnel and adequately equipped facilities would be required.
- Necessary support will be available from State and Federal sources.
- Following a disaster, the South Central Public Health District will implement measures to prevent the spread of disease from contaminated water supplies, malfunctioning septic systems, spoiled or contaminated food, and lack of functional sanitary facilities.

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

- South Central Public Health District will provide an individual to help staff ESF 8 Health and Medical Services, in order to coordinate public health services, planning, and response actions.
- During emergency incidents, Magic Valley Paramedics will be the lead in coordinating, planning, and response to the incident
- During mass fatality incidents, Magic Valley Paramedics will establish patient triage, holding, treatment, and transportation areas.

- During mass fatality incidents ESF 8 will coordinate with the County Coroner to establish a temporary morgue and facilitate identification, transportation, and disposal of the deceased. (See Annex F)
- When necessary, a Magic Valley Paramedic's official will be located at an established command post to coordinate responding medical units and establish communications links with St. Luke's Magic Valley, the dispatch center, and the EOC.
- The South Central Public Health District will take measures to identify infectious diseases, control their spread, and report their presence to appropriate Counties, State and Federal health authorities.
- The ESF 8 will work with ESF 15 Public Information in issuing health and medical advisories to the public on such matters as emergency water supplies, waste disposal, mass feeding services, immunizations, and other pertinent health related issues.

**Organization:**

- At the Direction of the South Central Public Health District, ESF 8 will be activated.
- The South Central Public Health District will designate an individual to fill the ESF 8 Public Health and Medical Services post with the responsibility to coordinate with Magic Valley Paramedics/Air St. Luke's, hospitals, public health, mental health, and mortuary services disaster planning and response actions.
- The Twin Falls County OEM, in coordination with the ESF 8 and the Twin Falls County Board of Commissioners, will contact the Idaho OEM to request additional State and/or Federal assistance.
- The Coroner and Mortuary Services will establish a temporary morgue to provide for the collection, identification, and care of human remains, determine the cause of death, inventory and protect deceased's personal effects, and locate and notify next of kin. (See Annex F)
- The American Red Cross will activate and provide support services as requested by ESF 8.
- ESF 8 will ensure that during mass fatality incidents, Magic Valley Paramedics will establish patient triage, holding, treatment, and transportation areas.
- The South Central Public Health District, as ESF 8, will identify infectious diseases, control their spread, and report their presence to appropriate State and Federal health authorities.
- ESF 15 Public Information will issue health and medical advisories to the public on such matters as emergency water supplies, waste disposal, mass feeding services, and immunizations, upon advisory and information from South Central Public Health District.

**Notification:**

- The EOC and/or the SIRCOMM Dispatch Center will notify ESF 8.
- ESF 8 will notify support agencies.

- ESF 8 personnel will respond as directed and placed on standby as appropriate.

**Response Actions:**Initial

- The South Central Public Health District staff will request the ESF 8 Public Health and Magic Valley Paramedic's Coordinator report to or send a representative to the EOC when notified of an emergency situation.
- ESF 8 will report to the EOC or other designated location when requested and:
  - Assess health and medical needs throughout the County
  - Coordinate with health and medical organizations to help them obtain resources and ensure that necessary services are provided
  - Coordinate with the medical command post at the disaster scene
- Magic Valley Paramedics will:
  - Respond to the scene with emergency medical personnel and equipment
  - Assume appropriate role in the Incident Command System
  - Triage, stabilize, treat, and transport the injured; coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities
  - Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio or telephone contact with St. Luke's Magic Valley
- St. Luke's Magic Valley and hospitals in adjacent counties will, upon request:
  - Implement their hospital disaster plan and advise ESF 8 of conditions in the hospital and number and type of available beds
  - Establish and maintain communications with the field
  - Provide medical guidance as needed to Magic Valley Paramedics
  - Coordinate with Magic Valley Paramedics/Air St. Luke's, other hospitals, and medical response personnel at the scene, to ensure that casualties are transported to the appropriate medical facilities
- South Central Public Health District will:
  - Coordinate all public health services in the jurisdiction
  - Contact the FDA to inspect for purity and usability, food, water, drugs, and other consumables that were exposed to the hazard, if necessary
- The Coroner and Mortuary Services will:
  - Provide for the collection, identification, and care of human remains, determine the cause of death, inventory and protect deceased's personal effects, and locate and notify next of kin
  - Establish temporary morgue sites

- Establish and maintain a comprehensive record-keeping system for updating and recording fatality numbers

#### Continuous

- ESF 8 will:
  - Coordinate, with neighboring community health and medical organizations and with State and Federal officials, matters related to assistance from other jurisdictions, including Federal assistance
  - Screen and coordinate with incoming groups such as Disaster Medical Assistance Teams, as well as individual health and medical volunteers, to ensure that positive identification and proof of licensure is made for all volunteers
  - Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, to include personnel required to support health and medical operations
  - Provide information, through ESF 15 Public Information, to the news media on the number of injuries, deaths, etc.
- The Magic Valley Paramedics will:
  - Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio or telephone contact with St. Luke's Magic Valley
  - Direct the activities of private, volunteer, and other emergency medical units and of volunteers as needed
  - Evacuate patients from affected hospitals and nursing homes if necessary
- The St. Luke's Magic Valley and hospitals in adjacent counties will, upon request:
  - Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical, radiological, or bacterial contamination
  - Coordinate with other hospitals and with Magic Valley Paramedics/Air St. Luke's on the evacuation of patients from affected hospitals, if necessary
  - Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients
  - Provide patient identification information to the American Red Cross (ARC) upon request
- South Central Public Health District will provide environmental health protection and instructions on communicable disease control.
  - Provide epidemiological surveillance, case investigation, and follow-up
  - Coordinate operations for immunizations or quarantine procedures if required
  - Coordinate actions to prevent or control flies, mosquitoes, and rodents

- Coordinate with water, public works, or sanitation departments to ensure availability of potable water
- Coordinate health support to those in medical shelters
- If necessary, activate applicable emergency response annex
- The Twin Falls County OEM will coordinate the identification and operations of shelters with the Salvation Army:
  - Coordinate with all agencies providing human services
  - Coordinate the provision of food and water to victims of a disaster
  - Coordinate the provision of specialty services, i.e., missing person assistance, aids to elderly and people with Functional Needs, etc.
- Agencies providing mental health services will:
  - Ensure that appropriate mental health services are available for disaster victims, survivors, responders, and other community care givers during response and recovery. Services may include crisis counseling, critical incident stress debriefing, and education about normal, predictable reactions to a disaster experience and how to cope with them
  - Provide outreach and serve those in need of mental health support
- The Twin Falls County Coroner will:
  - Establish a temporary morgue
  - Coordinate the search, recovery, identification, and family notification of mass fatality victims with:
    - Search and rescue teams, hospitals, Magic Valley Paramedics/Air St. Luke's, and other emergency responders
    - Funeral Coordinators/morticians, for assistance in transporting deceased
    - Pathologists
    - The ARC for location and notification of relatives
    - Dentists and x-ray technicians for identification assistance
    - Law enforcement agencies for security, property protection, and evidence collection
- The local Salvation Army will:
  - Provide food for emergency medical workers, volunteers, and patients, if requested (208) 733-8720
  - Maintain a system in coordination with hospitals, aid stations, and field triage units to collect, receive, and report information about victims' status

- Assist in the notification of the next of kin of the injured and deceased
- Assist with the reunification of the injured with their families

Provide first aid and other related medical support functions at temporary treatment centers, as requested and if within the Chapter's capability

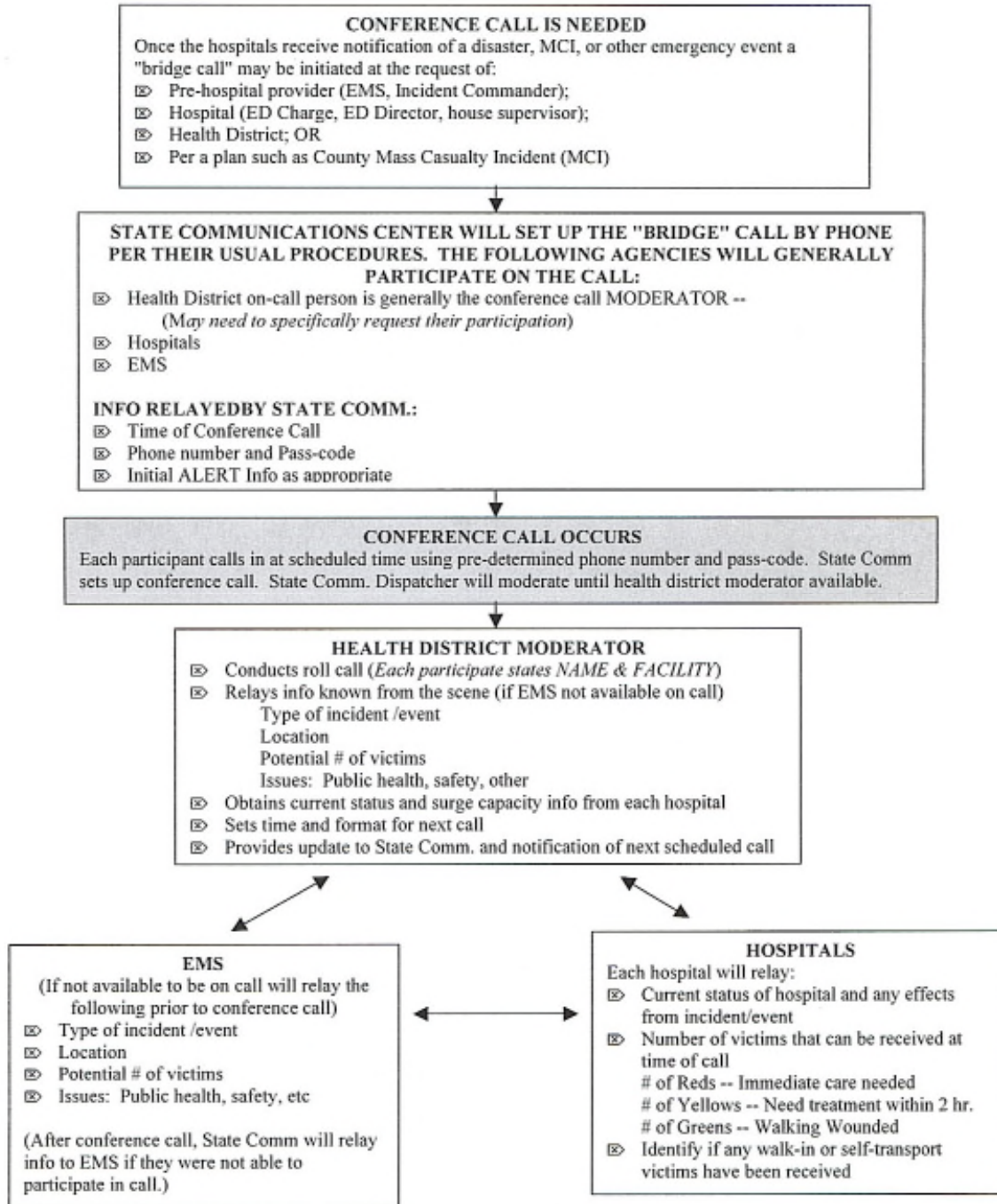
### **Attachments**

Attachment 1: State Communications Center Conference Call Process for Hospitals



## **Attachment 1: State Communications Center Conference Call Process for Hospitals**

**STATE COMMUNICATIONS CENTER ("STATE COMM")  
CONFERENCE CALL PROCESS FOR HOSPITALS  
July 2004**



Healthcare Coalition for Emergency Preparedness  
04/10/06

## ESF 9 Search and Rescue

**Primary Agencies:** Urban - Jurisdiction Having Authority  
Rural - Twin Falls County Sheriff's Office

**Support Agencies:** Twin Falls Special Operations Rescue Team (SORT)  
Municipal Fire Departments  
District Fire Departments  
Municipal Law Enforcement  
Municipal Public Works  
Twin Falls Highway District  
Murtaugh Highway District  
Filer Highway District  
Buhl Highway District  
Twin Falls Canal Company

### Introduction

#### Purpose:

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

#### Scope:

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

#### Policies

- The Jurisdiction Having Authority will provide an Incident Commander and be the lead agency for all Urban Search and Rescue in Twin Falls County.
- The Twin Falls County Sheriff's Office will coordinate all non-urban search and rescue and will provide an incident commander.
- Urban Search and Rescue as described in this ESF is limited to technical rescue, damaged structures, collapsed buildings.

### Situation

#### Disaster Condition:

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

## **Planning**

### **Assumptions:**

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

## **Concept of Operations/Responsibilities**

### **General:**

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

The Twin Falls County Sheriff's Office will maintain the capability to perform rural Search and Rescue. Municipal Fire Departments will maintain and expand, as funding is available, technical rescue capabilities. The Twin Falls County OEM, functioning as ESF 5 Emergency Management, will work with the LEPC and the State of Idaho to apply for grant funding for Urban Search and Rescue equipment and training.

### **Organization:**

- ESF 9 will be led by the Twin Falls County Sheriff or his designee.
- For Urban Search and Rescue, the Jurisdiction Having Authority will identify an Incident Commander.
- Unified command may be necessary to direct specialized skills, established by separate fire departments, and applied to tactical operations.
- ESF 1 Transportation will provide transportation services as directed.
- ESF 3 Public Works and Engineering and the Damage Assessment Coordinator will perform building inspections and remove debris.
- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will open and maintain mass care facilities and provide food and water to the responders and evacuees.
- ESF 8 Public Health and Magic Valley Paramedics will provide medical triage and transport.
- ESF 15 Public Information will provide public information briefings to the media.

**Notification:**

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

**Response Actions:**Initial

- The Incident Commander, upon notification of a need for Urban Search and Rescue will:
  - Recall rescue staff
  - Determine the threat to rescuers
  - Establish a lookout and accountability system for rescuers before entering scene
  - Conduct rescue operations according to standard operating procedures
- The Twin Falls County Sheriff's Office upon notification of the need for Rural Search and Rescue will:
  - Recall rescue staff
  - Determine the threat to rescuers
  - Establish a lookout and accountability system for rescuers before entering scene
  - Conduct rescue operations according to standard operating procedures
- ESF 4 Fire Fighting will provide additional personnel as requested by ESF 9.
- ESF 13 Public Safety and Security will perform traffic control and evacuation as requested by ESF 9 and the evacuation coordinator.
- The Incident Commander will:
  - Request activation of the EOC
  - Declare a Disaster if necessary
  - Direct ESF 3 Public Works and Engineering to be activated to support ESF 9
  - Issue evacuation orders when appropriate
  - Direct the Twin Falls County OEM to activate ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 8 Public Health and Magic Valley Paramedics, and ESF 15 Public Information as necessary
- ESF 15 Public Information will provide briefings to the media.

Continuous

- The Twin Falls County OEM will;
  - Coordinate support activities for the ESF 9 rescue mission with ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human

Services, ESF 7 Resource Support, ESF 8 Public Health and Magic Valley Paramedics, and ESF 15 Public Information as necessary

- Request additional State and Federal assistance if needed

## ESF 10 Oil and Hazardous Materials

**Primary Agencies:** Jurisdiction Having Authority  
Nearest available Hazardous Materials Regional Response Team

**Support Agencies:** Twin Falls County OEM  
Twin Falls County Sheriff's Office  
South Central Public Health District  
Municipal Law Enforcement  
Municipal and District Fire Departments  
Magic Valley Paramedics  
St. Luke's Magic Valley  
Private Industry Shippers of Hazardous Materials

### Introduction

#### Purpose:

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

#### Scope:

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

### Policies

The Jurisdiction Having Authority and the nearest Hazardous Materials Regional Response Team are the primary ESF 10 agencies

- Each jurisdiction must be self-sufficient and responsible for its own initial hazardous materials response capabilities.
- Supporting documents such as SOPs, hazards vulnerability analysis, checklists, resource lists, call-up rosters, maps, and demographic information will be developed and maintained and appended to the ESF by the Twin Falls County LEPC. They will be reviewed annually, updated, and distributed as prescribed in the Basic Plan.
- The Twin Falls County OEM will develop, and coordinate with the LEPC, procedures to evaluate the ESF, at least annually, through tabletop, functional, and full-scale exercises.
- The Hazardous Materials Incident Response ESF and attachments will be reviewed and updated as necessary by the Twin Falls County OEM.
- Shortfalls in training, procedures, or equipment will be documented in exercise evaluations and reviewed by the Twin Falls County OEM, Magic Valley Paramedics, and law enforcement for corrective action and follow-up as identified in After-Action Reports.

- Most facilities under the Emergency Planning and Community Right-to-Know Act of 1986 provide the required documentation to the County LEPC, the Idaho OEM and local fire departments.
- Twin Falls County will utilize courses sponsored by the Federal and State governments, as well as private organizations to ensure that all first responders are trained to deal with the type and magnitude of hazardous material incidents that could occur within the County.
- Fixed-site hazardous material facilities will.
  - Develop on-site contingency plans that specify notification and emergency response procedures and responsibilities
  - Provide technical support to local response agencies
  - Provide planning support to the Twin Falls County LEPC and ESF 5 Emergency Management
  - Provide liaison to the Twin Falls County EOC
  - Provide a representative to the incident command post
  - Initiate notification to the SIRCOMM Dispatch Center, the LEPC (through the dispatch center), and State EMS Communications Center (1-800-632-8000)
  - Provide written follow-up in accordance with section 304(c) of SARA Title III

## **Situation**

### **Disaster Condition:**

- The threat of a disaster involving hazardous materials has escalated due to the increase in everyday use, manufacture, transportation, and storage of chemicals throughout the County.
- There are over 50 known facilities in the County that manufacture, use, or store extremely hazardous materials.
- Unknown amounts of hazardous materials are transported through the County on roadways and rail lines.
- Herbicides, pesticides, and other toxic substances are used in agricultural activities throughout the County.
- Hazardous materials incidents may occur as the result of natural disasters, human error, or accidents.

### **Planning Assumptions:**

- It must be assumed that hazardous materials are a factor in every emergency response situation.
- The amount of time available to determine the scope and magnitude of the incident impacts protective actions recommendations.



- Hazardous materials entering the sewage system may require the shutdown of treatment plants.
- A serious hazardous materials incident could exceed the response capabilities of the County.
- In the event of a serious hazardous materials incident, many residents in the “risk area” will evacuate spontaneously without official order or recommendation.
- Response time may be delayed due to adverse weather.
- Communications between the County and the State EOC is adequate. If standard channels are interrupted backup HF radio operating on the Idaho SECURE Net will be used.
- All local and district fire departments have the capability to make the initial protective response to a hazardous materials incident.
- The nearest Hazardous Materials Regional Response Team will be called upon to deal with more demanding situations.
- Depending upon the seriousness of the incident, responses to protect the public could include; sheltering in place, evacuation, and notification of contaminated water supplies.
- Hazardous material incident response operations within the County may involve: City and County law enforcement organizations, City and rural fire units, the nearest Hazardous Materials Regional Response Team, as well as the entire operations staff and emergency support function coordinators.
- The resources of volunteer groups, industry, Cities, Counties, State and Federal government may be required to cope with major hazardous materials incidents.
- St. Luke’s Magic Valley has the capability to decontaminate and treat victims exposed to hazardous materials.

## **Concept of Operations/Responsibilities**

### **General:**

- The Incident Command System will be utilized in Hazardous Material incident response.
- The Incident Commander will be the ranking emergency response official from the Jurisdiction Having Authority at the scene. The official Incident Commander will assume command as soon as practical.
- The Incident Commander will coordinate all hazardous material incidents with State agencies, i.e., Department of Environmental Quality (DEQ), and the Idaho OEM (IOEM) through the State EMS Communications Center (1-800-632-8000). At this time incidents will be classified as Regulatory, Level I, II, or III. The classification will be made jointly by IOEM representatives after consulting with DEQ, the Incident Commander and/or the Local Emergency Response Authority and possibly a member of the Regional Response Team, based upon the threat posed by the incident and the ability of the local agencies to successfully deal with the situation. The initial “classification” discussion will most

likely take place on a telephone bridge initiated by the Incident Commander and facilitated by the State EMS Communication Center (1-800-632-8000).

- The County command channel is available for use during emergencies. Additionally, the Fire Departments and Twin Falls OEM have permission from the Idaho OEM to operate on frequency 453.275 MHz, which is a State controlled on-scene command and coordination frequency.
- ESF 10 will utilize appropriately trained and equipped personnel from Twin Falls County as well as State and Federal agencies.
- ESF 15 Public Information will act as the official spokesman for the ESF 10 and the Incident Commander.
- In case of an emergency condition at one of the fixed sites, attempts will be made to coordinate release of information between ESF 15 Public Information and the facility public relations representative.

**Organization:**

- The Incident Commander will be appointed by the Jurisdiction Having Authority's Fire Chief and will direct all immediate response efforts at the scene, according to their department directives.
- The Chief Executive Officer will request the Hazardous Material Incident Response Coordinator, ESF 10, to report to the EOC when notified of an emergency situation.
- A member of the Jurisdiction Having Authority Fire Department will be designated as the Hazardous Material Incident Response Coordinator, or ESF 10, and will coordinate hazardous Material incident operations at the EOC.
- The Local Emergency Response Authority (LERA) in Twin Falls County is the Idaho State Police District 4. Specific LERAs for the incorporated cities are the specific fire chiefs. Initial response, to include lifesaving and hazard mitigation, will be made by the local first responders. If needed, State and Federal experts will be called upon to assist in accordance with the Idaho Hazardous Materials Incident Command and Response Support Plan.
- The Idaho State Police will respond to all hazardous materials transportation incidents on State or Federal highways. If requested by the Incident Commander, the nearest Hazardous Materials Regional Response Team will respond to incidents at any location.
- The Twin Falls County OEM will conduct and maintain a hazardous vulnerability analysis to include:
  - Identification of fixed-site facilities
  - Identification of transportation routes
  - Identification of critical lifeline facilities that would be at risk as a result of a hazardous material incident
  - Identification of populations at risk from fixed-sites and transportation incidents

- The Department of Environmental Quality (DEQ) as well as the nearest Hazardous Materials Regional Response Team and the Idaho OEM and private industry emergency response personnel will assist local jurisdictions in dealing with hazardous materials emergencies.
- The Department of Environmental Quality (DEQ) will oversee cleanup of hazardous waste, substances, and materials. DEQ will also contact the responsible party to initiate clean up and work with the County to recoup costs from the shipper or spiller.
- The Twin Falls County OEM will, if conditions warrant, recommend activation of the EOC and/or establish a command post near the scene to provide communications, coordination and direction, and control.

**Notification:**

- The SIRCOMM Dispatch Center will be notified of a potential Hazardous Materials Incident.
- Upon notification the SIRCOMM Dispatch Center or the Incident Commander at the Scene will notify State EMS Communications Center and request activation of the nearest Hazardous Materials Regional Response Team.
- The designated LERA will request the activation of the EOC.
- Upon activation of the EOC the Twin Falls County OEM will request the activation of ESF 10.

**Response Actions:**

Initial

- The Incident Commander will:
  - Request ESF 10 to report to the EOC when notified of an emergency situation
  - Declare a disaster emergency when appropriate
  - Authorize activation of public warning systems by ESF 2 Communications and Warning, evacuation of threatened areas, and request ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services to activate mass care facilities, and ESF 7 Resource Support to incur expenditures as necessary
- ESF 10 or a designated alternate will report to the EOC upon its activation.
  - Obtain estimates of the area that may be affected
  - Ensure that all essential operations are activated
  - Coordinate with the incident commander to ensure State agencies have been notified and the incident has been classified and to determine if local authorities can handle the situation
  - Contact the National Weather Service (1-208-334-9518) for wind direction and other weather information
  - Notify nearby municipalities and counties that could be affected by a vapor cloud or liquid plume in the water supply

- The Twin Falls County OEM will:
  - If conditions warrant, recommend activation of the EOC and/or establish a command post near the scene to provide communications, coordination and direction, and control
  - Determine whether to recommend a shelter in place, strategy, or evacuation in coordination with on-scene authorities
  - Coordinate evacuation with the Evacuation Coordinator and the executive authorities
  - Coordinate activation of shelters with the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services as necessary
  - Coordinate with ESF 2 Communications and Warning and ESF 15 Public Information to warn the public of actual or potential threats
- ESF 13 Public Safety and Security will provide support requested by the Incident Commander and to the EOC.
  - Establish perimeters and control access and traffic to protect the public
  - Establish barricades to secure at least a 2500-foot radius at the scene
  - Maintain security of the scene
  - Note any special hazards in the area (e.g. downed power lines, fires etc.)
  - Keep all unnecessary persons as far away from the incident as possible
  - Detain all persons involved with the incident at the scene until the response team arrives. Obtain their names, addresses, and phone numbers
  - Stay upwind from fires or release
  - Avoid spreading contamination
  - Do not attempt to move or clean up any materials involved with the incident
  - Prohibit eating, drinking, and smoking at the incident scene
  - Maintain control and security over all evacuated areas and facilities
  - Exercise precautions when handling a person exposed to hazardous materials
  - Remove injured persons as far away from the scene as possible
  - If injured persons must be transported to hospitals before the arrival of the emergency response team, inform the ambulance personnel that the patient may be contaminated. Obtain names of ambulance personnel and medical facility they are going to St Luke's Magic Valley.
  - Refer all media questions concerning the incident to ESF 15 Public Information at the EOC or at the scene
  - Alert and warn the threatened population as directed
  - Evacuate the threatened population as directed

- ESF 4 Firefighting will coordinate with the Incident Commander, ESF 10, and the EOC to:
  - After coordination with the Incident Commander, establish staging area upwind at a safe location
  - Establish firefighting control point
  - Notify the facility's coordinator, if appropriate, in the event of a fire
  - Provide for decontamination of personnel and equipment
  - Inspect damaged area for fire hazards
  - Assist in hazardous spill containment
  - Assist in identifying chemicals
- Magic Valley Paramedics will:
  - Transport victims using procedures that limit the spread of contamination
  - Establish initial triage and conduct Emergency Medical Services activities
- Industry Emergency Response Services will:
  - Assist in determining if a hazardous chemical, petroleum product, or radioactive material is involved
  - Provide information on chemicals manufactured or used at local plants

#### Continuous

- The Incident Commander will approve reentry of evacuated areas when they are determined to be safe.
- ESF 10 will:
  - Coordinate, via the State EMS Communications Center (1-800-632-8000), with Federal, State, County, City and industry responders, to request additional support if needed
  - Coordinate clean-up activities with DEQ
- The Twin Falls County OEM will:
  - Maintain situation map and post and update pertinent information on status boards and maps, and update plume projections as appropriate
  - If appropriate, request ESF 15 Public Information to release prepared messages, designated for broadcast over the EAS
  - Coordinate with EOC staff and executive authorities on whether a local disaster emergency should be declared
  - Coordinate medical support with ESF 8 Public Health and Medical Services
  - Coordinate with ESF 3 Public Works and Engineering to protect the water supply and sewage treatment systems

- If there is a threat to the drinking water supply, notify the public and private system operators
- Coordinate the reentry of the evacuated population with the EOC Staff and executive authorities
- Incident Commander and nearest Hazardous Materials Regional Response Team will:
  - Ensure that ESF 10 is fully informed and updated concerning the incident. Establish ongoing communications between the command post and the EOC
  - Seek technical advice and guidance from the State of Idaho DEQ Environmental Coordinator and the Environmental Investigator
  - Upon arrival of a properly identified emergency response team, manufacturer, owner, Idaho State Police, or DEQ representative, relinquish the responsibility to neutralize and dispose of the material, but maintain control of the overall situation; remain at the scene to assure that all phases of the operation are completed
  - Monitor the public, emergency workers, and equipment for contamination; maintain records of exposure
  - Coordinate actions of all responders, Federal, State, Local, and industry
  - Perform/coordinate decontamination procedures if required
- ESF 13 Public Safety and Security will:
  - Establish perimeter procedures for all probable wind conditions
  - After coordination with the Incident Commander, set up access and assembly points
  - After coordination with the Incident Commander, establish a staging area
  - After coordination with the Incident Commander, establish a victim staging area, decontamination area, and crowd control area
- ESF 4 Firefighting will:
  - Provide monitoring assistance as needed
  - Request mutual aid and/or technical support if needed
  - Reevaluate perimeters as the hazardous material is identified and/or environmental conditions change
  - Assist medical personnel in isolating and removing contaminated or injured persons from the scene
- Magic Valley Paramedics will:
  - Save all materials suspected of being contaminated
  - Ensure that someone trained in surveying and decontamination techniques surveys ambulance personnel and equipment suspected of being contaminated
- Industry Emergency Response Services will:

- Make emergency response equipment available on an as-needed basis; this may include radio communications, self-contained breathing apparatus, fire trucks, portable generators, protective clothing, earth-moving equipment, ambulances, respirators etc.
- Make available, on an as-needed basis, emergency response and advisory personnel with special skills and knowledge; this may include emergency medical technicians, operators skilled in handling chemical spills and environmental processes, and other engineering skills
- Perform decontamination procedures

### **Attachments**

Attachment 1- Hazardous Material Public Protection Decision Checklist

Attachment 2 - Hazardous Material Incident Report Form

# Attachment 1: Hazmat Public Protection Decision Checklist

## Basic Factors

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

### Chemical Factors

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



- No
- 13. Flotation:**  Floats  
 Sinks
- 14. Flammable:**  Yes  
 No
- 15. Explosive:**  Yes  
 No
- 16. Reactivity:**  With Air  
 With Water  
 Other Materials
- 17. Combustion Toxic:**  Yes  
 No
- 18. Hazard:**  Highly Toxic  
 Toxic  
 Irritant  
 Acute/Chronic  
 Lungs  
 Eyes/Skin  
 Ingestion
- 19. Release:**  Continuous  
 Puff  
 Liquid Pool  
 Vapor  
 Dust  
 Elevated  
 Ground Hugging
- 20. Cause:**  Valve Failure  
 Tank Puncture  
 Seal Rupture  
 Pipeline Break  
 Other/unknown

- 21. Condition:**  Contained
- Contained, Potential Release
- Uncontained and Controlled
- Uncontrolled

**Weather Factors**

- 22. Wind Speed:**  0-3
- 4-12
- 13-25
- 26-50
- 50+

- 23. Direction From:**  N
- NE
- E
- SE
- S
- SW
- W
- NW
- Variable

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

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

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

- 27. Visibility:**  Daytime Sunlit

- Daytime Cloudy/Hazy
- Nighttime Moonlit
- Nighttime Cloudy/Hazy

**Area Factors (1-2 Mile Radius)**

**28. Development:**

- Urban
- Suburban
- Rural

**29. Land Use:**

- Residential
- Commercial
- Industrial
- Agriculture

**30. Specific Types:**

- Houses
- Schools
- Hospitals
- Health Care Facilities
- Correctional Facilities
- Offices
- Retail Stores
- Shopping Malls
- Industrial Plants
- Government Buildings
- Churches
- Parks/Playgrounds
- Marinas
- Arenas/Stadiums

**31. Special Populations:**

- Mentally Handicapped
- Mobility Impaired
- Hearing Impaired
- Visually impaired
- Elderly
- Tourists
- Non-English Speaking

- Retirement Communities
- Resorts
- No automobile in Household

**32. Terrain:**

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

**Protection Factors****33. In-place Protection****Yes No**

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

**34. Evacuation**

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

Can handle liability and insurance issues?

35.  Time Estimates: Unprotected Exposure \_\_\_\_hrs.  
Evacuation \_\_\_\_hrs.

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

**Decision**

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

# Public Protection Decision Makers Checklist

## Explanatory Comments

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

- spray. However, they may also be absorbed by moisture present in human respiratory system, eyes, nasal passages, and skin.
- Item 13 A chemical that floats atop a water area may be dammed up and absorbed. However, floating pools of chemicals on water may facilitate evaporation and may float downwind if blown by winds.
- Item 14 Flammable chemicals present a threat of fire if ignited and when burning may produce toxic airborne fumes and pollutant particles that may travel downwind.
- Item 15 Explosive chemicals present a threat of explosion if detonated which may provide instantaneous dispersion of toxic airborne fumes and pollutant particles.
- Item 16 Some substances generate heat when mixed with water. Some strong acids may evolve into large amounts of fumes when in contact with water or moisture. This may consist of fine droplets of acid in air and acid vapors. Such fumes are usually highly irritating, corrosive, and heavier than air. Strong oxidizing or reducing agents are able to decompose organic materials and react with a variety of inorganic materials to generate heat, flammable gases, and possible toxic gases. Heat generated could be sufficient to ignite combustible materials or flammable gases resulting in fire or explosion. The combination of various chemicals may produce new chemicals quite different and more severe than the original materials.
- Item 17 Many substances become highly toxic when burned and some may form even more toxic materials when in combination with heat and water (if present from fire spray or otherwise).
- Item 18 Self-explanatory
- Item 19 Gases escaping under pressure from a tank or cylinder form a cloud or plume. A rapid release through pressure relief valves, punctures, or broken pipes may take several seconds to several minutes. On the other hand, a flow from a spill or leak at fittings, or tears or large punctures may take minutes to days. Liquids may flow along the ground as a stream while simultaneously vaporizing and being absorbed into the ground or other materials. A puff may occur with a release over a short period of time. A release that is elevated will mix with air and tend to disperse more quickly.
- Item 20 The cause may provide an indication of the potential for control and reduction of release duration and amounts. A valve failure may be easier to handle than a puncture, split, or crack in a tank.
- Item 21 A release that is contained is less of a problem, unless the containment is breached. On the other hand, a contained incident may not be an immediate problem, but has potential for release if corrective actions are not able to be accomplished in time or fail. Some incidents may be controlled, but uncontained. In such cases, the situation may be continuous, but may not get any worse. Others may be completely out-of-hand and out-of-control and maximum release of all contents will occur over a period of time.
- Item 22 Higher wind speeds will disperse gases quicker than low speeds. However, they

will also result in higher concentration further downwind in a narrower band than lower speeds. Higher speed winds will also increase contaminated air infiltration into homes and buildings. Lower speed winds result in reduced dispersion and tend to spread contaminated air in multi-directions. Gusty winds are more unpredictable for dispersion than steady winds as wind eddies from hills, trees, and buildings may be in several different directions in adjacent areas.

- Item 23 Self-explanatory
- Item 24 Higher temperatures increase evaporation of liquids and expansion of gases. Most liquids become less active in temperatures below freezing.
- Item 25 High humidity increases air absorption of water-soluble chemicals. Also, high humidity conditions may be associated with stagnant air conditions and air inversions.
- Item 26 Rain or snow occurring will tend to purge the atmosphere of contamination. Heavy rain will drop contaminants in heavier concentrations and closer to the origin which could result in greater exposure close-in.
- Item 27 The amount of visibility has an influence on the ease or difficulty of accomplishing emergency response activities and public protection actions. These can be much more difficult to accomplish particularly at night and under low light conditions.
- Item 28 Urban and suburban areas will be more populated than rural areas. Even though rural areas may have less population to take protective actions, it may be much more difficult to warn them and monitor protective actions due to the scattered, widely spaced locations of homes and buildings.
- Item 29 Predominantly residential areas will be more populated at night, than between 7:00 AM - 6:00 PM. During these normal working hours, 2 out of every 3 residents (67%) will be at work, school, shopping, and at recreational activities (many of which will be out of the immediate area.) During these same hours, commercial, industrial, and school areas represent locations of highly concentrated populations.
- Item 30 Some affected areas, if large enough, may include many, if not all, of these types of facilities. Each may present different and unique methods of warning and evacuation/in-place protection needs. Tourists and recreational populations may be on boats, at marinas, in parks and campgrounds, and otherwise out-of-touch with radio, TV, and telephone communications.
- Item 31 Special populations, particularly the mobility impaired, may require transportation if an evacuation is to be conducted. Also, many special populations do not drive and do not have a private vehicle available and are usually solely dependent on public transportation.
- Item 32 The type of terrain will affect dispersal of airborne chemicals. Heavier than air contaminants will stay closer to the ground and flow downhill and settle in low lying areas. The reverse is true for lighter than air chemicals. Trees and foliage



will serve as obstructions to dispersal and may even absorb some substances on leaves and branches. Buildings and structures in built up areas will also tend to obstruct dispersion and will result in some absorption through infiltration into the insides of buildings.

Item 33-34 Self-explanatory

Item 35 Develop general time estimates based on a review of all the above factors. Use best judgments and do not spend too much time. The time estimates for unprotected exposure should consider the amount and rate of release, the chemical and weather factors, and the travel distance to the potentially affected populations. The time estimates for both in-place protection and evacuation should be an addition of the warning time, preparation time, and the travel/movement time.

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

## Attachment 2: Hazardous Materials Incident Report Form

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

### PART 1: INCIDENT INFORMATION -- DISPATCH COPY

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

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

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

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

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

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

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

	Date/Time	Person Notified
20. Appropriate Fire Department _____	_____	_____
21. Appropriate Law Enforcement _____	_____	_____
22. County Fire Services Coordinator _____	_____	_____
23. Health Department _____	_____	_____
24. County Emergency Management _____	_____	_____
25. IOEM (1-800-344-0984) _____	_____	_____
26. Other _____	_____	_____

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

## Hazardous Materials Incident Report Form

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

### PART 1: INCIDENT INFORMATION -- FIELD OFFICER COPY

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

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

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

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

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

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

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

# ESF 11 Agriculture and Natural Resources

**Primary Agencies:** Twin Falls County USDA Farm Service Agency

**Support Agencies:** County Animal Control Officer  
Municipal Animal Control Officers  
Private Animal Care Centers  
Idaho Department of Agriculture  
Twin Falls County Extension Office  
Twin Falls Canal Company  
Salmon River Canal Company  
Twin Falls County Pest Abatement District  
Bureau of Land Management  
U. S. Forest Service  
Bureau of Reclamation  
Twin Falls County Pest Abatement District

## Introduction

### Purpose:

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

### Scope:

ESF 11 is applicable to livestock and cropland owners and operators, to ensure that they are provided protection information and that protective measure implementation is coordinated with the appropriate ESFs. The Twin Falls County Animal Control Officer and his municipal counterparts ensure that the relocation of domestic pets is managed in cooperation with ESF 6 Mass Care.

### Policies

- The Twin Falls County Extension Office is assigned the responsibility to lead ESF 11.
- The Twin Falls County OEM will assist ESF 11 as much as possible; however, citizen life-safety issues have first priority. Animal owners are responsible and accountable for their pets/animals.
- Appropriate information on animal injuries/casualties and issues will be provided to EOC for inclusion in reports.
- Animal care, assistance and other pertinent information will be disseminated to the public by the ESF 15 Public Information Officer.
- ESF 11 will provide information to farmers and ranchers on the protection of croplands and livestock.
- The Twin Falls County and Municipal Animal Control Officers coordinate the relocation and care of domestic pets with ESF 11 and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.

- Federal agencies such as the Bureau of Land Management, the U. S. Forest Service and the Bureau of Reclamation will respond as outlined in the National Response Plan to protect natural resources on Public Lands.

## **Situation**

### **Disaster Condition:**

Based upon the County's Hazard 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:**

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake may occur at a time of day that produces maximum casualties.
- Disasters that result in large number of casualties and/or heavy damage to building, structures, and the basic infrastructure will require state and federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- Communications systems, particularly telephones that survive the initial disaster may be overloaded.
- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- Twin Falls County has the capability to save lives and property in case of a disaster. While it is likely that outside assistance will be available in disaster situations, Twin Falls County must plan for and be prepared to save lives, protect property, and agricultural resources through independent disaster response and recovery operations.
- State or federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort.

## **Concept of Operations/Responsibilities**

### **General:**

The Twin Falls County OEM recognizes the need to coordinate relocation areas for livestock and domestic pets during a declared disaster. As directed by the Chief Executive Officer, the Twin Falls County OEM will coordinate relocation areas for both livestock and pets with ESF 11.

ESF 11 and Twin Falls County Extension Office will provide protective information for County cropland through ESF 15 Public Information.

### **Organization:**

- The Twin Falls County Extension Office will designate staff to assist in the ESF 11 role.

- The County and/or municipal Animal Control Officer(s) will coordinate the relocation of domestic pets.
- ESF 11 will coordinate the relocation of livestock.
- ESF 11 with ESF 15 Public Information, will provide livestock and cropland protection information to the general public.

**Notification:**

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

**Response Actions:**

Initial

- ESF 11 will:
  - Establish a livestock relocation center(s) and communicate the location to the public through ESF 15 Public Information
  - Establish contact with the State of Idaho Department of Agriculture and request cropland assistance
  - Direct the Twin Falls County and or Municipal Animal Control Officer(s) to establish a pet relocation center
- ESF 15 Public Information will provide public information through media channels regarding the relocation of domestic pets, livestock, and the protection of croplands.
- The Twin Falls County and/or Municipal Animal Control Officer(s) will:
  - Coordinate an adequate food and water supply for relocated pets with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

Continuous

- ESF 11 will:
  - Communicate cropland and livestock protection information to the public through the ESF 15 Public Information Officer
  - Provide status briefings to the Twin Falls County OEM
- ESF 15 Public Information will provide public information through media channels regarding the relocation livestock and the protection of croplands.
- The Twin Falls County and/or Municipal Animal Control Officer(s) will:
  - Communicate with ESF 6 Mass Care, Emergency Assistance, Housing and Human Services on the status of relocated domestic pets
  - Request resources to feed and shelter domestic pets from ESF 7 Resource Support and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

**Attachments**

Attachment 1 Animal Control and Protection

Attachment 2 Agroterrorism

## **Attachment 1: Animal Control and Protection**

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

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

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

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

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

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

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

Twin Falls County will request assistance from the State and private sector.

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

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

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

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

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

### **Evacuation Tips for Pets**

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

### **Evacuation Tips for Farm Animals**

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



## Attachment 2: Agroterrorism

### The Threat

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

#### Why Agroterrorism May Be an Attractive Tool for Terrorists

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

### Vulnerability

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

#### Factors That Affect Vulnerability

FACTORS	DESCRIPTION
Number of agents	There are many agents (at least 22) that are lethal and highly contagious to animals, many of which are not vaccinated against.
Resilience	Most of these agents are environmentally resilient. They can live for a long time in organic matter (e.g., soil).
Susceptibility	Antibiotic and steroid programs, and husbandry programs designed to improve quality and quantity of meat, have made U.S. livestock more disease prone. U.S. livestock and poultry are especially susceptible to exotic diseases because most serious diseases that affect them have been eradicated or brought under control with U.S. borders, so the animals lack antibodies to fight these agents. In crops, widespread use of commercial hybrids has limited their genetic diversity, making them more vulnerable to a killer pathogen.

Concentrated populations	Animal populations are highly concentrated, and large herds make ideal targets for infection and contagion. For example: About 75% of the swine industry is concentrated in nine Midwestern States; the most successful swine farms each have 10,000 hogs or more.
	Beef cattle are fattened in large feedlots - some containing 150,000 to 300,000 animals at a time. Dairies usually have as many as 1,500 lactating cows at one time. Poultry has a heavy concentration in the Delaware/Maryland/Virginia peninsula. Chickens are usually grown in floor pens with 10,000 to 20,000 birds per pen.
Mobility	Animal populations are highly mobile. The animals are typically born in one location, moved halfway across the country to a feedlot for final fattening, then moved again for slaughter. Chicken breeding stocks and eggs are shipped great distances for the purpose of genetic improvements. Animals that are incubating disease during these movements can greatly increase the spread of the disease.
Inadequate security	Agricultural facilities are not highly secure. Food processors lacking sufficient security and safety preparedness methods have proliferated over the years.
Limited detection capabilities	The United States is even more vulnerable because it is unprepared to prevent such an attack or even quickly detect an outbreak. (Veterinary students receive minimal education in foreign animal diseases.) Our primary recourse would be response, after an attack has occurred.

### Comparative Threat

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

**Crops:** Some experts believe that pathogens designed to attack existing crops would be less effective weapons because they spread slowly and unreliably and are highly influenced by weather. It would be difficult to cause the widespread destruction of a crop because most crops are not grown in isolation. In addition, they have already been exposed to various pathogens, which have increased their resistance. (There are, however, a few foreign strains against which current crops have no resistance, and some strains are highly resistant to fungicides.) **Seed:** The infection of seed may be more likely because much of the seed used in U.S. agriculture is produced overseas, and only a small portion of imported seed is actually tested.

### Potential Impact

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


**Animal Diseases**

<b>LIST A DISEASES</b>	<b>SELECTED LIST B DISEASES <sup>5</sup></b>	
African horse sickness African swine fever Bluetongue Classical swine fever Contagious bovine pleuropneumonia Foot-and-mouth disease	<b>Multiple Species:</b> Anthrax Aujeszky's disease Echinococcosis/hydatidosis Heartwater Leptospirosis	<b>Cattle:</b> Bovine anaplasmosis Bovine babesiosis Bovine brucellosis Bovine cysticercosis Bovine genital campylobacteriosis
Highly pathogenic avian influenza Lumpy skin disease Newcastle disease Peste des petits ruminants Rift Valley fever Rinderpest Sheep and goat pox Swine vesicular disease Vesicular stomatitis	New World screwworm <i>Cochliomyia hominivorax</i> Old World screwworm ( <i>Chrysomya bezziana</i> ) Paratuberculosis Q Fever Rabies <b>Avian:</b> Avian infectious bronchitis Avian infectious laryngotracheitis Avian mycoplasmosis ( <i>M. Avian chlamydiosis gallisepticum</i> ) Avian tuberculosis Duck virus hepatitis Duck virus enteritis Fowl cholera Fowl pox Fowl typhoid Infectious bursal disease (Gumboro disease) Marek's disease Pullorum disease	Bovine spongiform encephalopathy (BSE) Bovine tuberculosis Dermatophilosis Enzootic bovine leukosis Haemorrhagic septicaemia Infectious bovine rhinotracheitis/ infectious pustular vulvovaginitis Malignant catarrhal fever Theileriosis Trichomonosis Trypanosomosis (tsetse-borne) <b>Swine:</b> Atrophic rhinitis of swine Enterovirus encephalomyelitis Porcine brucellosis Porcine cysticercosis Porcine reproductive and respiratory syndrome Transmissible gastroenteritis Trichinellosis

<sup>1</sup> Other categories of List B diseases include equine, sheep, goat, fish, crustacean, bee, Lagomorph, mollusc, and other. Full lists are available at the OIE web site: [http://www.oie.int/eng/maladies/en\\_fiches.htm](http://www.oie.int/eng/maladies/en_fiches.htm).

### Disease Transmission among Animals

Animal diseases can be spread in three primary ways:

<ul style="list-style-type: none"> <li>• <b>Airborne transmission.</b> Some diseases (e.g., foot and mouth (FAM) disease, avian influenza, Newcastle disease) can travel in aerosol form very long distances in the air. (In 1981, FAM broke out in France and traveled 175 miles to Great Britain in 3 days.) Airborne diseases are extremely difficult to contain and thus would present an enormous challenge to emergency responders in the event of an outbreak. These diseases can also be transmitted by direct contact.</li> </ul>	 <p style="text-align: center;"><b>Countries Where FAM Disease Has Been Reported Since 2000</b></p>
<ul style="list-style-type: none"> <li>• <b>Direct contact.</b> Some diseases (e.g., FAM, rinderpest, vesicular stomatitis, hog cholera, African swine fever) can be spread by direct contact among animals, contact with contaminated objects such as feed and water troughs, milking machines and other equipment, and people’s clothes and shoes. This makes biosecurity measures - keeping animal facilities clean and restricting human and vehicle traffic around animals - absolutely critical.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Vectors.</b> Some diseases (e.g., vesicular stomatitis, lumpy skin disease, Rift Valley fever, bluetongue, African swine fever) can be spread by other organisms, such as mosquitoes and ticks. In these cases, disease control depends on insect control.</li> </ul>	

### Animal Diseases of Greatest Concern

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

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

Viruses present the greatest agro-terroristic threats to livestock. The entire List A animal diseases are viruses, except contagious bovine pleuropneumonia which is caused by mycoplasma. (For more information on viruses and mycoplasmas, refer to Biological Agents in Appendix A.) The following table<sup>2</sup> summarizes information about List A diseases that primarily affect cattle, swine, and poultry. BSE (“mad cow disease”), included in the table, is not a List A disease but is of current interest. Other List A diseases include, peste des petits ruminants and sheep/goat pox, which affect primarily sheep and goats, and African horse fever, which affects primarily horses.

<sup>2</sup>Kohnen, p. 16

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

<b>Disease</b>	<b>Primary Modes of Transmission</b>	<b>Primary Animals Affected</b>	<b>Vaccine Available?</b>	<b>Location</b>	<b>Affect Humans?</b>
<b>Foot-and mouth disease</b>	Airborne aerosols; direct or indirect contact (via human clothing, equipment, vehicles, or through milk or partially cooked meat)	Cloven-hoofed animals (esp. cattle and swine)	Y	Asia, Africa, Middle East, South America	Occasionally after prolonged exposure, humans can develop mild symptoms
<b>Vesicular stomatitis</b>	Direct contact (i.e., shared feed and water troughs, milking machines); insect vectors	Cattle Swine Horses	Y	U.S., Mexico, Canada, Caribbean, Central and So. America	During epidemics humans can get a version resembling flu
<b>Swine vesicular disease</b>	Ingestion of infected meat	Swine	N	Hong Kong, Japan, Europe	Occasional cases of flu-like illness
<b>Rinderpest (“cattle plague”)</b>	Direct contact with any animal secretions; airborne droplets	Cattle Sheep Goats	Y	Africa, Middle East, Asia	N
<b>Contagious bovine pleuropneumonia</b>	Inhalation of droplets of infected animal secretions	Cattle	Y	Asia, Central Africa, Spain, Portugal	N
<b>Lumpy skin disease</b>	Insect vectors	Cattle	Y	Africa	N
<b>Rift Valley fever</b>	Insect vectors, esp. mosquitoes; direct contact with blood or tissue	Sheep Cattle	Y	Africa	Humans very susceptible; disease is sometimes fatal (human vaccine available)
<b>Bluetongue</b>	Insect vectors	Sheep Cattle	Y	U.S., Africa, Europe	N
<b>Bovine spongiform encephalopathy (“mad cow disease”)</b>	Ingestion of foods containing infected meat and bone meal	Cattle	N	Primarily Great Britain; some cases in W. Europe	Suspected precursor to new variant of Creutzfeldt-Jakob disease (fatal)
<b>African swine fever</b>	Insect vectors (ticks); ingestion of infected meat; direct contact; airborne aerosols within buildings	Swine	N	Africa, Iberian Peninsula, Sardinia	N

**Animal Diseases of Greatest Concern**

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

<b>Disease</b>	<b>Primary Modes of Transmission</b>	<b>Primary Animals Affected</b>	<b>Vaccine Available?</b>	<b>Location</b>	<b>Affect Humans?</b>
<b>Classical swine fever (“hog cholera”)</b>	Direct contact with animal secretions; indirect contact via shoes, clothing, equipment	Swine	Y	Africa, Asia, So. and Central America, parts of Europe	N
<b>Highly pathogenic avian influenza (“fowl plague”)</b>	Direct contact; airborne aerosols	Chickens Turkeys	Y	Worldwide	Usually rare, but 1997 Hong Kong epidemic killed 6 with influenza-like illness
<b>Newcastle disease</b>	Direct contact with animal secretions - feces; contaminated feed, water, equipment, human clothing, etc.	Poultry Wild birds	Y	Worldwide	Occasionally causes transitory conjunctivitis after extensive exposure

**Crop Diseases**

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

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

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

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

### Transmission of Crop Diseases

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

- **Airborne (Fungal Diseases)** Fungi produce dry spores, which are dispersed on the wind and can travel great distances. After a fungus has infected an area, it is very difficult to eliminate all of the spores. Although fungicides are helpful, fungi can persist in other hosts, allowing the disease to continue infecting plants for a long time.
- **Vectors (Viruses and Bacteria)** Insects such as aphids are often virus carriers. When an aphid feeds on a leaf, it pierces cell walls and transmits the virus. Although viruses can be extremely damaging to crops, their ability to spread is limited by insect movement. Crop viruses are currently untreatable. Virus control depends on insect control and the use of virus-resistant crop strains. Insects can also transmit bacteria.
- **Waterborne (Bacteria)** Bacteria require moisture for transmission. Although they cannot be transmitted on the wind, they can travel via wind-driven rain. Splashing rainwater can spread bacteria among individual plants, and irrigation runoff can spread bacteria over entire fields. Although bacteria can cause serious plant diseases, they generally cannot spread over vast areas.

### Crop Diseases of Greatest Concern

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

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

### Crop Diseases of Particular Agroterrorism Concern

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

### Crop Pests

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

### Crop Diseases and Public Health

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

### Response to the Threat of Agroterrorism

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

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

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

The United States has banned imports of many animal products, live ruminants, and swine from FAM disease-affected countries. Because of this year's increase in FAM flare-ups around the



world, the USDA has assigned additional inspectors and dog teams at airports to check incoming flights and passengers.

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

### **Disease Surveillance and Detection**

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

Surveillance is the first line of defense against a disease outbreak. U.S. agriculture relies upon ground surveillance - plant pathologist and field veterinarians - for disease reporting. The greater the number of human monitors, and the better trained they are to recognize diseases, the better the chance that serious diseases do not become widespread outbreaks. Disease outbreaks in wildlife should also be monitored because they can serve as early warning signs of agricultural outbreaks.

### **Control, Containment, and Eradication Measures**

Should an outbreak be detected, the disease must be controlled, contained, and eradicated.

Typical measures include:

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

### **Emergency Procedure for Animal Disease Outbreaks**

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

- A. **Recognition.** A farmer notices a sick animal, or a herd manager of a large production operation notices a higher mortality rate than normal or unique symptoms in a group of animals and calls the local or corporate veterinarian and/or the county agriculture agent. This recognition could also begin at a port, sale barn, or other place of animal concentration.

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

- B. **Diagnosis.** Either the veterinarian or County Agriculture Agent makes a diagnosis of a domestic disease, or suspects something abnormal based on clinical signs or epidemiology.
- C. **Notification.** If abnormal, the County Agriculture Agent will notify a representative of the State veterinarian or APHIS area veterinarian in charge, who will begin the investigation.
- D. **Investigation.** Within 24 hours, a foreign animal disease diagnostician (FADD) visits the premises and begins an investigation. The FADD may be a State or Federal veterinary medical officer. The FADD works with the labs to describe the situation and takes the appropriate samples to confirm the disease.
- E. **ERT Response.** The Early Response Team (ERT) may be called within 24 hours to characterize an unconfirmed or emerging disease or to describe the pathogenesis and epidemiology of the disease. The ERT makes recommendations that may lead to either a return to routine control and surveillance measures or an escalation of response.
- F. **Containment, control, and eradication.** If a disease is confirmed, local and State resources are used to contain, control, and eradicate the disease if possible. If local and State resources are exceeded, or the State requests assistance, the Regional Emergency Animal Disease Eradication Organization (READEO) is activated to integrate with the State's response. The READEO's role is to give additional technical support, coordinate national communication, and manage national consequences and Federal response resources.

### Emergency Procedure for Plant Disease Outbreaks

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

- A. **Recognition.** A grower recognizes a problem with his/her crops and contacts the local plant health expert (often a plant pathologist associated with a university). Under most circumstances, the grower can simply send a sample of the diseased plant into a local agricultural lab and get a diagnosis. PPQ allows 48 hours from initial report of a disease to confirmation by a qualified taxonomist.
- B. **Notification.** If the lab recognizes the disease as being particularly serious, it will notify the State plant health authority.
- C. **Emergency response.** If the disease is one for which emergency procedures already exist, the plan is put into action by the ISPM personnel, regional Rapid Response Teams (RRTs), regional and State personnel, and industry groups.
- D. **Quarantine.** An RRT can be at the infection site within 48 hours; the members of this team are prepared to take emergency quarantine action if necessary.

- E. **Assessment.** If the pest is a new one, PPQ calls upon the New Pest Advisory Group to assess the significance of the pest and to determine a response plan. This process takes at most 21 days for pests that are not considered critical, or significantly less for a major pest that is likely to spread quickly and that may have significant economic or other effects.

## ESF 12 Energy

**Primary Agencies:** Twin Falls County OEM

**Support Agencies:** Twin Falls Highway District  
Murtaugh Highway District  
Filer Highway District  
Buhl Highway District  
Municipal Public Works  
Idaho Power Company  
Intermountain Gas Company  
Williams Pipeline  
Eastern Idaho Railroad  
Energy Product Suppliers

### Introduction

**Purpose:**

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

**Scope:**

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

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

**Policies**

- During a declared disaster, the Coordinator of the Twin Falls County OEM or designee will work with the other Independent Highway Districts, municipal public works departments, and private energy providers to ensure the restoration of services and to respond to the scope of anticipated needs during an energy shortage/outage, i.e. fuel (gasoline, propane, etc.), electric generation, and so forth.

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

## **Situation**

### **Disaster Condition:**

Based upon the County's Hazard Vulnerability Analysis, there are several emergency conditions that could require the restoration of energy services including: structure fires, wildfires, floods/dam failures, earthquakes, landslides, hazardous materials spills, and severe storms.

### **Planning Assumptions:**

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.
- Disasters that result in large number of casualties and/or heavy damage to building, structures, and the basic infrastructure will require State and Federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- While it is likely that outside assistance will be available in disaster situations, Twin Falls County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.
- State or Federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort and a disaster declaration is in place.

## **Concept of Operations/Responsibilities**

### **General:**

ESF 12, supported by the Independent Highway Districts, Municipal Public Works Departments, and private energy suppliers will coordinate efforts to remove debris and restore power as efficiently as possible during a declared disaster. Private suppliers will restore power and energy services based on their existing response procedures.

Local resources may be unavailable due to damage, inaccessibility or insufficient supply(s) following a disaster. Coordination with the State agencies through the Idaho OEM South West Area Field Officer will be essential to begin the recovery process and meet emergency energy needs, as well as returning the community to pre-disaster conditions. ESF 12 resources will be used to assist with emergency efforts to provide fuel and power and other resources as necessary. Resource allocation considerations include response, recovery, and return to normalcy.

**Organization:**

- ESF 12 is led by the Twin Falls County OEM. Supporting agencies include the Independent Highway Districts, municipal public works departments, and private suppliers of energy services such as the Idaho Power Company and Intermountain Gas.
- The Twin Falls County OEM will coordinate provisions of emergency power and all energy restoration, will maintain a status map of energy outages, and brief the Chief Executive Officer.
- ESF 12 and support agencies will coordinate activities to provide sufficient fuel supplies to emergency response organizations, by coordinating the provision of materials, supplies, and personnel for the support of emergency activities being conducted, including activities along evacuation routes, and communicating with local utility organizations to coordinate emergency response and recovery needs.
- ESF 12 will coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services to identify emergency shelter electricity status/needs.
- Commercial Power Suppliers such as the Idaho Power Company and Intermountain Gas Company will be responsible for commercial power service restoration within their service areas.
- Other suppliers of energy products, such as diesel fuel, gasoline, and propane will coordinate with ESF 12 to manage the available resources during a declared disaster.

**Notification:**

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

**Response Actions:**Initial

- ESF 12 will:
  - ❑ Contact electric, propane, gas, telephone, water, and other utilities serving the emergency area to obtain information about damage and/or assistance needed in their areas of operation

- As required, determine local generating capacity; expected peak loads, expected duration of emergency event, explanation of utilities' actions, and recommendations of State and Local agency actions in support of the utilities
- Coordinate with support agencies to establish priorities and develop strategies for the initial response
- Monitor the procedures followed by individual utilities during energy generating capacity shortages, to ensure consistent action and communication
- Assign ESF 3 Public Works and Engineering and Damage Assessment Teams to the impacted areas, to determine possible affected areas, industries, and resources needed for energy restoration
- As requested by ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, coordinate emergency power to relocation shelter(s)
- Provide information to ESF 15 Public Information regarding generating capacity shortfalls and outages

#### Continuous

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

# ESF 13 Public Safety and Security

**Primary Agencies:** Twin Falls County Sheriff's Office

**Support Agencies:** Municipal Police Departments  
Idaho State Police

## Introduction

### Purpose:

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

### Scope:

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

Law Enforcement support involves:

- Directing criminal investigations.
- Management of evidence.
- Mobilizing and coordinating personnel, equipment, and supplies.
- Maintaining security in evacuated areas.
- Directing traffic movements and assisting in the relocation of residents and visitors.
- Providing incident command for back country or rural search and rescue operations.

### Policies

- The policy of the State of Idaho is that the primary duty of enforcing all penal provisions and statutes of the State is vested with the sheriff of each county as provided in section 31-2227, Idaho Code.
- The policemen of every city, should any be appointed, shall have power to arrest all offenders against the law of the State, or of the City, by day or by night, in the same manner as the sheriff.
- The Idaho State Police shall have power to enforce all of the penal and regulatory laws of the State, to preserve order, and exercise any and all powers, duties and authority of any sheriff or other peace officer anywhere in the State of Idaho, in the same manner and with like authority as the sheriffs of the Counties.



## **Situation**

### **Disaster Condition:**

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

### **Planning Assumptions:**

- The Twin Falls County Sheriff is the chief law enforcement officer in the County.
- The Cities of Twin Falls, Kimberly, Buhl, Filer, and Hansen provide law enforcement services within the City limits.
- The Sheriff's Office has sufficient officers to provide law enforcement services to the unincorporated areas of the County.
- All Law Enforcement Agencies in the County provide mutual aid to neighboring jurisdictions based on authorizations found in Idaho Code.
- Federal, State, and private security entities interface with the applicable law enforcement agencies within the County.
- The Twin Falls County Sheriff will provide support as outlined in the Fifth Judicial District ICAR 48 Emergency Closure and Disaster Plan for the District Court in Twin Falls County, dated February 2006.

## **Concept of Operations/Responsibilities**

### **General:**

The Twin Falls County Sheriff, an elected official, is the chief law enforcement officer in the County. The Sheriff's Office provides law enforcement in all unincorporated areas of the County and in incorporated areas as contracted. The Twin Falls County Sheriff's Officers are dispatched by the SIRCOMM Dispatch Center. Twin Falls City Police are dispatched by the City of Twin Falls Dispatch Center.

### **Organization:**

- As ESF 13, the Twin Falls County Sheriff's Office is responsible to coordinate all County wide law enforcement activities in support of a declared disaster, and to ensure that jurisdictional standard operating procedures for implementation of this ESF are compatible.
- The Chiefs of the City Police Departments are responsible to cooperatively communicate, plan, and prepare with the Twin Falls County Sheriff's Office to ensure that the law enforcement requirements of the Twin Falls County Emergency Operations Plan and supporting ESF and Annexes can be implemented.

**Notification:**

- All Law Enforcement is notified and dispatched by the SIRCOMM Dispatch Center with the exception of Twin Falls City Police Department, who are dispatched from the City of Twin Falls Dispatch Center.
- ESF 13 will be activated upon activation of the County EOP, or as requested by the Chief Executive Officer, or the Twin Falls County OEM.

**Response Actions:**

- ESF 13 will fulfill all assigned functions in ESFs and Annexes as specified by:
  - Managing law enforcement resources, directing traffic control and law enforcement operations, and using jurisdiction standard operating procedures
  - Assisting with warning the public as requested
  - Directing evacuation as approved by Commissioners/Mayors
  - Controlling and limiting access to disaster scenes and evacuated areas
  - Coordinating and assisting with emergency communications as needed
  - Assisting in initial damage assessment if personnel are available
- ESF 13 will provide assistance to the South Central Public Health District during the activation of a Point of Dispensing (POD) Site.

## ESF 14 Long Term Community Recovery

**Primary Agencies:** Twin Falls County OEM

**Support Agencies:** Idaho OEM  
American Red Cross of Greater Idaho  
South Central Public Health District  
Salvation Army  
South Central Community Action Partnership Volunteer Agencies

### Introduction

#### Purpose:

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

#### Scope:

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

#### Policies

- Recovery from isolated events is usually within the capability of Twin Falls County and municipal governments.
- Any required out of County assistance is requested from the next higher level of government, after the local jurisdiction has fully committed its' own resources to the recovery process. The situation changes when a major disaster causes widespread destruction.
- The Twin Falls County Commissioners are responsible for all community recovery policy decisions in the County, outside incorporated cities. Mayors are responsible for recovery policy and decisions within their Cities. The County Disaster Recovery organization will support Cities within the County during recovery situations if requested by mayor(s).
- County Recovery Assistance - Local government is the initial source of disaster response and recovery assistance. When local resources are insufficient to cope with the disaster, State and Federal programs may provide direct assistance to affected Local governments and/or individuals. Twin Falls County must request this assistance.
- State Disaster Assistance - The Idaho OEM is charged with the responsibility for developing administrative rules to establish and implement the State disaster relief program. Once adopted, these rules will establish thresholds, allowable reimbursable costs, cost share ratios, and the like. Accompanying these rules will be an administrative plan that will detail the specifics of this State relief program. When promulgated, these rules should incorporate certain general considerations, including:
  - ❑ The magnitude of affected population

- The impact on a jurisdiction's existing financial resources
- The availability of other sources of relief
- The assistance to individuals
- The assistance to public entities
- The assistance to private businesses
- Federal Disaster Assistance- "The Robert T. Stafford Disaster Relief and Emergency Assistance Act", Public Law 93-288, as amended (Stafford Act), was enacted by the Congress of United States to supplement the efforts of State and Local governments during and after a Presidential Declaration for emergency or major disaster. The Stafford Act was not intended to provide 100% reimbursement for all damages incurred during an emergency or disaster, but permits Federal assistance, when the State and Local governments have exhausted their resources and capabilities.
- Public Assistance - Following the President's declaration of a disaster, the Governor's Authorized Representative (GAR) will conduct meetings for all potential applicants for public disaster assistance. The GAR will notify each applicant of the date, time, and location of the briefing. Applicants will file a Notice of Interest. The Twin Falls OEM will provide assistance upon request. The State Coordinating (SCO) establishes a Public Assistance Office at the Joint Field Office (JFO). The County in turn will designate a point of contact and office for public and not-for-profit organizations to submit requests for public assistance.
- Individual Assistance Programs - The American Red Cross and other mass care agencies typically handle immediate human needs (food, shelter and clothing) during the response phase. State and Federal recovery assistance is available to individuals, families and businesses by making application to FEMA and/or other appropriate agencies.
- Hazard Mitigation Grant Program - Section 322 of the Stafford Act, Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707, Public Law 103-181(the Hazard Mitigation and Relocation Assistance Act of 1993), and Public Law 106-390, (the Disaster Mitigation Act of 2000). This section provides for increased Federal funding for hazard mitigation measures that follow disaster events, if an approved hazards mitigation plan is in place.
- Long Range Reconstruction - Long range reconstruction phase efforts focus on community redevelopment and restoring the economic viability of the disaster area(s). The reconstruction phase requires a substantial commitment of time and resources by government and non-government organizations. Much of the commitment goes beyond the scope of traditional Emergency Services activities and Federal disaster programs. Such activities are most often the result of a catastrophic event that has caused substantial long-term damages over a very large area. These efforts include, but are not limited to:
  - Long term restoration of public infrastructure and social services damaged by the emergency
  - Re-establishment of an adequate supply of housing to replace that which was destroyed
  - Restoration of lost jobs
  - Restoration of the economic base of the disaster area(s)

- Record keeping -The County, municipalities and other eligible entities must maintain adequate disbursement and accounting records of the costs incurred on approved disaster work for reimbursement. State and Federal audits can occur. 44 CFR subpart H regulation delineates reimbursable expenses. Documentation must begin as soon as response begins. See Annex C Financial Management

## **Situation**

### **Disaster Condition:**

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

### **Planning Assumptions:**

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.
- Disasters that result in large number of casualties and/or heavy damage to building, structures and the basic infrastructure, will require State and Federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- A major disaster could quickly overload St. Luke's Magic Valley. Additionally, a shortage of medical supplies may occur in the event of a major disaster.
- Communications systems, particularly telephones that survive the initial disaster may be overloaded.
- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- While it is likely that outside assistance will be available in disaster situations, Twin Falls County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.
- A large-scale disaster can overwhelm any municipality, County or State requiring Federal disaster assistance to individuals and governments.
- Federal agencies such as the Bureau of Land Management, the U. S. Forest Service and the Bureau of Reclamation will respond as outlined in the National Response Plan and local agreements to restore resources and to protect Public Lands.
- Twin Falls County developed an All-Hazards Mitigation Plan dated May 2008, and updated in March, 2014 to promote mitigation and ensure mitigation projects and activities are pre-identified prior to a disaster.
- Accurate record keeping, documenting financial transactions and payroll accounting, and general correspondence are vital elements. Documentation is necessary to the post-event administration. Support and temporary personnel may be used considering the magnitude of the event and the need for full time employees to return to normalcy.

- Critical facilities are facilities critical to residents and/or local government, for example, hospitals, public safety radio centers, fire stations, and so forth. ESF 5 will identify affected/degraded facilities and assess the community impact.
- Communication between emergency agencies is vital during and after a disaster. The minimum level of communications during a disaster is the ability to communicate, by any means, with the surrounding Counties and the State EOC.
- A damage assessment is needed as soon as practical to assess the life safety needs and magnitude of the disaster and determine eligibility for State and Federal aid. Damage assessment will be continually refined and accomplished in phases. The Preliminary Damage Assessment (PDA) which scans the affected area to determine the width and breadth of damage is the initial phase.
- Settling claims between victims and insurance companies is a major part of disaster recovery. The insurance industry is developing a mechanism to expedite damage assessment and claims processing. Insurance teams operating in the affected areas can process claims, settle claims, and provide resources to victims. Disaster recovery is accelerated by claim settlements.

## **Concept of Operations/Responsibilities**

### **General:**

- The general concept for Twin Falls County recovery operations is based upon a coordinated effort of municipal, County, State, Federal, and private resources during the recovery phase. The Federal Response Plan and State of Idaho Emergency Operations Plan detail the Federal and State efforts to aid Twin Falls County should disaster strike. Refer to those plans for an explanation of post disaster response and recovery efforts.
- The Twin Falls County Disaster Recovery Organization consists of the County Commissioners, Mayors, and the Twin Falls County OEM, members of County and City departments as well as local agencies, public and private. The Twin Falls County OEM is appointed by the County Commissioners and coordinates the Disaster Recovery organization.
- State and Federal program exist to provide disaster victims with assistance. These programs include public assistance for government and nonprofit agencies, individual assistance for families and individuals, and hazard mitigation grants programs to help communities mitigate future disasters. A comprehensive explanation of these programs may be found in Disaster Assistance: A Guide to Recovery Programs FEMA 229.
- The Situation Report will be used as a means of advising the Governor of the extent of damages within Twin Falls County, if the emergency situation is beyond the capability of municipal and county resources, this information will be used by the Governor to determine State assistance or possible request for Federal assistance and a Presidential Disaster Declaration.
- A JFO may be established within four days of a Presidential Disaster Declaration. A JFO will be established as close to the affected area as possible. The JFO could be located in Twin Falls County to support disaster efforts in other counties.
- Disaster Team Support - The EOC will assist and support county agencies administering disaster efforts along with assisting out-of-County teams arriving to assist. Potential team(s)

- In the event of a major disaster a Rapid Impact Assessment Team (RIAT) will arrive between 12 to 24 hours after the event. The RIAT conducts a damage assessment of preidentified critical facilities. Local damage assessment determines the immediate needs of relief with findings reported to the State EOC. This assessment determines life safety and lifeline needs. Access into affected area is important for fire rescue, utility repair, and relief agencies.
- Disaster Recovery Center (DRC) - A DRC will be opened in the disaster area to distribute Federal and State aid programs. The DRC will open to the public and remain open based on need. DRC(s) may be established in the County in a location central to multiple counties following a Presidential Declaration of a major disaster. Disaster victims may apply for all types of assistance at a single location. While many applications for individual assistance programs will be made at the (DRC), applications may also be made by tele-registration, or on line.
- Other teams may converge on the affected area. Each team will possess varied levels of self-sufficiency. As teams arrive, their service or expertise will be noted and dispatched to areas most suitable for their talents.
- Post-Disaster Public Information and Education Programs -Post-disaster public information is similar to pre-disaster activities. Surviving media will broadcast public service information as needed. As additional media becomes available greater dissemination of relief information is anticipated. ESF 15 External Affairs will use the surviving local media to inform the public.

**Organization:**

- As ESF 14 the Twin Falls County OEM is responsible for coordinating County Recovery Plans, Procedures, and Directives.
- The Twin Falls County OEM is the official Point of Contact for Idaho OEM.
- ESF 15 Public Affairs will provide public information related to the Disaster Recovery Program to citizens and visitors to Twin Falls County.
- Coordination and communication between Local, State and Federal resources will be significantly enhanced if decision-makers and support staffs are co-located in the JFO. Every effort will be made to procure sufficient space within or nearby the JFO to allow for the relocation of joint Federal and State command and ESF staff members. The Twin Falls County OEM will provide a liaison when a JFO site is selected.
- Recovery Coordination - The EOC is the single point of contact for teams arriving in the area, landing zones, staging areas and designating operating area locations. The Twin Falls County OEM plans, organizes, recommends, and monitors team arrival and departures.

**Disaster Outreach:**

- After disaster, many victims are separated from help for geographic, language barriers, or lifeline disruption reasons. These victims may not seek assistance. Relief agencies must take the initiative to seek these people out.
- The disruption in normal communications and transportation systems will result in isolated pockets of disaster victims, unaware of the availability of disaster assistance programs. Operating out of the Disaster Recovery Center (DRC), Federal, State and Local officials will conduct "outreach" activities in an effort to inform disaster victims concerning what

programs are available, location of the DRC and hours of operations. Outreach will utilize all available media resources and the assembly and deployment of outreach teams through Human Services organizations to remote areas to inform residents of assistance efforts. Outreach efforts will include verifying all affected residents are informed prior to closing DRC(s).

- Feeding and Resource Distribution Sites - Management of these sites helps ensure equitable and efficient distribution of disaster relief resources. The establishment of feeding and resource distribution sites must be a coordinated effort. ESF 6 Mass Care and ESF 7 Resource Support are the primary agencies to determine where these sites are established.
- Temporary Shelters - Many victims will leave public shelters to return home to find their homes no longer habitable. Schools and churches can only house victims for short periods, usually no longer than several days. Longer-term shelters will be needed. Constructing "tent cities," trailer parks, or other temporary housing may be necessary. Medical and Search and Rescue Priorities will be re-evaluated and upgraded. Medical services, like triage, may be implemented. Areas without communications, or inaccessible until late into the event, may stress the medical response. ESF 4 Firefighting, ESF 8 Health and Medical Services, and ESF 9 Search and Rescue will address these issues.

**Notification:**

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

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

- ESF 3 Public Works and Engineering and the Damage Assessment Coordinator will assess the Magnitude and Severity of the Disaster
- The Preliminary Damage Assessment (PDA) provides critical post-disaster information. Every agency has a responsibility to report damage information. The PDA captures initial damages; more detailed damages are reported when damage assessment teams are able to conduct a more thorough assessment.
- County/City Officials will receive and reviews damage assessment reports to determine the magnitude of the event. The Damage Assessment Coordinator (Annex A Damage Assessment) will provide damage assessment and analysis support.
- The fastest though least detailed damage assessment are the aerial flyover and windshield survey. Both may be conducted simultaneously. The flyover may be conducted using helicopters, fixed wing aircraft and possibly satellites. Another option is Civil Air Patrol if available. Local response forces can accomplish the windshield survey. Damage reports are forwarded to the Twin Falls County OEM in the EOC. The County will rely on a windshield survey to provide the immediate damage assessment if the flyover is not possible.
- The walk-through inspection involves a structure by structure damage assessment. County/City building inspectors and mutual aid augmenters conduct the walk-through inspection. This information is compiled through the Assessor's Office and EOC and relayed to State agencies. Information collected on both private and public damage is compiled by ESF 5 Emergency Management. Determining the extent and level of damage is important in supporting a disaster declaration. Using the criteria for (minor, major,



catastrophic) disaster, the Twin Falls County OEM applies the current damage assessment to the situation. Damage to public structures, critical facilities, and impact to public welfare is assessed through the Twin Falls County OEM. Using the State criteria for collecting damage information and critical facilities inventory allows estimates for determining damage impact on the population. When these assessments are developed, they are briefed to EOC and State officials.

- The Assessor's Office will determine dollar cost damage and mapping as damage information is provided. They will assess economic injury using the following two methodologies:
  - Extrapolating actual damage against existing studies
  - Actual surveys of recovered businesses and receipts
- ESF 8 Health and Medical Services and ESF 9 Search and Rescue are responsible for assessing the need of:
  - Supporting mass casualty activities
  - Immediate health issues
  - Search and rescue activities in an urban environment
- ESF 2 Communications and Warning will determine communications status.
  - Twin Falls County ARES/RACES operators will be used to provide emergency communications if the County suffers a communication failure
  - A variety of communication means is available, i.e. HF, UHF, VHF and other radio links. Telecommunications that rely on landline and cellular tower systems are susceptible to failure
  - ESF 2 is responsible for determining communications status
- The EOC is the focal point for policy and decision making and execution of emergency plans and policy decisions.
- Situation Reports and other information are shared with State and Federal officials as needed. The Twin Falls County OEM will consolidate process and evaluate damage assessment information. This assessment is formatted using State Damage Assessment Forms to facilitate rapid dissemination of information

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

- Mass feeding and distribution sites will be located based on the PDA, demographics and greatest need. This activity will be coordinated with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
- The American Red Cross will provide mass care activities that include sheltering, feeding, and emergency first aid to all disaster victims as part of a broad disaster relief program.
- Southern Baptist Disaster Relief can support mobile canteen services, debris clean up and counseling services.
- If Twin Falls County is unable or cannot open a sufficient number of emergency shelters to house and accommodate persons forced from their homes, the Twin Falls County OEM will coordinate the provision of additional emergency shelters for disaster victims. The creation of temporary facilities outside the disaster area(s) may be necessary.

- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will coordinate feeding disaster victims and emergency workers. ESF 6 will coordinate and establish fixed and mobile feeding kitchens and bulk food distribution sites.
- Requests for food, water, and ice will be processed via ESF 6 Mass Care. ESF 6 Mass Care, Emergency Assistance Housing, and Human Services will coordinate with State counterparts to locate and secure prepackaged food. ESF 6 will locate and secure adequate supplies of water. ESF 6 will coordinate with ESF 7 Resource Support to locate and secure other needed resources, i.e. refrigerated trucks.
- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will coordinate with ESF 8 Public Health and Medical Services to make sure that emergency first aid services are available to disaster victims and emergency workers.
- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will coordinate with State counterparts to establish a system for collecting information on disaster victims, and making that information available to family members outside the disaster area(s). This information will include the names of persons registered at shelters and listed on National Disaster Medical System (NDMS) and other casualty lists, and any other relevant information released through local hospitals and emergency operating centers. Any information related to Critical issues identified in the first 12 hours continues to completion. New recovery priorities emerge as issues are addressed.

**NOTE:***Special Human Needs Concerns - Special Populations*

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

- ESF 3 Public Works and Engineering will determine road and bridge status, including debris and the impact on ingress of relief teams.
- ESF 12 Energy will assess water supply, electric power, and telephone status.
- The Damage Assessment Coordinator will continue to assess facilities and infrastructure. The process includes damaged and destroyed structures, cost estimates, insured/uninsured property, etc.
- In the event of a major disaster, the DRC will be established by FEMA. Twin Falls County supports the DRC by providing staff from:
  - South Central Public Health District
  - Community Services Departments
  - Independent Highway Districts/Public Works Departments
  - American Red Cross
  - Salvation Army
- The DRC may close as the numbers of disaster victims applying for assistance declines. DRC(s) may be combined into a central regional location. State and Federal Public Information Officers (PIOs) will work with local Public Information Officers to prepare

press release(s) advising the public that a DRC site will close, and new location if consolidation is undertaken. The effective date of the DRC closing, as well as a listing of remaining open RC sites, will be included in the release.

## ESF 15 Public Information

**Primary Agency:** Twin Falls County Sheriff's Office

**Support Agencies:** Twin Falls County Public Information Officers (PIOs)

### Introduction

#### Purpose:

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

#### Scope:

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

#### Policies

- The Twin Falls County Sheriff's Officer will fill the role of the Public Information Officer and will designate staff to assist in that effort.
- ESF 15 Public Information will disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and general public, and will:
  - Establish a plan for managing and staffing of media and emergency public information telephone lines before, during, and after a disaster
  - Release public information concerning needed volunteers and donations, re-entry, and other recovery issues
  - Ensure media (both print and electronic) are monitored for correct and consistent informational releases
  - Coordinate with the Idaho OEM Public Information Officer information regarding the Declaration of a Countywide Disaster and resources being supplied by the State of Idaho and Federal Agencies
- The Chief Executive Officer will authorize all information released prior to the release.

### Situation

#### Disaster Condition:

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

#### Planning Assumptions:

- Severe winter storms, earthquakes, or floods could prevent dissemination of printed information to some remote areas of the County.

- The press will immediately pursue information regarding the emergency.
- Telephone and/or power service may be interrupted, requiring alternate methods of communications, such as communications provided by the Twin Falls County ARES/RACES organization
- An aggressive program combining both emergency information and educational material could significantly reduce loss of life and property damage.
- There is a need for a single source of reliable information during an emergency for both the public and the press/media.
- The County is serviced by cable television, radio, and Internet service.
- Radio reception is good throughout the County and should be dependable in most emergency situations.
- Twin Falls County has two newspapers, the *Times News*, and *Buhl Herald*.
- Certain special populations (hearing/vision impaired, elderly, or ill) will require extraordinary measures for alert/notification.
- Although Spanish is the predominant foreign language spoken in the County, we do not have a full time Spanish radio/TV station. Information will be provided to the local radio/TV stations that will, where they have the capability, translate and transmit warning information in Spanish.
- It would be difficult to quickly distribute printed information because of the size and the geographic layout of the County.
- The Emergency Alert System is active and covers the County.
- Local media will cooperate in an emergency situation.
- External media may be less cooperative and more demanding. They will be interested less in details than in spectacle and “human interest” stories of universal appeal and quick impact.
- Rumors will circulate.
- In case of a disaster that generates extensive media interest, we will request the Idaho OEM (IOEM) to activate a Public Information Emergency Response (PIER) Team to support the County effort.

## **Concept of Operations/Responsibilities**

### **General:**

- ESF 15 Public Information will be located in the Emergency Operations Center (EOC) with access to the responsible elected officials, current emergency information, and the media.
- The ESF 15 Public Information Officer (PIO) will serve as official spokesman for the County and will coordinate all public information releases with the County Commissioners/Mayors and assume responsibility for the organization and operation of the public information system.

- A continuing flow of emergency information and instructions will be provided to the public and the media.
- A rumor control service will be provided to ensure that accurate information is disseminated immediately and regularly.
- The ESF 15 PIO will coordinate with the EOC staff, liaison agencies, other local Public Information Officers, and Public Information Officers from the State and Federal government, as necessary.
- Ongoing public education programs will be provided by ESF 5 Emergency Management, to increase the awareness of those hazards that Twin Falls County is particularly vulnerable to, and the mitigation, preparedness, response, and recovery activities associated with those hazards.

### **Organization:**

- The Chief Executive Officer(s) will serve as primary spokesman to the media, or delegate that function to the Public Information Officer.
- The Twin Falls County Sheriff's Office will fulfill the role of ESF 15 and assume public information functions delegated by the Chief Executive Officer.
- The Twin Falls County OEM will coordinate with Idaho OEM if a Public Information Emergency Response Team is needed.
- All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Highway Districts, School Districts, and corporate public information officers that are directly involved in emergency operations, will provide public affairs officers to support emergency information activities as requested by the Public Information Officer.

### **Notification:**

- The EOC and/or the SIRCOMM Dispatch will notify ESF 15.
- ESF 15 will notify support agencies.
- ESF 15 personnel will respond as directed and placed on standby as appropriate.

### **Response Actions:**

#### Initial

- The Incident Commander will:
  - Serve as primary spokesman to the media, or delegate that function to the ESF 15 Public Information Officer
  - Give final approval for release of emergency instructions and information, or delegate that function to the Public Information Officer
  - Designate locations for media briefings
- ESF 15 Public Information will:
  - Report to the EOC and manage all aspects of Public Information on behalf of the County
  - Assume public information functions delegated by the Incident Commander

- Ensure timely preparation and dissemination of emergency information
- Supervise the media center
- Schedule news conferences, interviews, and other media access
- Coordinate rumor control activity
- When necessary obtain media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donation policies, and other donations-related matters
- Assign print and broadcast monitors to review all media reports for accuracy
- Maintain a chronological record of disaster events
- The Twin Falls County OEM will:
  - Advise the Incident Commander on when to disseminate emergency information and/or instructions to the public
  - Assist the ESF 15 Public Information Officer with news releases and rumor control
  - Coordinate with Idaho OEM if a Public Information Emergency Response Team is needed

#### Continuous

- All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Highway Districts, and School Districts, that are directly involved in emergency operations, will:
  - Provide information as requested by the ESF 15 Public Information Officer
  - Clear all emergency-related news requests with the ESF 15 Public Information Officer
  - Provide public affairs officers to support emergency information activities as requested by the ESF 15 Public Information Officer
  - Refer media inquiries to the ESF 15 Public Information Officer

# ESF 16 Military Support

**Primary Agencies:** Twin Falls County Board of Commissioners

**Support Agencies:** Twin Falls County OEM  
State of Idaho Military Division, to include the Idaho OEM and the  
Idaho National Guard

## Introduction

### Purpose:

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

### Scope:

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

## Policies

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

## Situation

### Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergency conditions that could require support from the State of Idaho Military Division, including wild fires, floods/dam failures, earthquakes, avalanches, landslides, hazardous materials spills, and severe storms.

### Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.
- Disasters that result in large number of casualties and/or heavy damage to building, structures, and the basic infrastructure will require State and Federal assistance.



- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- It is expected that the present government structure will remain intact and will function during a disaster or emergency.
- While it is likely that outside assistance will be available in disaster situations, Twin Falls County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.
- State or Federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort and a disaster declaration is in place.

## **Concept of Operations/Responsibilities**

### **General:**

- Military Affairs is traditionally not a local government function. Therefore, the County Commissioners, through the EOC, will coordinate any requests for, or use of, military assets in times of emergency. Such coordination will occur through direct liaison and coordination with the Idaho OEM South West Area Field Officer.
- Requests for military support by emergency support functions at the County level will be coordinated with the County Commissioners at the EOC. Requests for service will be based upon identification of the task to be performed. Assignment of State military assets to fill such are assigned at the discretion of the State EOC and will be determined through the State mission assignment process.

### **Organization:**

- Upon a Declaration of a Disaster the Twin Falls County Board of County Commissioners or members of the EOC staff, under their direction, will interface directly with the Idaho OEM South West Area Field Officer to request support from the State of Idaho Military Division.
- The County will provide radio and pager communication. Should local communications be inoperable, then alternate means will be made available.
- The Twin Falls County OEM will post information provided by the Idaho National Guard, to include:
  - Location(s) of forces, status of forces, operation(s) areas, command post, billeting and messing areas
  - County/State agency tasks and mission status
  - Communication networks to include radio frequencies, telephone and pager numbers
  - Staff meetings that include civilian and military attendees

### **Notification:**

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

### **Response Actions:**

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

# Annex A Damage Assessment

## Purpose

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

## I. Situation and Assumptions

### A. Situations

1. Many events, natural or man-made, have the potential to cause major damage within the County. A planned damage assessment program will facilitate an efficient and effective response and recovery effort.
2. The local damage assessment is used to determine if the damages resulting from the disaster emergency event are able to be addressed by existing jurisdictional resources and/or have exceeded the federally established county fiscal threshold. This is a critical component in a State decision to provide resources to a jurisdiction and/or to request federal assistance. The initial damage assessment will document the severity and magnitude of the disaster for the following purposes:
  - a. To identify the type, extent, and location of damages
  - b. To establish priorities for recovery operations
  - c. To determine resource and personnel requirements
  - d. To determine eligibility and need for State and/or Federal assistance
3. Immediately following a major disaster, several organizations, i.e., American Red Cross, insurance companies, and public utilities, will conduct damage assessments. Information from these organizations will be helpful in determining the full extent of damage and formulating response and recovery plans.

### B. Assumptions

1. An assessment of damages provides elected officials and Emergency Management Personnel at Jurisdictional, State and Federal levels of government information necessary to enact a proclamation of Disaster/Emergency. A proclamation of Disaster/Emergency activates emergency provisions, rules and processes associated with the level of government enacting the proclamation of Disaster/Emergency.
2. The assessment of damages serves as the basis for both fiscal and functional assistance in restoring damaged areas to their pre-event status as well as providing life sustaining and recovery assistance to individuals impacted by a Disaster/Emergency event.
3. A local disaster emergency may be declared only by a mayor or chairman of the county commissioners. This initial declaration is good for a period of seven (7) days unless continued for a specified period time by consent of the governing board of the declaring entity, Idaho Code, 46-1011(1).

4. The effect of a local disaster emergency declaration is to activate the response and recovery aspects of any and all applicable Emergency Operations Plans (EOP) and to authorize the furnishing of aid and assistance as described in the jurisdictional EOP, Idaho Code, 46-1011(2), this includes conducting a Damage Assessment.
5. When the county has a declared disaster emergency; has activated their EOP; finds that there are insufficient local resources to mitigate an imminent threat to life and property; requires state emergency assistance to supplement local efforts to save lives, protect property or avert or lessen the threat of a disaster; then that county may request that the Governor of Idaho issue a State Proclamation of Disaster Emergency in support of the affected county jurisdiction.
6. If an affected county jurisdiction is requesting state financial support to hire/contract resources/capabilities that are available locally, in addition to requesting functional/direct support that can be mission assigned to a state agency, then that jurisdiction must submit a jurisdictional financial statement of need that clearly demonstrates both fiscal need i.e. that all budgetary measures to support emergency requirements have been put into effect: rainy day funds have been expended; dedicated emergency funds have been expended; budget line shifts from non-essential services have been made etc. as well as the impact on the jurisdictional ability to provide essential services for the remainder of the fiscal year. No fiscal support will be considered without a supporting financial statement of need.
7. While Mayors and Chairmen of county jurisdictions may issue local disaster emergency declarations, only the Chairman of county jurisdictions may request a supporting State Proclamation of Disaster Emergency.

## **II. Concept of Operations**

- A. An initial damage assessment will be conducted by local personnel.
- B. Local damage assessment teams will be composed of personnel from the County Planning and Zoning office, City Building Inspectors, and engineers
- C. In the event of some major disaster, trained State and Federal personnel will be available to assist in detailed damage assessments
- D. Accurate and timely damage assessment will expedite disaster assistance.
- E. Damage assessment operations will be coordinated from the EOC.
- F. An Initial Rapid Damage Assessment will be conducted as soon as possible (within 24-36 hours) after a disaster to determine the number of casualties, and the damage to public and private property. Elected officials will use this information to determine if a disaster declaration is warranted and if State or Federal assistance is required. Damage assessment information will be collected and summarized by the Idaho OEM's Damage Assessment Workbook.
  1. The Rapid Assessment includes both Public Infrastructure and Privately-Owned Infrastructure (houses, businesses, etc.)

2. Rapid Assessment results are sent to the Idaho Emergency Operations Center (IDEOC) Situation Unit using the established disaster event email address or the general Idaho OEM Administrative email address: [ioem@imd.idaho.gov](mailto:ioem@imd.idaho.gov)
  3. The initial Rapid Assessment information should be transmitted to BHS/IDEOC as soon as possible but no later than 36 hours from event occurrence. Updates should then be transmitted at the close of each incident operational period until all damages have been documented or the Damage Assessment Process has transitioned to a State Pre-Assessment or Joint FEMA/State Preliminary Damage Assessment (PDM) process.
  4. The Rapid Assessment is a Local Jurisdiction/Tribe responsibility.
    - a. Absent a State Declaration, resourcing (personnel, vehicles etc.) the Rapid Assessment is a jurisdictional responsibility.
    - b. When a State Declaration is in effect for the impacted jurisdiction, if the jurisdiction does not have sufficient resources, a resource request for assistance (RFA) can be made to the IDEOC to provide resource assistance in conducting a Rapid Assessment.
- G. Although the initial rapid assessment of damages immediately following a disaster rests with Twin Falls County, it may be apparent that a request for a presidential declaration is necessary. As such, the County, through the Idaho OEM, will request that the Federal Emergency Management Agency (FEMA) dispatch Federal representatives to assist the County in assessing damages to public and private properties.
- H. In the event agricultural areas are affected, the Commissioners may request, through the Governor's office, that a County Emergency Board perform a damage assessment.
- I. Damaged structures in Twin Falls County will be posted in accordance with the International Building Code 2003-Section 115 under the title "Unsafe Structures and Equipment, showing condition of the structure and its suitability for continued occupation.

### **III. Organization and Responsibilities**

- A. The Incident Commander(s) will:
1. Authorize activation of the damage assessment function.
  2. Authorize a request for State and/or Federal assistance in conducting damage assessment if appropriate.
  3. Authorize posting of damaged structures in accordance with the International Building Code 2003-Section 115 under the title "Unsafe Structures and Equipment."
  4. Designate location of disaster debris disposal site.
- B. The Damage Assessment Coordinator (a member of the Planning & Zoning staff) will:

1. Report to the EOC when requested.
  2. Form damage assessment teams and brief them on the following:
    - a. Current disaster status
    - b. Damage assessment procedures, checklists, forms, etc.
    - c. Assign area of assessment responsibility with priority given to key facilities and infrastructure
  3. Compile, analyze, and track the data received from damage assessment teams.
  4. Debrief damage assessment teams and provide information to the EOC staff. Ensure the EOC staff is aware of unsafe buildings, roads, bridges, and other facilities.
  5. Provide a detailed account of damage sustained throughout the County by contacting all municipalities, Highway Districts, irrigation districts, and appropriate County departments.
  6. Coordinate with the Red Cross for results of their assessment efforts.
  7. Collect damage information, from all sources, on the following:
    - a. Public roads and bridges
    - b. Dams
    - c. Public buildings and equipment
    - d. Hospitals
    - e. Schools
    - f. Jails and confinement facilities
    - g. Transportation facilities and equipment
    - h. Communication facilities and equipment
    - i. Water and sewage treatment plants
    - j. Irrigation canals and facilities
    - k. Private residences
    - l. Private businesses
    - m. Farms and ranches
    - n. Agriculture
    - o. Churches
  8. Maintain a situation map.
- C. The Twin Falls County OEM will:
1. Review, with the Damage Assessment Coordinator, appropriate local officials and EOC staff, damage assessment reports to determine if outside assistance is necessary.

2. If assistance is required, coordinate damage assessment reports and needs with Idaho OEM Southwest Area Field Officer(s).
  3. Prepare damage assessment reports and plot damaged areas on maps.
  4. Coordinate with the ESF 15 Public Information Officer to develop and release damage assessment and, if appropriate, claims information to the public.
  5. Coordinate with ESF 3 Public Works and Engineering to establish priorities for emergency repair to roads, bridges, buildings, and debris removal.
  6. With the Damage Assessment Coordinator, develop procedures for conducting safety assessments of damaged facilities, to include checklists and placards to indicate condition of inspected buildings.
  7. Coordinate procedures controlling entry into damaged buildings with the Damage Assessment Coordinator and elected officials.
  8. Implement a system to handle requests for inspection of damaged facilities.
  9. Create a database that will manage records of damaged buildings and provide timely reports of buildings status, as repairs are made.
  10. Coordinate with adjacent counties to determine how damage in these areas may impact the County.
  11. Coordinate with and assists State and/or Federal agencies in conducting Preliminary Damage Assessments.
  12. Provide initial and follow-up situation and damage reports to IOEM.
- D. Law Enforcement (Sheriff's Office and City Police), if available, assist with the initial damage assessment effort.
- E. Fire Services, if available, assist with the initial damage assessment effort.
- F. ESF 3 will report damage to roads, bridges, and public facilities to the EOC and assist with initial damage assessment effort.

## **V. Disaster Public Assistance**

The purpose of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program is to provide assistance to State, Tribal and local governments, and certain types of Private Nonprofit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.

Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.

The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the sub-grantees (eligible applicants).

## **VI. Individual Assistance**

The purpose of the Individual Assistance Program is to provide assistance to Individuals and Households as well as Businesses impacted by the disaster emergency event.

In a non-federally declared event, assistance may be available through the Idaho Voluntary Organizations Active in Disaster (IDAVOAD). Voluntary and faith-based organizations may be able to support Individuals and Households with damage assessment, case management, clean up, rebuilding, crisis counseling, food, shelter, clothing, donations management and other unmet needs.

In a Presidentially declared event, Individuals and Households may be considered for the Individual and Household Program.

In a Presidentially declared event, businesses may be eligible for a Small Business Administration (SBA) low interest loan for either economic injury or physical damage to the business. To apply for SBA, register at <https://disasterloan.sba.gov/ela/> or 800-659-2955. The SBA may also have representatives at an SBA Disaster Loan Outreach Center or at a Disaster Recovery Center to answer questions and hand out applications.

Agricultural enterprises should contact their local Farm Service Agency or visit [www.usda.gov](http://www.usda.gov) about disaster assistance.

In a Presidentially declared event, a Disaster Recovery Center (DRC) will provide: guidance regarding disaster recovery; Clarification of any written correspondence received; Housing Assistance and Rental Resource information; Answers to questions, resolution to problems, and referrals to agencies that may provide further assistance; Information on the status of applications being processed by FEMA and the SBA program. Locations and contact numbers/email for the DRCs will be made available through public announcements using all available media.

Documentation of the numbers of Households and Businesses impacted by a disaster/emergency event as well as the degree/extent of damage is a critical factor in seeking both a supporting State and Federal Disaster Declaration and accessing Individual Assistance at the State and Federal level.



## **Attachment 1: Conducting and Posting Building Safety Assessments**

This Attachment contains Forms to conduct building safety assessments.

## ATC-20 Rapid Evaluation Safety Assessment Form

### Inspection

Inspector ID: \_\_\_\_\_ Inspection date and time: \_\_\_\_\_  AM  PM  
 Affiliation: \_\_\_\_\_ Areas inspected:  Exterior only  Exterior and interior

### Building Description

Building name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Building contact/phone: \_\_\_\_\_  
 Number of stories above ground: \_\_\_\_\_ below ground: \_\_\_\_\_  
 Approx. "Footprint area" (square feet): \_\_\_\_\_  
 Number of residential units: \_\_\_\_\_  
 Number of residential units not habitable: \_\_\_\_\_

#### Type of Construction

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

#### Primary Occupancy

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

### Evaluation

Investigate the building for the conditions below and check the appropriate column.

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

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

### Posting

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

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

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

\_\_\_\_\_

### Further Actions

Check the boxes below only if further actions are needed.

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

\_\_\_\_\_

Detailed Evaluation recommended:  Structural  Geotechnical  Other: \_\_\_\_\_

Other recommendations: \_\_\_\_\_

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

\_\_\_\_\_

## ATC-20 Detailed Evaluation Safety Assessment Form

**Inspection**

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

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

Inspection date and time: \_\_\_\_\_  AM  PM

**Final Posting**  
from page 2

Inspected

Restricted Use

Unsafe

---

**Building Description**

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

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

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

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

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

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

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

**Type of Construction**

Wood frame       Concrete shear wall

Steel frame       Unreinforced masonry

Tilt-up concrete       Reinforced masonry

Concrete frame       Other: \_\_\_\_\_

**Primary Occupancy**

Dwelling       Commercial       Government

Other residential       Offices       Historic

Public assembly       Industrial       School

Emergency services       Other: \_\_\_\_\_

---

**Evaluation**

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

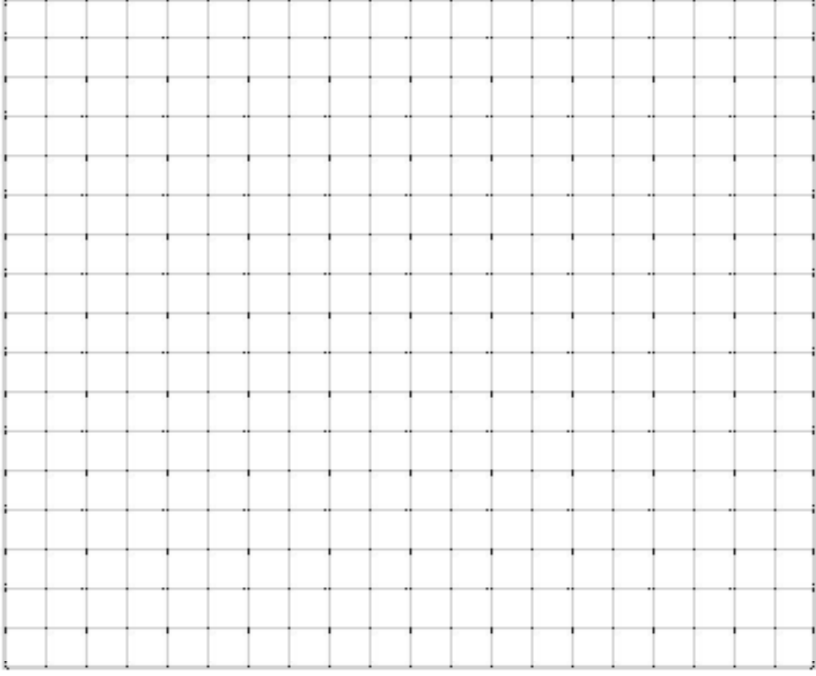
	Minor/None	Moderate	Severe	Comments
<b>Overall hazards:</b>				
Collapse or partial collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other: _____	<input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

Continue on page 2

Annex A Damage Assessment

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Attachment 1

<b>ATC-20 Detailed Evaluation Safety Assessment Form</b>		<b>Page 2</b>
Building name: _____	Inspector ID: _____	
<p><b>Sketch (optional)</b> Provide a sketch of the building or damaged portions. Indicate damage points.</p> <p><b>Estimated Building Damage</b> If requested by the jurisdiction, estimate building damage (repair cost + replacement cost, excluding contents).</p> <p> <input type="checkbox"/> None  <input type="checkbox"/> 0-19%  <input type="checkbox"/> 1-10%  <input type="checkbox"/> 10-30%  <input type="checkbox"/> 30-60%  <input type="checkbox"/> 60-100%  <input type="checkbox"/> 100%                 </p>		
<p><b>Posting</b> If there is an existing posting from a previous evaluation, check the appropriate box.</p> <p>Previous posting: <input type="checkbox"/> INSPECTED   <input type="checkbox"/> RESTRICTED USE   <input type="checkbox"/> UNSAFE   Inspector ID: _____   Date: _____</p> <p>If necessary, revise the posting based on the new evaluation and team judgment. Severe conditions endangering the overall building are grounds for an Unsafe posting. Local Severe and overall Moderate conditions may allow a Restricted Use posting. Indicate the current posting below and at the top of page one.</p> <p> <input type="checkbox"/> <b>INSPECTED</b> (Green placard)                            <input type="checkbox"/> <b>RESTRICTED USE</b> (Yellow placard)                            <input type="checkbox"/> <b>UNSAFE</b> (Red placard)                 </p> <p>Record any use and entry restrictions exactly as written on placard: _____</p> <p>_____</p> <p>_____</p>		
<p><b>Further Actions</b> Check the boxes below only if further actions are needed.</p> <p><input type="checkbox"/> Barricades needed in the following areas: _____</p> <p>_____</p> <p><input type="checkbox"/> Engineering Evaluation recommended:   <input type="checkbox"/> Structural        <input type="checkbox"/> Geotechnical        <input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other recommendations: _____</p> <p>_____</p> <p>_____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>		

# INSPECTED

## LAWFUL OCCUPANCY PERMITTED

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

Date \_\_\_\_\_  
Time \_\_\_\_\_

- Inspected Exterior Only
- Inspected Exterior and Interior

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

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

This facility was inspected under emergency conditions for:

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

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

Inspector ID / Agency  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facility Name and Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

# RESTRICTED USE

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

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

Date \_\_\_\_\_

Time \_\_\_\_\_

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

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

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

This facility was inspected under emergency conditions for:

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

Inspector ID / Agency

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

Facility Name and Address:

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

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

# UNSAFE

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

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

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

Date \_\_\_\_\_  
Time \_\_\_\_\_

This facility was inspected under emergency conditions for:  
\_\_\_\_\_  
(Jurisdiction)

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

Facility Name and Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector ID / Agency  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

# Annex B Evacuation

## I. Purpose

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

## II. Policy

Twin Falls County Evacuation Policy is established as follows:

### Level 1: Evacuation

Persons are warned that current or projected threats from hazards associated with an incident are severe. This is the time for preparation, precautionary movement of persons with Functional Needs, mobile property, and (under certain circumstances) pets and livestock.

If conditions change every attempt will be made to notify residents and businesses.

### Level 2: Evacuation

Conditions indicate a good probability that hazards associated with an incident will severely limit the conditions (roads in and out of the area, escape routes) to provide emergency service protection. Dangerous conditions exist that may threaten life and safety of residents or businesses, information will be given on evacuation routes to be taken. Everyone must be prepared to leave at a moment's notice. This may be the only notice received; attempts will be made to advise residents and businesses as the conditions change.

### Level 3: Evacuation

Current conditions present specific and immediate threat(s) to the life and safety of persons with in the area, and by Section 46-1008 of the Idaho Code, with a Proclamation signed by the Governor of the State of Idaho an Immediate Evacuation of the area is required. The Sheriff will use all reasonable means to evacuate residents from the area and maintain ingress and egress to the designated area, and residents will not be allowed to return until conditions are safe. If this evacuation level is ignored everyone must understand that emergency services may not be available.

## III. Situation and Assumptions

### A. Situations

1. This annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the County.

### B. Assumptions

1. Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being told to do so.
2. Some people will refuse to evacuate no matter what the threat. Evacuation will be primarily in family groups using private vehicles.
3. Public transportation will also be required.



4. Roughly 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government mass care facilities.
5. Evacuation in emergency situations that occur with little or no warning will be implemented on an as needed basis. The individual responsible for implementing evacuation in this situation is the incident commander at the scene of the emergency, with support arranged through the EOC as necessary. Evacuation instructions will be based on known or assumed health risks associated with the hazard.

#### **IV. Concept of Operations**

- A. The nature of the threat, the time available, adequacy of in place sheltering, the possibility of escalation, and the number of people affected will be considered when deciding if evacuation should be ordered.
- B. The Evacuation Zones will be established by the 911 Dispatch Center.
- C. Orders to evacuate unincorporated areas of the County will be made by the County Commissioners. The mayor will issue evacuation orders for the city.
- D. In an emergency situation, with little or no warning, authority to order an evacuation to save lives and protect property rests with the incident commander.
- E. Evacuation notices and recommended protective actions will be broadcast over the EAS, as well as local radio and TV stations. Depending upon the situation, door to door notification and or announcements via public address systems on law enforcement/fire department vehicles may be made.
- F. A number of individuals will need special assistance in the event of an evacuation.
- G. Schools, nursing homes, hospitals, jails, and other institutions are responsible for evacuation of their populations.
- H. Persons residing within the affected area will be directed to evacuate via designated highways. County roads will be used as alternate relocation routes, as necessary.
- I. Public transportation will be used to evacuate individuals who require transportation from designated pick up points.
- J. Emergency highway regulations will be in effect in time of National or State declared disasters, enforced by a team composed of personnel from the Idaho Transportation Department, Idaho State Police, and local government and law enforcement officials. The State Emergency Highway Traffic Regulation Center will have overall supervision of the emergency highway traffic regulations.
- K. Security of evacuated areas will be provided by local law enforcement and, in situations where local resources are exceeded, National Guard forces will be requested.
- L. The decision to allow the evacuated population to return will be made by the Chief Executive Officer(s).

#### **V. Organization and Responsibilities**

- A. The Chief Executive Officer(s) will:
  1. Issue evacuation orders when appropriate

2. Determine the County's policy for dealing with people that do not comply with evacuation instructions
  3. Authorize return to evacuated areas when appropriate
- B. The Sheriff's Office/ Police Department member(s), ESF 13 Public Safety and Security, who will coordinate the evacuation, will:
1. When notified, report to the EOC
  2. Review current information about the emergency situation and make recommendations on the appropriate evacuation options to implement as determined by the Twin Falls County automated evacuation program
  3. Determine if the incident commander has already evacuated any areas; if so, identify perimeters and verify extent of evacuation and need for security
  4. In support of evacuation:
    - a. Estimate traffic capacity of each designated evacuation route
    - b. Select evacuation routes from risk area to designated mass care facilities
    - c. Examine access to evacuation routes from each part of the risk area
    - d. Coordinate with law enforcement officials in the field
  5. Identify assembly areas for pick-up of people that require transportation
  6. Coordinate with animal care and control officers to evacuate animals at risk during catastrophic emergency situations
- C. The Twin Falls County OEM will:
1. Coordinate with ESF 13 Public Safety and Security and the Evacuation Coordinator before making evacuation recommendations to the Chief Executive Officer
  2. Working with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services ensure that functional coordinators are clear on the location of mass care facilities that will be used to house evacuees
  3. Working with ESF 11 Agriculture and Natural Resources, coordinate with and assist animal care and control agency staff to identify facilities that may be used to house evacuated animals
  4. Coordinate County assistance requirements with the Idaho OEM (IOEM)
  5. Develop and maintain a County situation map showing damaged or destroyed highways and evacuation routes
- D. ESF 13 Public Safety will:
1. Provide traffic control during evacuation operations; operational considerations include:
    - a. Route assignment and departure scheduling
    - b. Road capacity expansion
    - c. Entry control for outbound routes
    - d. Perimeter control for inbound routes

- e. Traffic flow, including dealing with breakdowns
  2. Assist in the evacuation of the risk area, as necessary
  3. Protect property in the evacuated area
  4. Limit access to the evacuated area
  5. Inform the EOC of progress or problems relative to the evacuation
- E. ESF 3 Public Works and Engineering will:
1. Verify the structural safety of routes (roads, bridges, etc.) that will be used to evacuate people.
  2. During State or National emergencies, coordinate County and State highway use with Idaho Transportation Department District #4.
- F. The ESF 15 Public Information Officer will:
1. Disseminate information to the public to include:
    - a. Identification of areas to be evacuated
    - b. Evacuation routes
    - c. Departure times
    - d. Pick-up points for people requiring transportation assistance
    - e. Location of mass care facilities outside of the evacuation area
  2. Keep evacuees and the general public informed on evacuation activities and any actions they should take
  3. Disseminate information on appropriate actions to protect and care for pets and farm animals that are to be evacuated or left behind
- G. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator will:
1. Activate staff and open mass care facilities outside the evacuation area, when directed to do so by appropriate authority.
  2. Keep the EOC informed of conditions at mass care facilities.
- H. ESF 8 Public Health and Medical Services Coordinator will coordinate with hospitals, nursing homes, and other health care facilities that are to be evacuated.
- I. School Superintendents will:
1. Evacuate students from school buildings when necessary.
  2. Close school facilities and release students from school when directed by appropriate authority.
  3. Coordinate with ESF 1 Transportation, when needed, the use of school buses and drivers to support the overall evacuation effort.
  4. Communicate evacuation plans and relocation with parents through the local media or by calling homes directly.
- J. All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Highway Districts, and School Districts that are involved in emergency operations, will:

1. Protect and secure facilities and equipment left in the area to be evacuated.
2. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.

## **VI. Attachments**

Attachment 1: Emergency Highway Traffic Regulation Signs

Attachment 2: Evacuation Decision Tools

Attachment 3: Evacuation Pro and Con

Attachment 4: Shelter in Place Pro and Con

## **Attachment 1: Emergency Highway Traffic Regulation Signs**

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

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

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

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

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

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

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

This sign may be used on highways to limit the permissible exposure time for occupants of vehicles passing through a disaster area.

**5. Road Use Permit Required For Thru Traffic (CD-5, 24" X 30")**

This sign is to be used at any intersection, at the entrance to a route on which a traffic regulation post is located.

**NOTE:** EHTR signs will be available at Idaho Transportation Department Division of Highways Sign Shops within 24 hours of request.

## **Attachment 2: Decision Support Tools**

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

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

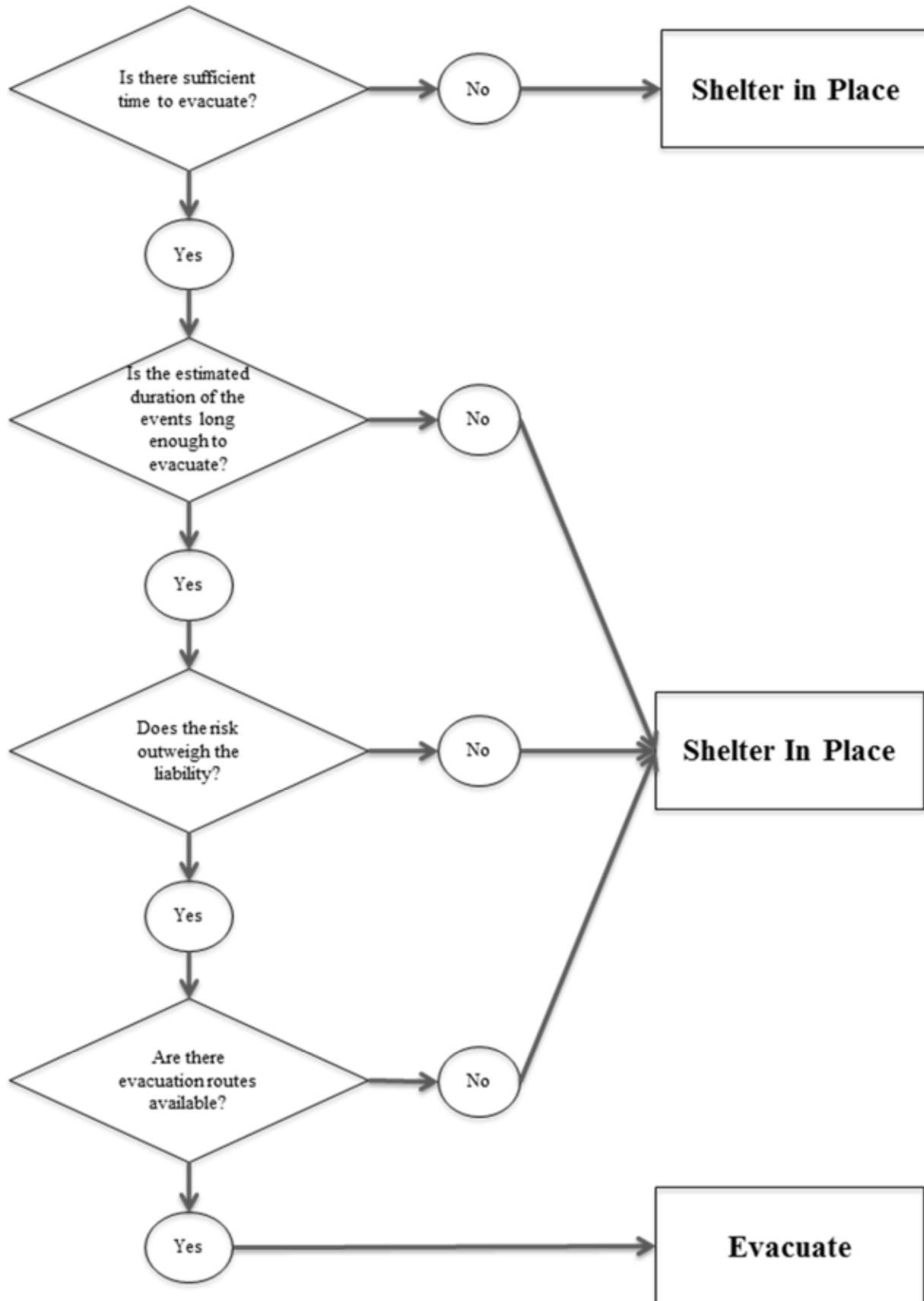
## Evacuation Pro and Con

### Pro

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

### Con

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





## **Shelter in Place Pro and Con**

### **Pro**

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

### **Con**

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

## Evacuation Plan Development

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

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

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

The following Evacuation Plan Template should be used to document the Evacuation Plan. All sections of the template may not be necessary for all evacuation situations. The development of an Evacuation Plan follows these steps:

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

# EVACUATION ACTION PLAN

Be brief and concise with your entries

Location	Control Level	Operational Period	
		From:	To:

<p><b>SITUATION</b></p>	<p>Geographic Extent of Area to Be Evacuated</p>
	<p>Estimated Duration of Evacuation</p>
<p><b>CONTINGENCIES</b></p>	<p>Transportation</p>
	<p>Public Safety</p>

<b>OBJECTIVES</b>		
<b>RESOURCES NEEDED</b>		
PERSONNEL	EQUIPMENT	
<b>RESPONSIBILITIES &amp; TASKS</b>		

ROLE	TASKS	COORDINATING INSTRUCTIONS

**CHAIN OF COMMAND**

**COORDINATION ISSUES**

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

## Define Evacuation Zone

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

Boundary Description	
<b>North Boundary:</b>	
<b>South Boundary:</b>	
<b>East Boundary:</b>	
<b>West Boundary:</b>	





## Assessing Transportation Needs

Use the following form to identify traffic control points along evacuation routes.

Location of Traffic Control Point	Sign or Personnel?
<i>Example: Corner of 1<sup>st</sup> N and 45<sup>th</sup> E</i>	<i>Sign</i>

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

<p><b>Estimated Population:</b></p> <p><b>Pickup Location(s):</b></p> <p><b>Method of Transportation:</b></p> <p><b>Notification Method:</b></p>	
--	--

## Assessing Functional Needs Populations

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

Facility Name	Facility Type	Estimated Population	Functional Needs

## Estimating the Evacuation Population

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

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

Number of Structures	Total Population	Number of Households

## Estimating Pet Populations

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

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

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

### Estimating the Number of Pet-Owning Households

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

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

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

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

### Estimate the Number of Pets

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

**Formulas for estimating the number of pets**

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

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

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

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

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

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

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

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

## Relocation Center Selection

Which of the following relocation centers are closest to your Evacuation Zone, but not within it?

<i>Sites</i>	<i>Mass Health Care (Hospitals)</i>	<i>POD / SCPHD</i>	<i>Sheltering ARC / TF Co. Residents</i>	<i>Temp. Mortuary Sites</i>
Buhl Schools			1	
Buhl First Christian Church			1	
Buhl Nazarene church			1	
Buhl Presbyterian Church			1	
Buhl Methodist Church			1	
Buhl Senior Citizen Center			1	
Buhl Assembly of God Church			1	
Buhl First Baptist Church			1	
Buhl Moose Lodge			1	
Buhl Mennonite Church			1	
Bridge Academy Middle School			1	
Castleford Methodist			1	
Castleford Schools			1	
Filer LDS Church			1	
Filer Schools			1	
Filer Baptist Church			1	
Filer Mennonite Church			1	
Filer Senior Citizen Center			1	
Kimberly Schools			1	
Kimberly LDS Church			1	
Kimberly Senior Citizen Center			1	
Hansen/Murtaugh Schools			1	
Hollister LDS Church			1	
Murtaugh LDS Church			1	
Twin Falls Harrison Elementary			1	
Times Falls Canyon Ridge High School			1	
Twin Falls Bickel Elementary			1	
Twin Falls Lincoln Elementary			1	

Twin Falls Magic Valley High			1	
Twin Falls Morningside Elementary			1	
Twin Falls Pillar Falls Elementary			1	
Twin Falls High School			1	
Twin Falls Rock Creek Elementary			1	

<i>Sites</i>	<i>Mass Health Care (Hospitals)</i>	<i>POD / SCPHD</i>	<i>Sheltering ARC / TF Co. Residents</i>	<i>Temp. Mortuary Sites</i>
Twin Falls O'Leary Junior High			1	
Twin Falls Oregon Trail Elementary			1	
Twin Falls Perrine Elementary			1	
Twin Falls Robert Stuart Junior High			1	
Twin Falls South Hills			1	
Twin Falls Sawtooth Elementary			1	
Canyon Ridge High School		1	2	
Sawtooth Surgery Center			3	
College of Southern Idaho Gymnasium			1	
Y.M.C.A.			1	
Department of Transportation			1	
Twin Falls Moose Lodge			1	
Twin Falls Salvation Army			1	
Twin Falls Senior Citizen Center			1	
Twin Falls Calvary Chapel			1	
Twin Falls County LDS Churches			1	
Twin Falls Nazarene Church			1	
Twin Falls Seventh Day Adventist Church			1	
Twin Falls Grace Baptist Church			1	
Twin Falls Reformed Church			1	
Twin Falls Presbyterian Church			1	
Twin Falls Methodist Church			1	
Twin Falls Christian Church			1	
Twin Falls St Edwards Catholic Church				1.



Joslin Field Magic Valley Regional Airport				■ 1.
Reeder Flying Service Hanger				■ 1.
Bureau of Land Management Office				■ 2.
Twin Falls County Fair Grounds Merchant Buildings 1,2, & 3)				
Twin Falls County Fairgrounds (animal shelter)				
Twin Falls Light House Church	<i>Mass Health Care (Hospitals)</i>	<i>POD / SCPHD</i>	<i>Sheltering ARC / TF Co. Residents</i>	<i>Temp. Mortuary Sites</i>
<i>Sites</i>				
<p>1. Oxygen Safe &amp; centralized area. Good capacity for: electricity, parking, communication. EMS transport. Open space &amp; centralized area</p> <p>2. Oxygen Safe &amp; centralized area. Good capacity for: electricity. Limited: Parking, EMS transport accessibility, open space, communication.</p>				
<p>■ 1.Good Security / Follows Federal Guidelines</p> <p>■ 2.Outside of City Limits</p>				

Which relocation center(s), from the 4 chosen above, is most capable of housing the evacuated population?

# Attachment 4: Refusal to Comply with Directive to Evacuate

**DIRECTIVE:**

Your life is in immediate danger. The Twin Falls County Sheriff’s Office is directing you to evacuate the area immediately. If you fail to comply with this order you must understand that no further contact or rescue is being planned for you. Emergency personnel must consider the threat to ALL CITIZENS as well as their own safety.

I acknowledge that I have been lawfully advised by the Twin Falls County Sheriff’s Office to evacuate the area.

I fully understand that if I fail to comply with the directive immediately that no further emergency resources will be committed on my behalf. I assume the responsibility for the protection of myself, family members and property. No further contact or rescue effort is being planned to protect me.

I further understand that serious bodily injury or death may result from my non-compliance with this evacuation order.



<b>Officer</b>	<b>Date/Time</b>	<b>Next of Kin (Outside Effected Area)</b>
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**Phone Number** \_\_\_\_\_

**Names of Occupant** \_\_\_\_\_

**Address of Occupant** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Occupant Signatures** \_\_\_\_\_

\*\*\*\*\*ALERT\*\*\*\*\*

**POSSIBLE EVACUATION  
DUE TO EMERGENCY FIRE CONDITIONS**

**PREPARE NOW FOR POSSIBLE EVACUATION OF YOUR AREA!  
IMPORTANT INFORMATION IN CASE OF ACTIVATION OF  
EVACUATION PLAN:**

**WHAT SHOULD YOU DO FOR YOU FAMILY?**

- Pack important identification papers and cards.
- Pack important insurance and business papers.
- Pack special family heirlooms.
- Pack personal effects and clothing for each family member to last several days.
- Pack entertainment items for young children
- Don't forget arrangements for pets
- Keep vehicles full of gasoline.
- Listen to the radio and watch the news.
- If you or a member of your family is handicapped, please advise the Evacuation Coordinator.

**WHAT SHOULD YOU DO FOR YOU HOME?**

- Mow grass, clear all dry debris, branches, etc., near and on top of the house.
- Water area surrounding the house.
- Lay garden hoses and sprinklers strategically to water lawn and roof quickly.
- Be prepared to close all windows and remove curtains.
- Relocate livestock.

**WHAT SHOULD YOU DO IF ACTUAL EVACUATION OCCURS?**

- Listen to the radio and watch the news.
- Gather your family, pets, IMPORTANT documents/personal belongings, etc., into vehicle IF TIME PERMITS.
- Close house windows and remove curtains/drapes. Turn lights on. Leave doors unlocked.
- Turn on water sprinklers.
- Evacuate: check-in at the closest "check station" or call the Sheriff's Office after our departure to inform them of your relocation status so we can track the safety of all the residents!

## **Annex C Financial Management**

### **I. Purpose**

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

### **II. Situation and Assumptions**

#### **A. Situations**

In responding to a major disaster, expenses will be incurred that are outside of existing budget appropriations. Expenses will include additional manpower for response, consumable supplies, and in some instances, capital outlays. Expenses for short and long-term recovery need to be tracked appropriately so that homeowners, business, and vendors can be reimbursed as provided by law.

#### **B. Assumptions**

1. Shortages in vital resources may occur quickly during major disasters.
2. Response agencies will sustain themselves during the first 24 hours of an emergency.
3. Households and businesses affected by the emergency will sustain themselves during the first 72 hours of an emergency.
4. Support will be available from State and Federal agencies within 72 hours.
5. Expenses incurred by a protracted event will exceed existing budget appropriations and agreements.
6. Recovery expenses fall outside of the normal budget processes of the Cities and the County.

### **III. Concept of Operations**

- A. The Incident Commander(s) will authorize activation of the financial management function.
- B. The financial management function will coordinate actions to track expenses incurred, to combat the effects of a disaster. This may include overtime pay for response agencies, consumable supplies, contract services, and in some cases, capital equipment purchases.
- D. Emergency service agencies will track their individual expenses and provide reports as outlined in the Annex to the Financial Management Coordinator.
- E. The Financial Manager (County Clerk), in consultation with the Incident Commander(s) and the EOC staff, will set specific expense reporting guidelines.
- F. Disaster victims will be responsible to work with individual insurance companies and, as necessary, file claims with the Disaster Recovery Center.
- G. Expenses, even when eligible for reimbursement, should be the responsibility of the requesting agency.

- H. If needs exceed County resources; detailed lists of what is needed will be passed on to the Idaho OEM.
- I. ESF 7 Resource Support will implement procedures to determine needs, set priorities, obtain and distribute goods and services, and coordinate financial accountability with the Financial Manager. Depending upon the nature of the disaster, this could be a simple one person undertaking or a complex multi-person operation.

**IV. Organization and Responsibilities** A. The Incident Commander will:

- A. Authorize activation of the financial management function.
- B. The Financial Management Coordinator (County Clerk) will:
  - 1. Report to, and operate out of, the EOC during emergencies.
  - 2. Coordinate with Twin Falls County OEM and the EOC staff to determine financial needs and the priority of those needs.
  - 3. Track financial expenditures and recommend action to the Incident Commander(s) and EOC staff.
  - 4. Expand the financial management staff to meet the demands of the emergency by calling upon County employees in procurement, payroll, personnel, and others as needed.
  - 5. Oversee the financial aspects of meeting resource requests, including record keeping and budgeting, for procurement and transportation.
  - 6. Coordinate with the Twin Falls County OEM when outside, State and/or Federal, assistance is required.
- C. The Twin Falls County OEM will:
  - 1. Assist the Financial Manager as needed during response operations.
  - 2. After coordination with the Financial Manager and the Incident Commander(s) request assistance from the Idaho OEM when County resources are, or will soon be, exhausted.
- D. The Legal Advisor will:
  - 1. When requested, report to the EOC.
  - 2. Advise the Financial Manager on contracts and questions of administrative law.
  - 3. Advise the Incident Commander(s) on legal requirements of financial management, to include acquisition, economic stabilization, and rationing of essential resources in the County.

## Annex D Point of Dispensing Operations

### Purpose

This Annex describes the means, organization, and process by which the County will provide support to the South Central Public Health District (SCPHD) activation of a public mass dispensing site(s) to dispense prophylactics to the entire population of Twin Falls County.

The SCPHD Strategic National Stockpile Plan has been developed by the District in conjunction with local and county emergency services agencies. The Plan identifies adequate public mass dispensing sites to dispense prophylactics to the entire Twin Falls County population.

### Post -exposure Prophylaxis (PEP)

Providing PEP countermeasures to a population potentially exposed to B Anthracis requires rapid decision making, distribution, dispensing, and administration of appropriate medications to decrease the infection rate of persons exposed. Experts emphasize that the use of oral PEP countermeasures in the first 48 hours following an anthrax incident is crucial to saving lives. For PEP, CDS recommends a 60-day course of oral antimicrobial drugs given in conjunction with three doses of anthrax vaccine for all potentially exposed individuals.

The mission of the Strategic National Stockpile is to rapidly and safely provide pharmaceuticals, vaccines, medical supplies, and equipment in a rapid and safe manner to communities in the event that local capacities are exceeded due to a weapon of mass destruction or a major natural or technological disaster.

### Definitions:

**Closed POD:** A closed, or private POD uses the resources of partner organizations to set up PODS and dispense Medical Measure Measurement at their own facilities. Closed PODS remove the population of participating organizations from the total number of people that will need to go to public PODS.

- St. Luke's Magic Valley

**Open POD:** Open PODs have been the primary focus of dispensing operations since the early days of planning for large-scale MCM dispensing campaigns. They are referred to as "open" because there are no restrictions on who can go to them.

- Canyon Ridge High School

## I. Situation and Assumptions

### A. Situations

An attack has occurred, or has a high potential to occur, in Twin Falls County involving a weapon of mass destruction, or a major natural or technological disaster has occurred. The capacity of Twin Falls County's assets to meet the demand for pharmaceuticals, vaccines, medical supplies, or other related equipment has been exceeded.

### B. Assumptions:

1. The Twin Falls County Emergency Operations Plan will be activated

2. The Twin Falls County Emergency Operations Center will be activated at Level III (See Base Plan Attachment 2)
3. The Twin Falls County Commissioners will declare a Disaster (See Base Plan Attachment 1)
4. The arrival of the Strategic National Stockpile materials to the local Health Districts will not occur until 0-12 hours after the Federal decision to deploy SNS.
5. South Central Public Health District will activate Annex F Medical Countermeasure Dispensing and Annex G Medical Material Management and Distribution.
6. The South Central Public Health District Strategic National Stockpile Plan identifies adequate public mass dispensing sites to dispense prophylactics to the entire Twin Falls County population. Currently the primary location for an open POD is Canyon Ridge High School.
7. South Central Public Health District will request County support to open 1 or more Points of Dispensing (POD) Sites. See below for the listed POD locations.
8. South Central Public Health District will be the lead agency at the POD and will provide staff,
9. SCPHD will update Twin Falls County EOC on a regular basis. Updates will include information on progress of POD's, ongoing operations, resource needs and number of clients processed through POD's.

## **II. Concept of Operations**

- A. The South Central Public Health District is responsible for developing, coordinating, and maintaining procedures to support Strategic National Stockpile dispensing operations in Twin Falls County in conjunction with ESF 8 Public Health and Medical Services.
- B. The determination to make a formal request for SNS assets will be made after discussion with key community leaders to include, but not limited to: Board of Health representatives, County Emergency Managers, County Commissioners, and other key elected officials, and Idaho Department of Health and Welfare. Requests from SCPHD for SNS material shall be submitted to the Idaho Department of Health and Welfare Operations Center using the SCPHD SNS Supply Requisition Form.

The formal request for SNS assets follows:

- Local IC submits request for medical assets to the Local EOC.
- Local County EOC submits request for medical assets to the IDEOC.
- IDEOC submits mission assignment to IDHW Operations Center.
- IDHW Operations Manager (State Health Official or designee) and IOEM Director submit request for deployment of SNS to Adjutant General.
- Adjutant General submits request to Governor.

- Governor (or designee) submits request to CDC through HHS Region X Emergency Coordinator, Idaho’s DSNS Program Services Consultant, or the CDC OEC.
- C. SCPHD will supply detailed information for on-going operations. Updates will include on POD status, issues/concerns and expected completion times.
- D. SCPHD personnel will assist the situation (both pre-and post-event), and in coordination with Twin Falls County OEM, develop strategies to respond to the emergency.
- E. Twin Falls County will assist in gathering information for the POD such as number of affected population and “at risk” population.
- F. The Twin Falls County OEM will activate the Twin Falls County EOC, as requested by the Incident Commander/Chief Elected Official.

Point of Distribution (type and location)

Type of POD	Location	Population to be served
Open POD	Canyon Ridge	Public
Closed POD	SCPHD	First Responders, assigned volunteers, SCPHD staff (and County EOC staff. This will include family members of everyone listed.
Closed POD	St. Luke’s Magic Valley (SLMV)	Patients, staff and family members of staff
Closed POD	Twin Falls County Sheriff’s Office	Offenders and TBD
District Distribution Center	Primary Secondary: Idaho Transportation Department	NA

- A. SCPHD in coordination with the Twin Falls County OEM will activate the County Points of Dispensing plans
  - Annex F Medical Countermeasure Dispensing
  - Annex G Medical Material Management and Distribution

**Initial Response: 10-day Supply**

Immediately following a federal decision to deploy, CDC will begin delivery of 10-day u/u oral ciprofloxacin and doxycycline to initiate PEP for the potentially exposed population. Cases of oral antimicrobial drugs may ship in air cargo containers, on pallets, or a combination of both and are delivered directly to the RSS facilities in the affected jurisdictions.



***Follow-up Response: 50-day Supply***

The deployment process for the 50-day supply begins immediately following shipment of the initial 10-day supply. Affected jurisdictions should receive their 50-day u/u oral antimicrobial supply at their RSS facilities no more than eight days after the federal decision to deploy.

**IV. Organization and Responsibilities**

Essential Support Function	Duty	Agency Responsible
Transportation	Transportation will provide transportation to the POD as requested by the EOC for POD Operations volunteers and disabled populations	
Communications	Will ensure the timely flow of information used in the decision-making process, as well as in operational effectiveness. The communications function involves three distinct areas: healthcare communication, logistical communication, and available communication modalities. SCPHD may request communication equipment such as radios or other forms of communication.	
Public Works and Engineering	Will provide signage, barriers and stanchions, trash collection and disposal, and sanitary services.	
Mass Care	Mass Care, Emergency Assistance, Housing, and Human Services will assist in the setup of POD site facilities, provide for 24-hour operations including resting areas, food, drinking water.	

Mass Care	Use of the high school and surrounding school buildings and grounds.	Canyon Ridge High School (MOU with SCPHD)
Resource Support	Resource Support will assist SCPHD as requested through the EOC to provide resources as needed.	
Public Health and Medical Services	Will provide support to the SCPHD's operations by providing EMS services, EMS transport, and, if requested, will provide medical personnel to assist SCPHD's medical staff in the dispensing of medications.	Magic Valley Paramedics
Public Health and Medical Services	Operate Open and Closed POD's. Manage storage and inventory of SNS.	South Central Public Health District
Public Safety and Security	Will provide for on-site security, and crowd and traffic control at the Dispensing Sites and storage sites.	Twin Falls PD (MOU with SCPHD)
Public Information		Twin Falls County SCPHD

The Annex C Finance Manager will track and document all records of costs and resource expenditures related to POD Site Operations

Appendix 1-Twin Falls PD Site Security Plan

**Twin Falls Police Department**  
**Standard Operating Guidelines**  
For a  
**Point of Dispensing**

**I. Purpose**

This document describes the standard operating procedures by which the Twin Falls Police Department will provide support to the South Central Health District's (SCHD) activation of a public mass dispensing site to dispense prophylactics to the entire population of Twin Falls County. SCHD will provide prophylactic medications from the Strategic National Stockpile (SNS). The SNS is a federally owned and managed stockpile of pharmaceuticals, vaccines, medical supplies, equipment, and other items established by Congress to augment local supplies of these critical medical items, in the event of their depletion, due to an attack on the United States using weapons of mass destructing, or a major natural or technological disaster. This standard operating procedure (SOP) provides for police support to secure a site for SCHD in receipt, staging, storage, distribution, and dispensing of any assets of this stockpile.

**II. Situation and Assumptions**

**A. Situations:**

An attack has occurred, or has a high potential to occur in Twin Falls County involving a weapon of mass destruction, or a major natural or technological disaster has occurred.

**B. Assumptions**

1. The Twin Falls County Emergency Operations Plan will be activated (see **Annex D** in the Twin Falls County Emergency Operations Plan)
2. South Central Health District will request the assistance of the Twin Falls Police Department
3. The Twin Falls Police Department will provide Crowd Control, Traffic Control, and if needed a Tactical Response to the POD
4. Canyon Ridge High School has been designated as a POD
5. Action Courier or SCPHD will be the storage location

## **Annex E Terrorism**

### **I. Purpose**

- A. The purpose of this plan is to establish basic procedures for response to terrorist incidents in Twin Falls County; and
- B. To protect emergency response workers and the populace from terrorist incidents; and
- C. To coordinate and expedite activities and actions required to initiate an operation; and
- D. To ensure the most effective use of resources in the shortest time and the safest, most economical manner; and
- E. To establish cooperative agency resource ordering procedures, unified command, and communications methods; and
- F. To establish cooperative terrorism response planning efforts.

### **II. Planning Factors and Assumptions**

- A. The resources of cities, counties, State or the Federal government, separately or in combination, may be required to cope with the situation. Trained Federal, State, and local emergency response personnel are available to assist in response activities. However, delays can be expected due to the time and location of the incident.
- B. Evacuation and sheltering-in-place are primary protective actions that may be taken to protect citizens at risk from terrorism.
- C. Response to a terrorist incident will require a high degree of interagency cooperation and communication.
- D. Mutual aid between Federal, State, and local agencies will be encouraged.
- E. A terrorist incident site is a crime scene and requires prudent management. This will ensure the preservation of evidence relating to the incident.

Planning Assumptions - This section describes advance judgments which have been made concerning what might happen in the event of a terrorist incident.

- A. A single large incident or multiple small incidents may exceed local resources. An act of terrorism may overwhelm the capabilities of local and State government almost immediately, and may overwhelm Federal capabilities as well.
- B. If appropriate personal protective equipment is not available, entry into a contaminated area (the hot zone) may be delayed until the material dissipates to safe levels.
- C. Emergency responders should be prepared for secondary devices.
- D. A large terrorist incident may result in significant numbers of fatalities, serious injuries, and contaminated victims.
- E. Certain public events may increase the likelihood of a terrorist event occurring.
- F. Certain unforeseen events may occur which may require modifying this plan. The amount of time available to determine the scope and magnitude of the incident may impact the protective actions recommended.

- G. Communications between Twin Falls County and the State Emergency Operations Center may be limited or non-existent.

### **III. Direction and Control**

#### **A. Notification & Communication**

1. During a terrorist event notification and communication issues will be handled on two levels. SIRCOMM Dispatch Center will be the primary communications center for local response, and the Idaho State Communications Center will handle coordinated communications with State and Federal agencies. See NOTIFICATION CHART for details.
2. The SIRCOMM Dispatch Center will serve as the 24-hour contact points for notification of terrorist incidents.
3. When notified of an actual or potential terrorist incident the dispatcher will immediately record the available information.
4. When a response is to a known or suspected act of terrorism, all responders will be dispatched with that information. Notification of emergency responders will include law enforcement, fire, and EMS responders as well as the State Communications Center. Early notification of hospitals and other health care providers will be critical, given the likelihood of a mass casualty scenario. The Twin Falls County OEM will contact amateur radio operators and request their support at local hospitals to assist with communications, when appropriate. SIRCOMM procedures shall be developed specifically for acts of terrorism.
5. When the response is to a “routine” emergency that is discovered to be an act of terrorism, the responding unit(s) shall notify SIRCOMM immediately to implement “Acts of Terrorism” procedures.
6. An act of terrorism will require the coordinated response of local, State, and Federal resources. Initially, the communications among these agencies shall be coordinated through the Idaho State Communications Center (State Comm.). State Comm. shall be notified promptly of any such event.
7. It is common for the Emergency Responders to arrive at the scene using their respective agency frequencies. Upon arrival at the scene, the Incident Commander may designate a common frequency for on scene communications support.
8. All personnel will use proper radio etiquette and will use clear text for all radio transmissions.

- B. ICS** - The ICS is a management tool that provides a flexible structure for response to emergency situations. It allows local, State, Federal, and private entities to be integrated under a single command structure. ICS is critical for a successful response to an act of terrorism. The event is likely to involve mass casualties, explosives, chemical agents, biological agents, and/or fire, and encompass a potentially large crime scene. This will allow responders to develop strategies jointly, to ensure that each agency’s concerns are being addressed, to share radio frequencies, and to maintain overall accountability of personnel.

**C. Command Structure** - Local emergency response agencies will employ the Incident Command System with a Unified Command structure for all terrorist incidents. The agency which arrives first will initiate incident command and appoint an Incident Commander. Once other agencies with jurisdictional or functional responsibilities arrive on scene, Unified Command will be established as soon as practical. To facilitate operations and communications, the members of a unified command should always work at the same Incident Command Post. Upon arrival the FBI may assume the lead role in crisis management and establish a Joint Operations Center (JOC). The JOC will include representatives from Federal, State, and local agencies.

Command must recognize that there may be an extended response involving local, state, and federal agencies. A command structure must be established to reflect the campaign structure of such a response. Specialized units (such as Bomb Squad, Hazmat, and largescale triage) need to be able to determine and carry out tactics that will meet the strategic goals established by command staff. These divisions will require strong leadership, capable of both making independent decisions when appropriate and of maintaining excellent communications and coordination with command.

**D. Unified Command** - Unified Command is a unified team effort which allows all agencies with jurisdictional, and in some cases functional responsibility for the incident, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability. In Unified Command resources stay under the administrative and policy control of their respective agencies. Unified Command's functions include:

1. Decide on strategies, plans, and resources needed to resolve the incident
2. Decide which Incident Commander will act as spokesperson for the operational period
3. Selecting a Safety Officer, Public Information Officer, Liaison Officer, Operations Chief, and other ICS positions as required
4. The Operations Chief will normally be from the jurisdiction or agency with the greatest involvement
5. Decide on demobilization priorities

**E. Initial Actions**

1. The Incident Commanders (IC) will immediately assess the situation. The IC can then select the most appropriate strategy or combination of strategies.
2. The IC will set up an Incident Command Post (ICP). The ICP will be signified by displaying a flashing green light, or a fluorescent orange flag or traffic cone.
3. The IC will establish appropriate communications. Terrorist incident communications networks may include: Command, Tactical, Support, and others, as the situation demands. Specific frequencies will be determined at the time of the incident. No codes should be used and communications should be confined to essential messages.
4. Other ICS features — Staging, Base, etc., should be established as required.

**F. Priority Actions:**

1. First, protect life
2. Second, stabilize the incident
3. Third, protect property and the environment
4. Fourth, preserve evidence

**G. Site Assessment** - Recognizing an act of terrorism may be difficult. First responders must use their knowledge and training to identify clues that they are involved in a suspicious incident. In fact, well-trained dispatchers may catch the first clues to an act of terrorism.

Therefore, responders must be alert to the possibility of becoming victims of the terrorists' activities. Early recognition of the presence of nuclear, chemical or biological agents will allow responders to take appropriate protective actions and request assistance by a hazardous materials team. Awareness of suspicious or out-of-place packages or devices allows first responders to withdraw until a Bomb Squad team can safely handle the device. Recognizing the signs and symptoms of widespread chemical exposure allows responders to notify local hospitals to lock down and prepare for an influx of patients who are very ill and very frightened.

Dramatically heightened security is the primary difference between a "normal" response and a response to an act of terrorism. The law enforcement element of the response must be emphasized, and all responders must be aware of the possibility that they are targets.

**H. Armed Assault/Hostage Crisis** - Rescue and first responder activities inside any area controlled by or threatened by armed suspects should cease until the threat is neutralized by specialized law enforcement action. All responders and civilians caught inside the threat zone should evacuate immediately; if possible or take shelter behind substantial cover. Law enforcement will secure the threat zone and search for destructive devices before rescue operations can begin or resume.

**I. Control Zones** - If an incident involves chemical or biological agents three control zones should be established to organize the site according to function and risk. The **Hot Zone** is the hazmat operations area, where contamination does or could occur. First response personnel entering the Hot Zone must wear prescribed levels of protective equipment. The **Warm Zone** is where the **Decontamination Corridor** is located, and the **Cold Zone** is the support zone. The Command Post should be in the Cold Zone. **Access Control Points** must be established at zone perimeters to regulate the flow of personnel and equipment into and out of the zones, and to verify that the procedures established to enter and exit are followed.

**J. Response Levels** - Three levels have been identified to facilitate the response to any type of crisis situation in Twin Falls County.

LEVEL I: Standard Event - An event that poses an actual or potential threat to life, property, or the environment. It requires a commitment of standard local resources.



LEVEL II: Emergency Event - An event that poses a significant threat to life, property, or the environment. It requires a commitment of mutual aid resources.

LEVEL III: Disaster Event - An event that poses an extreme threat to life, property, or the environment. It requires a commitment of state or federal resources.

**K. Emergency Operations Center** - Large, complex terrorist incidents may require the activation of the Emergency Operations Center (EOC) to coordinate field operations and provide overhead support. The EOC will provide a meeting place for area officials when used in accordance with this agreement. The EOC is located in the basement of the Twin Falls County Clinic Annex.

**L. Weather** - Certain terrorist events, or the strategies for dealing with them, may be influenced by the weather. In those cases, the National Weather Service should be contacted to obtain the latest detailed weather information.

**M. Access and Road Closures**

1. The Incident Commanders will request and obtain authority for road closures from the responsible agencies, as necessary.
2. The Incident Commanders will determine perimeters to control access.
  - i. Outer Perimeter - Access permitted to approved emergency responders.
  - ii. Inner Perimeter - Access permitted only by approval of Incident Commanders to those actually involved in incident response.
3. Security and access control will be the responsibility of the jurisdiction law enforcement agency. Law enforcement should stop all unauthorized vehicles and persons from entering the incident area.

**N. Evacuation and Transportation**

1. The Incident Commanders will determine if evacuation of threatened areas should be recommended. Evacuation transportation may include the following:
  - i. Personal Vehicles
  - ii. Emergency Vehicles
  - iii. Public Transportation
2. Evacuation warning/notification should be carried out by law enforcement agencies whenever possible, assisted by fire agencies if necessary.

**O. Methods of warning may include:**

1. Emergency vehicle PA Systems
2. Door to door
3. Local broadcast media
4. Emergency Alert System

**P. Evacuation transportation may include the following.**

1. Personal vehicles
2. Emergency vehicles
3. Local school busses

**Q. Sheltering**

1. Any time evacuation occurs due to a terrorist incident, the Incident Commanders will notify SIRCOMM, who will then contact the American Red Cross (ARC).
2. The ARC will open a shelter or make other arrangements for evacuees, as required.

**R. Quarantine** - For some events involving chemical or biological agents it may be necessary to quarantine an affected building and its occupants. In such instances the South Central Public Health District should be contacted immediately because only the SCPHD has statutory authority to take this action. First responders should take actions consistent with preserving public health and safety until authorized officials arrive to implement quarantine orders.

**S. Rehab/Food** - All responders should provide their own subsistence for at least the first four hours. The American Red Cross/Salvation Army and other agencies may provide food and beverage for emergency responders, when requested.

**T. Search and Rescue**

1. The Incident Commanders will determine when search and rescue operations are required.
2. Search and rescue operations will be coordinated by the Twin Falls County Sheriff's Office.
3. If necessary, other Law Enforcement, Fire Agencies, Hazmat Teams, and resources such as Twin Falls County Sheriff's Search and Rescue, may conduct search and rescue.
4. If the search is for victims contaminated or possibly contaminated with chemical or biological agents the search should be conducted by emergency responders properly trained and equipped to deal with the situation safely.

**IV. Organizational Capabilities****A. Idaho State Department of Agriculture**

The Division of Animal Industries is responsible for animal disease control, care and well-being of domestic animals, and controls the movement of domestic animals. The Division will use local and State law enforcement officers, who have the authority by criminal code to enforce Department orders, directives, recommendations and/or findings. The Division is available to provide veterinary and epidemiological expertise concerning animal disease out-breaks, including zoonotic diseases. The Division will also provide expertise and direction concerning the destruction of affected or exposed animals as well as the disposal of animal carcasses. The Division can also mobilize private veterinary practitioners in emergency situations.

The Division of Plant Industries is available to provide a rapid and effective response when chemical toxins or other contaminant problems threaten animal feed or human food products. Toxins, as used here, include pesticides, mycotoxins and other substances, which may contaminate food or feed products and cause them to be illegal for sale, or dangerous if allowed in the food chain. The Division's Laboratory Services provides analytical information concerning sample composition, physical and chemical properties including microbiological, pesticides, drugs, industrial chemical and heavy metals and physical filth. Samples include foods and feeds such as human and animal consumption and from environmental sources such as water, soil, vegetation.

The Division Agricultural Inspections has over 200 employees located at various grain warehouses, fruit packing facilities, potato sheds and processing plants throughout the Snake River region with good knowledge of the commodities they inspect. Their assistance as a support staff in the event of a hazardous materials incident, terrorism or natural disaster could be invaluable.

## **B. Idaho Department of Health and Welfare**

The State Health Agency in Idaho is the Department of Health and Welfare, with primary health-related responsibility delegated to the Division of Health (DOH). The mission of the Division of Health is to advance the health of Idahoans through assessment, communication, and the assurance of conditions that foster optimal health and safety. There are seven health districts distributed throughout Idaho based in major population centers: Coeur d'Alene, Lewiston, Caldwell, Boise, Twin Falls, Pocatello, and Idaho Falls. Local governments directly operate the health districts with a local board of health. The State Health Department and the health districts are mandated, as described in the Rules and Regulations Governing Idaho Reportable Diseases, to report, control, and, when possible, prevent the transmission of reportable diseases and conditions. Currently there are sixty-one (61) diseases and conditions classified as reportable within Idaho.

The Idaho Department of Health and Welfare has close ties with its Federal counterpart, the Centers for Disease Control and Prevention (CDC), to provide comprehensive disease monitoring at the local, State, and National level.

The DOH has many functions that may prove useful prior to and during a release of a biological or chemical weapon of mass destruction.

1. **Surveillance:** Ongoing disease surveillance by State and district epidemiologist may detect an act of bio-terrorism, as many potential bio-terrorism agents are already reportable in Idaho. An unannounced event will be detected as an unusual cluster of illness, even in the absence of a definitive diagnosis, which is also reportable. The Idaho DOH has recently entered into an agreement with neighboring states, Montana, North Dakota, and South Dakota, to improve regional surveillance for unusual diseases or clusters of unusual syndromes by expanding surveillance efforts to include non-traditional sources of information such as 911 call-logs, ask-a-nurse requests, poison control logs, pharmacy sales of anti-diarrheas, veterinary surveillance, etc. Extended surveillance, to include sentinel veterinary species will be done in association with collaborators at the State and Federal agriculture departments so that zoonotic diseases are noticed early.

2. **Diagnostics:** The DOH State Bureau of Laboratories will assist the Federal Bureau of Investigation (FBI) with identifying etiologic agents of biological and chemical terrorism, whenever possible. Biological agents can be identified up to the bio-safety level-3 (BL-3) level at the Boise facility, which includes most suspected agents (ex: anthrax, plague, and brucellosis). The BL-4 agents, such as hemorrhagic fever viruses (Ebola, Marburg), smallpox, and genetically altered microorganisms, will be shipped directly to a BL-4 facility at CDC or the Department of Defense (DOD) for analysis. Chemical agents would most often be identified in the field by members of Hazmat teams with rapid detection kits, however, the DOH State Laboratory Environmental Chemistry Section would play a supportive role in detection and confirmation when required.
3. **Epidemiologic Investigations:** Epidemiology Services will instigate epidemiologic investigations in response to all reported cases, conditions, and clusters of illness, as outlined in the Rules and Regulations Governing Idaho Reportable Diseases. In the case of a covert attack, the epidemiologic investigation may provide the first clues to rule in or rule out an intentional release of a biological agent. An increase in physician or ER visits may be the first indication of an intentional release. This increase should be reported to the State DOH under the 'extraordinary occurrence of illness' provision in the Idaho Reportable Diseases Regulations.
4. **Control:** Through the assistance of CDC and the DOD, State Epidemiologists will help communicate the need for prophylaxis against bio-terrorism pathogens. An algorithm for exposure and risk assessment will be generated on a case-by-case basis. Control may be as simple as hand- and clothes-washing or as complex as vaccination, antibiotic campaigns, and environmental decontamination.
5. **Communication:** Epidemiology Services will provide information on agents of bioterrorism upon request or as needed in response to an incident. Information will be of a standardized format; fact sheets, presentations, CDC Morbidity and Mortality Weekly Reports (MMWRs), decontamination (if appropriate or known), and prophylaxis. In the case of an announced event, fact sheets will automatically be faxed to all emergency rooms and immediate care facilities in the cache area. A representative of DOH will be available 24 hours a day, via the State Communications Emergency Pager system, for consultation in the case of an emergency.
6. **Follow-up:** Epidemiology Services records the number of affected individuals through surveillance at the local and State level. Case investigations will be carried out in a timely manner on all affected individuals. Alterations in normal case investigation procedures may have to be developed in the case of a large scale (100's-1000's involved) incident.

## **V. Documentation**

Participating agencies should keep the following records throughout the incident.

1. Personnel records
2. Time keeping records

3. Injury records
4. Exposure records
5. Equipment procurement and use records
6. Dispatch Logs

## **VI. Safety**

The safety and welfare of emergency responders shall be the first and foremost consideration in all incident operations and decisions.

### **A. Training**

Twin Falls County intends to use courses sponsored by the Federal and State governments, as well as private organizations to fulfill training requirements. Each emergency response agency must determine what type and level of training is required for its own personnel. The Idaho Attorney General's Office has expressed the opinion that, for hazmat operations, as a minimum, all responders should be trained to the *First Response Operation* level.

### **B. Personal Protective Equipment**

Personnel protective equipment for events involving chemical or biological agents is:

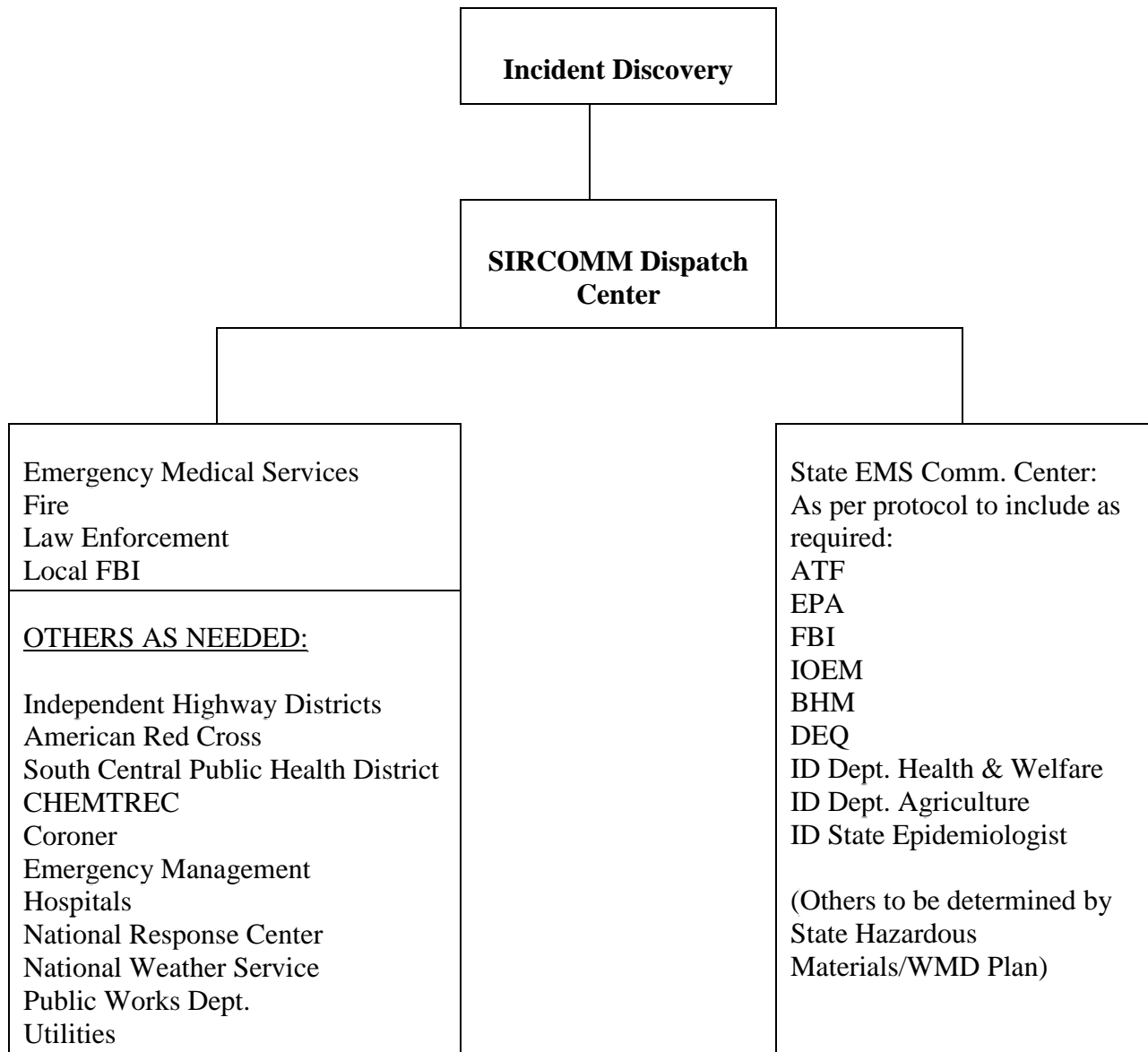
1. Level A Protection
  - i. Supplied-air respirator (Mine Safety and Health Administration (MSHA) and National Institute for Occupational Safety and Health (NIOSH) approved). Respirators may be pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, airline respirators.
  - ii. Fully encapsulating, vapor protective, chemical-resistant suits.
  - iii. Coveralls.
  - iv. Long cotton underwear.
  - v. Gloves, chemical-resistant.
  - vi. Boots, chemical-resistant, steel toe and shank.
  - vii. Hard hat (under suit).
  - viii. Disposable gloves and boot covers.
  - ix. Cooling unit.
  - x. 2-way radio communications.
2. Level B Protection
  - i. SCBA.
  - ii. Supplied-air respirator (MSHA/NIOSH approved).
  - iii. Chemical resistant clothing

- iv. Long cotton underwear (optional).
  - v. Coveralls.
  - vi. Gloves (outer), chemical-resistant.
  - vii. Gloves (inner), chemical-resistant.
  - viii. Boot covers (outer), chemical-resistant.
  - ix. Hard hats.
  - x. 2-way radio communications.
3. Level C Protection
- i. Air-purifying respirator, full-face canister equipped (MSHA/NIOSH approved).
  - ii. Chemical-resistant clothing (coveralls; hooded, one-piece or two-piece chemical splash suit; chemical-resistant hood and apron; disposable chemical resistant coveralls).
  - iii. Gloves (outer), chemical-resistant.
  - iv. Boots (outer), chemical-resistant.
  - v. 2-way radio communications.
4. Level D Protection
- i. Work uniform (shoes, shirt, trousers, etc.).
  - ii. Coveralls - optional.
  - iii. Gloves - optional.
  - iv. Chemical resistant boots - optional.
  - v. Goggles - optional.

## **VII. Terrorism Investigation**

Every terrorist incident responded to by local agencies shall be investigated by law enforcement, and an investigation report shall be completed. Every effort should be made to collect and preserve pertinent evidence.

**NOTIFICATION CHART**



## Definitions and Abbreviations

### Definitions

**ACCESS CONTROL POINTS** - Specified points of entry and exit to the Control Zones through which all personnel and equipment must pass.

**BASE** - That location at which the primary logistics functions are coordinated and administered. The Incident Command Post may be co-located with the Base. There is only one base per incident.

**COLD ZONE** - Also known as the Green Zone or the Support Zone. A support area around the Warm Zone in which emergency response personnel not actually engaged in hazmat operations may standby. It is an area of minimal danger to emergency response workers. Access should be limited to emergency response personnel only.

**CONTROL ZONES** - Three zones, Hot, Warm and Cold, established around a hazardous materials incident site. Each zone has a specific function and should be clearly identified.

**DECONTAMINATION CORRIDOR** - A designated section of the Warm Zone in which decontamination activities take place. All personnel and equipment exiting the Hot Zone must pass through the Decontamination Corridor.

**DEMOBILIZATION** - The release of incident personnel, apparatus and related equipment.

**EMERGENCY OPERATIONS CENTER (EOC)** - A location from which centralized emergency management can be performed, generally by civil government officials (municipal, county, State and Federal). The EOC is located in the basement of the Twin Falls County Courthouse.

**EMERGENCY RESPONDER** - Person affiliated with an emergency response agency who is dispatched to the scene upon notification of a terrorist incident. Emergency responders may be local, State, Federal, or industry personnel who have received appropriate terrorist incident training.

**HOT ZONE** - Also known as the Red Zone, Exclusion Zone, or the Restricted Zone. The area of hazmat operations at a hazmat incident site. It is the area of greatest potential danger to emergency response personnel. Access is limited to those actually engaged in hazmat operations.

**INCIDENT COMMANDER** - The individual responsible for the command of all functions at the field response level. This person must be fully trained and knowledgeable in the Incident Command System.

**INCIDENT COMMAND POST (ICP)** - The location from which the Incident Commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event must have some form of ICP.

**INCIDENT COMMAND SYSTEM** - A management tool designed so that diverse agencies can work together effectively during an emergency response. The system provides a structure for controlling personnel, facilities, equipment and communications. The Incident Command System can be established and expanded depending upon the changing conditions of an incident.



**PUBLIC INFORMATION OFFICER** - The person responsible for the transfer of information to other agencies, the public, and/or the news media during the response phase of an incident. The Public Information Officer may be the Incident Commander or a designee.

**REHAB** - The rest and rehabilitation of all members operating at the scene. Provisions shall include: medical evaluation, treatment and monitoring, food and fluid replenishment, mental rest, and relief from extreme climatic conditions and other environmental parameters of the incident. The rehabilitation shall include the provision of Magic Valley Paramedics at the Basic Life Support (BLS) level or higher.

**RESOURCES** - All personnel and major items of equipment that are available, or potentially available, for assignment to incidents.

**SECONDARY DEVICES** - Any destructive or harmful device(s) intentionally placed at or near the scene for the purpose of causing injury to first responders or civilians. All ingress/egress routes to the scene should be cleared of secondary devices.

**SIZE UP** - The observation and evaluation of existing factors that are used to develop objectives, strategy, and tactics for incident response.

**STAGING AREA** - Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

**STRATEGY** - The science and art of command as applied to overall planning and conduct of an incident.

**TACTICS** - Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

**TERRORISM** - The Federal Bureau of Investigation defines terrorism: "As the unlawful use of force or violence against persons or property to intimidate or coerce a Government, the civilian populations, or any segment thereof, in furtherance of political or social objectives."

**UNIFIED COMMAND** - In ICS, Unified Command is a unified team effort which allows all agencies with jurisdictional, and in some cases functional responsibility for the incident, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**WARM ZONE** - Also known as the Yellow Zone, Contamination Reduction Zone, or the Limited Access Zone. A buffer area around the Hot Zone in which decontamination activities are carried out. It is an area of some potential danger to emergency response personnel, particularly if the incident should escalate. Access is limited to those performing hazmat or decontamination operations

**ZOO NOTIC** - A disease communicable from animals to humans under natural conditions.

**Abbreviations**

ARC = American Red Cross

ATF = Alcohol Tobacco and Firearms

CDC = Center for Disease Control

CISM = Critical Incident Stress Management

DEQ = Division of Environmental Quality

EAS = Emergency Alert System

ECV = Emergency Communications Van

EOC = Emergency Operations Center

EPA = Environmental Protection Agency

ERCS = Emergency Response Cleanup Services

FBI = Federal Bureau of Investigation

FBIHQ = Federal Bureau of Investigation Head Quarters

IC = Incident Commander

ICP = Incident Command Post

ICS = Incident Command System

IP = Implementing Procedure

ITD = Idaho Transportation Department

JOC = Joint Operations Center

NWS = National Weather Service

SCBA = Self-Contained Breathing Apparatus

## Annex F Mass Fatalities

### I. Purpose:

The purpose of this Mass Fatality Plan is to provide a framework to facilitate an organized and effective response to mass fatality incidents that treat the dead and their loved ones with dignity and respect. Mass fatalities may be caused by infectious diseases, such as Pandemic Influenza, natural hazards (e.g. earthquakes, floods and tornados), human-related hazards (e.g., commercial airline crashes, bridge or tunnel collapses), or pro-active human hazards (e.g. terrorist acts).

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

### II. Objectives:

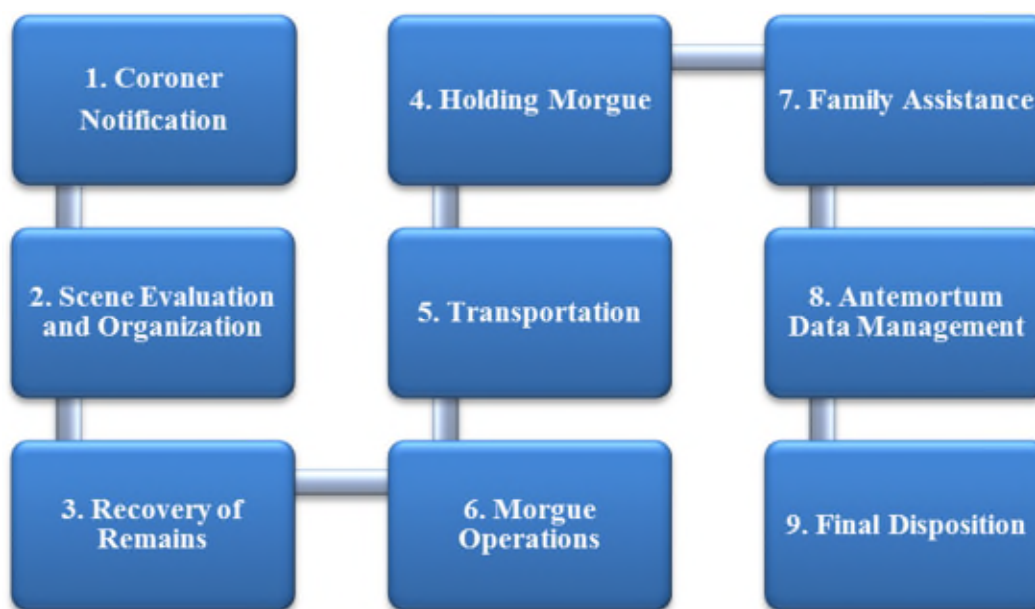
The primary objectives for the mass fatality plan are:

- To facilitate Twin Falls County's management of a mass fatality incident
- To delineate the command and control structure, who is responsible for activating the Plan, and the criteria for levels of activation
- To outline a means for obtaining the following support functions with scalability:
  - Supplies and equipment
  - Staffing requirements
  - Facility requirements
- To provide information regarding health and safety threats when handling decedents
- To identify decedent operational areas
- To identify the stakeholders and organizations responsible for management and coordination of operational activities
- To describe the method with which human remains will be recovered and identified
- To outline a method for the preserving and storing of human remains on a temporary basis when normal capacity has been exceeded
- To detail local morgue capacity and operations
- To delineate a method for assisting families during a mass fatality incident
- To outline the process for obtaining death certificates and permits for disposition of remains
- To describe how the plan will be exercised, updated and maintained

### III. Scope:

The Twin Falls County Emergency Operations Center (EOC) will be activated in response to a mass fatality incident. (The South Central Public Health District EOC may also activate to offer assistance if the Mass Fatality Incident is tied to a Public Health issue.) The County EOC will oversee the coordination of the multiple local, regional, state and federal agencies and departments involved in the management of the incident. This Plan will operate concurrent with other emergency plans activated in response to the incident. It should be noted that a mass fatality plan does not address the needs of injured survivors.

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



This Plan has been developed to fill the gap between those fatality incidents which can be managed by the Coroner's Office without assistance and those mass fatality incidents that cannot be handled locally and would require some form of regional assistance to fill the gap before requesting a federally activated Disaster Mortuary Operations Team. For the purpose of this Plan that gap is believed to be between 4 and 16 fatalities. The Plan has been written such that the County EOC and the Coroner's Office can easily transition to a full DMORT activation. The processes described and the forms dovetail directly into those that would be used by a DMORT if it was activated.

### IV. Roles and Responsibilities

- **Twin Falls County Coroner** – The County Coroner is responsible for search, recovery, identification, family notification, collection of personal effects, refrigerated storage, and disposal of mass fatality victims.

The Twin Falls Coroner will assign a Deputy Coroner to the Family Assistance Center when one is activated to conduct family briefings, death notifications, and the collection of ante-mortem data. The South Central Public Health District will operate the Family Assistance Center in close cooperation with the Coroner and designated Coroner staff.

- **Twin Falls County OEM Coordinator** – The Twin Falls County OEM Coordinator is responsible for the request and coordination of resource and will assist the Coroner in the completion of his responsibilities as needed.
- **Twin Falls County Commission** – The Twin Falls County Commission will declare a disaster when necessary to activate regional, State, and Federal resources.
- **Fire Departments/Fire Districts** – Municipal Fire Departments/Rural Fire Districts or the nearest available Hazardous Materials Regional Response Team is responsible for determining the best approach for mitigating hazardous material agent(s) while preserving remains, personal effects, and evidence.
- **Twin Falls County Search and Rescue** – Under the Supervision of the Twin Falls County Coroner or designee the Twin Falls County Search and Recovery personnel are responsible for the laborious physical removal and collection of human remains in whatever condition they may be found.\
- **Twin Falls County Sheriff** – The Twin Falls County Sheriff will provide public safety and security support to the Incident as ESF 13 and will also criminal investigations as required by State Law.
- **Idaho OEM Area Field Officer** – The Idaho OEM South West Area Field Officer will assist Twin Falls County to activate regional, State, and Federal resources.
- **South Central Public Health District** – The South Central Public Health District will assist by providing guidance on handling potentially communicable disease exposures related to bio-waste and other bodily fluids from human remains during phases of recovery.
- **Federal Bureau of Investigation (FBI)** - The FBI is the lead investigation agency for any credible terrorist threat or situation that could potentially threaten the public. The FBI Evidence Response Team will staff and oversee the search and recovery of human remains, personal effects, and accident-related wreckage, with the local jurisdiction augmenting response. In this instance, they will respond with a scene evaluation team in addition to search and recovery teams.
- **DMORT Teams** - The Department of Health and Human Services has organized Disaster Mortuary Operation Response Teams (DMORT). Under this system, the country is divided into ten regions, each with a Regional Coordinator. Twin Falls County is served by the FEMA Region 10 team. For the duration of their service, DMORT members work under the local authorities of the disaster site and their professional licenses are recognized by all states.

- **Local Funeral Industry** – The local funeral industry may provide temporary refrigerated storage of remains based on requests from the Coroner and their individual facility capabilities. They can also provide transportation of remains to and from the incident scene as requested.

## V. Introduction

### A. General

The definition of a “mass fatalities incident” means a situation in which any of the following conditions exist:

1. There are more dead bodies than can be handled using local resources.
2. Numerous persons are known to have died, but no bodies were recovered from the site of the incident.
3. Numerous persons are known to have died, but the recovery and identification of the bodies of those persons is impracticable or impossible.

## VI. Situation and Assumptions

### A. Situation

- Twin Falls County has several state highways, railroad lines, and an airport. There is a daily potential for a mass fatality incident involving a passenger bus or aircraft. Additionally, there is the potential for a natural disaster to cause a mass fatality incident.
- A mass fatality incident in Twin Falls County can be defined as more than six deaths in a single incident or simultaneous incidents.
- Local, state, and federal assistance is available to help with mass fatalities operations.

### B. Assumptions

- The ultimate purpose in a mass fatality response is to recover, identify and effect final disposition in a timely, safe, and respectful manner while reasonably accommodating religious, cultural and societal expectations.
- Under certain circumstances this action will be challenging and require support and leadership from all levels of government.
- The Twin Falls County Coroner is ultimately responsible for managing mass fatalities; however, there are many other organizations that are involved in the resolution of a mass fatality incident.
- A mass fatality plan will be activated in concert with a mass casualty plan (to ensure care for survivors), and normally be activated in concert with jurisdictional emergency operations center(s).
- State and Federal laws and regulations provide guidance for mass fatality response. They specify organizations responsible for mass fatality management, response requirements, organizational authority and responsibilities.

- Requests for assistance and response efforts will be managed utilizing the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Incident Site operations will be performed according to professional protocols to ensure accurate identification of human remains and, under certain circumstances (e.g., commercial airline accident and criminal or terrorist act), to preserve the scene and collect evidence.
- Mass fatality incidents create widespread traumatic stress for families, responders, and often, the community-at-large. Traumatic stress can lead to physical illness and disease, precipitate mental and psychological disorders, and can destroy relationships and families. Attending to behavioral health needs of victims' and responders is critical.
- Under certain circumstances (e.g., commercial airline accident or terrorist act) select Federal agencies will have critical on-scene responsibilities, thus requiring close and on-going coordination with the Coroner's Office, local and State agencies.
- Evaluation of a mass fatality incident site may require specialized assistance from local, State and Federal agencies. Chemical, biological and radiological detection equipment and personnel may be required.
- Depending upon the natural or manmade disaster that engenders the mass fatality incident, the County's infrastructure may be severely impacted causing significant delays and progress in recovering and managing the dead.
- All agencies will cooperate with scene preservation before, during, and after the survivors are removed from the scene.
- A mass fatality incident can physically and emotionally overwhelm responders. Critical Incident Stress Debriefing teams will be available.
- Disaster plans are in place and will be used by carriers, corporations, hospitals, and other agencies involved with mass fatality incidents.
- Specialized resources are available to assist local agencies deal with mass fatality incidents.

## **VII. References**

- Twin Falls County Emergency Operations Plan 2014
- Twin Falls County Multi-Jurisdiction All Hazard Mitigation Plan 2014
- National Association of Medical Examiners – Mass Fatality Plan
- Idaho Department of Health and Welfare – Public Health Preparedness and Response Plan – Annex J Mass Fatality Response, Version 6 September 2012
- DHS Target Capability – Fatality Management

## **VIII. Concepts of Operations**

### **A. Plan Activation**

The Twin Falls County Mass Fatalities Plan will be activated upon request by the Twin Falls County Coroner. It is assumed that the Plan will be activated when the number of decedents exceeds 6.

To activate the Plan the Twin Falls County Coroner will:

1. Request the Twin Falls County Dispatch Center to contact the Twin Falls County OEM and request Plan activation.
2. The Twin Falls County OEM will activate the County Emergency Operations Center.
3. The Twin Falls County OEM, working with the County Coroner, will develop an Incident Action Plan which will outline tactical and strategic steps to be taken including the activation of specific Emergency Support Functions.
4. If the incident exceeds the capabilities of Twin Falls County, the Twin Falls County OEM will prepare and request approval of a Disaster Declaration by the Twin Falls County Board of County Commissioners.
5. The Disaster Declaration will be forwarded to the Idaho OEM.
6. The Twin Falls County OEM will request the regional assistance through the IOEM Area Field Officer.

### **B. Initial Staging and Recovery Procedures.**

1. Remains shall not be disturbed or moved until the Coroner has given approval.
2. A survey and assessment of the situation will be made by, or under the direction of, the Coroner to determine the following information:
  - a. Number of fatalities
  - b. Condition of the bodies, i.e. burned, dismembered, etc
  - c. Difficulty anticipated in the recovery of the bodies and the type of personnel and equipment needed
  - d. Location of the incident, accessibility, and difficulty that may be encountered reaching and working at the scene
  - e. Safety of scene
  - f. Condition of bodies
  - g. Resources/possible recovery hazards (chemical, biological, etc)
  - h. Personal property and effects



## **IX. Human Remains Recovery**

### **A. Overview**

Resolution of a mass fatality event entails the following human remains recovery operation phases:

- Phase 1: Evaluation and Investigation of the incident scene
- Phase 2: Search and Recovery (collection and documentation of human remains, property and evidence at the incident site)
- Phase 3: Transportation of human remains, personal effects and evidence to the incident morgue

### **B. Health and Safety Guidelines for Workers Handling Human Remains**

Employers and workers face a variety of health hazards when handling, or working near, human remains. Workers directly involved in recovery or other efforts that require the handling of human remains are susceptible to blood borne viruses such as hepatitis and HIV, and bacteria that cause diarrheal diseases, such as *Shigella* and *Salmonella*.

#### **General Precautions**

The following precautionary measures can help employers and employees remain safe and healthy while handling human remains.

#### **Personal Protective Equipment**

- **Hand Protection-** When handling potentially infectious materials, use appropriate barrier protection including latex and nitrile gloves (powder-free latex gloves with reduced latex protein content can help avoid reaction to latex allergies). These gloves can be worn under heavy-duty gloves which will protect the skin from damage (caused by sharp environmental debris or bone fragments). A combination of a cut proof inner layer glove and a latex or similar outer layer is preferable.
- **Foot Protection-** Footwear should similarly protect against sharp debris.
- **Eye and Face Protection-** To protect your face from splashes of body fluids and fecal material, use a plastic face shield or a combination of eye protection (indirectly vented safety goggles are a good choice if available; safety glasses will only provide limited protection) and a surgical mask.

#### **Hygiene**

- Maintain hand hygiene to prevent transmission of diarrheal and other diseases from fecal materials on your hands. Wash your hands with soap and water or with an alcohol-based hand cleaner immediately after you remove your gloves.
- Give prompt care to any wounds sustained while working with human remains, including immediate cleansing with soap and clean water. Workers should notify the Coroner or designee immediately if injured during a mass fatality incident. The Coroner will follow up with the individual to ensure that proper medical treatment including vaccinations take place.

- Never wear PPE and underlying clothing if it is damaged or penetrated by body fluids.
- Ensure disinfection of vehicles and equipment.

### **C. Scene Evaluation and Investigation**

In large events, unified command will oversee incident site operations. At the onset of an event, local law enforcement, fire, and EMS will be the first to arrive on scene. The Coroner's Office will be immediately notified that the scene involves mass fatalities.

The Coroner's Office will be in charge of human remains recovery. They will establish an evaluation team which will work in conjunction with other agencies depending upon the nature of the event. At a minimum, the Coroner's Office Evaluation Team will consist of the Coroner, an Investigator from Local Law Enforcement, Search and Rescue, and a deputy Coroner for the initial evaluation.

The only potential exceptions to this rule are incidents involving commercial airline accidents and incidents where domestic terrorism is suspected. The FBI is the lead investigation agency for any credible terrorist threat or situation that could potentially threaten the public. The FBI Evidence Response Team will staff and oversee the search and recovery of human remains, personal effects, and accident-related wreckage, with the local jurisdiction augmenting response. In this instance, they will respond with a scene evaluation team in addition to search and recovery teams.

Depending upon the incident and the jurisdiction, local evaluation teams can be expanded by requesting regional assistance, and additional assistance from the State, and Federal level. Specialized search, recovery and decontamination teams will be called in to respond to incidents involving chemical, biological or radiological contamination such as Hazmat, Public Health, and Environmental Health, and if necessary, the Disaster Mortuary Operational Response Team (DMORT).

### **Site Safety and Security**

Prior to entering the site to perform the evaluation, the site must be assessed and cleared for safety by the appropriate agency. Site security will be required in order to:

- Maintain the integrity of the scene
- Maintain chain of custody of evidentiary items
- Prevent incident response workers from being disturbed
- Control unauthorized volunteers who may rush to the scene in an attempt to render aid
- Prevent the media and the general public from witnessing/publicizing the condition of human remains
- Maintain the dignity and privacy of families

Access to the scene and other fatality management operations will be controlled by law enforcement/security. A badging system to monitor access will be employed. Rules of access will be clearly established and strictly enforced including:

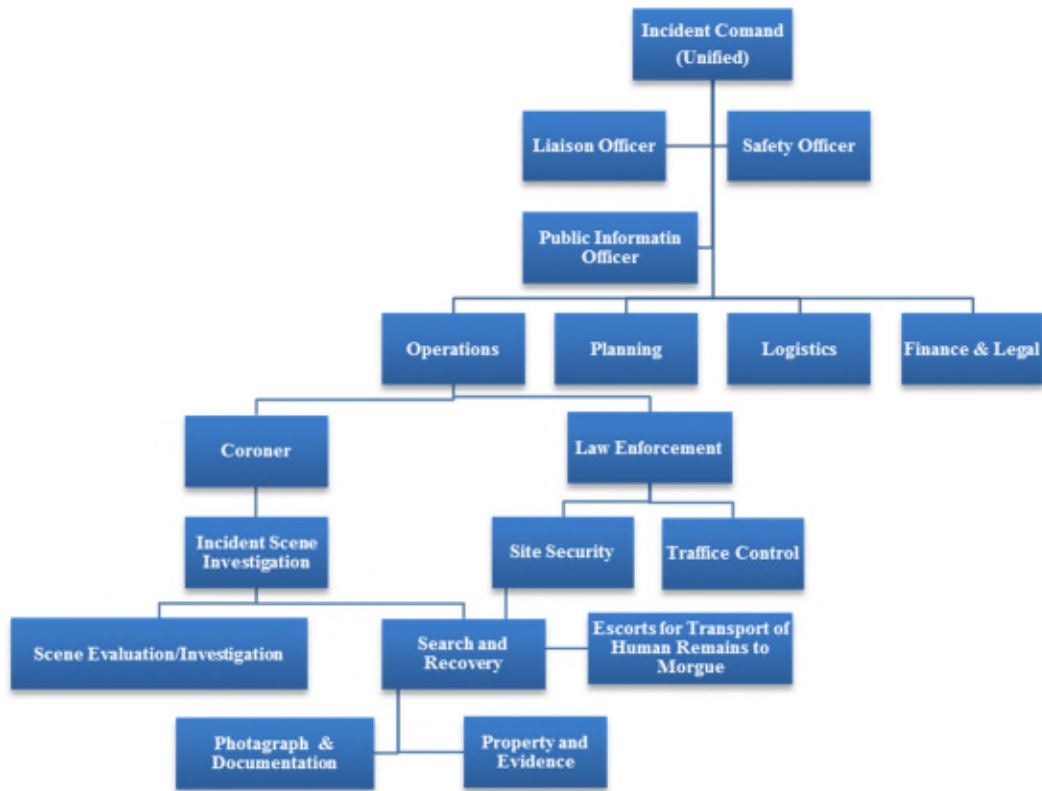
- Utilizing a badging and identification procedure for everyone entering or leaving the incident scene
- Limiting vehicle access; establish traffic patterns for all incoming and outgoing vehicles
- Security guards will be stationed at site perimeter to prevent looting or tampering

### **Site Evaluation**

Once the site is secured and considered safe, the Evaluation Team will assess the scene to determine the:

- Approximate number of dead
- Location of the remains
- Condition of the bodies
- Environmental conditions
- Accessibility of the incident site/type of terrain
- An estimate of the number of personnel necessary to implement an effective recovery plan
- Specialized equipment or personnel needed
- Locations of atypical cases
- Additional biological, chemical, radiological or physical hazards previously undetected
- Level of personal protective equipment required

The following chart outlines a typical ICS structure organized to manage the field component of a mass fatality recovery operation.



### Incident Action Plan

The Coroner will determine incident objectives and strategies in coordination with Unified Command at the incident site to develop an Incident Action Plan.

At a minimum, the IAP will include a:

- Human Remains Recovery Plan
- Transportation and Storage Plan
- Safety Plan (which includes staff personal protective equipment requirements)
- Security Plan (which includes site security and credentialing systems)

**Please refer to Twin Falls County Emergency Operations Plan – Standard Response Guide #1- Incident Action Plan Development.**

#### D. Search and Recovery

Search and Recovery entails locating, collecting and documenting postmortem human remains, property and evidence at the incident site. It requires a standardized approach to ensure that the location of remains and materials at the scene is documented. Search and recovery activities will only commence after all rescue operations have been terminated. No remains shall be moved or touched by workers until direction and approval have been given by the Coroner.

Search and Recovery personnel are responsible for the laborious physical removal and collection of human remains in whatever condition they may be found. It's important that search and recovery workers are prepared for the stress of recovering dead bodies and body parts.

Once workers have reported to the staging area, a briefing will be held, the Incident Safety Plan will be reviewed, assignments will be issued, and if appropriate, workers will be divided into teams based on the following responsibilities:

- **Photography and Documentation Team-** Responsible for photographic (video, Polaroid, digital images, hand sketches) and written documentation of human remains, property and other evidence found at the incident site prior to movement.  
All photographers must sign a *Release of Copyright* form. Photography and documentation must occur prior to the removal of human remains. This is to ensure the integrity of the scene and facilitate accurate identification of the deceased.
- **Search and Recovery Team-** Responsible for searching, removing, and transferring of human remains from the incident site to the incident morgue. This team coordinates human remains transportation needs and resource requests with the Logistics section.
- **Property and Evidence Team-** Responsible for recording, collecting, packaging and transferring property and evidence found at the incident site using standardized "chain of custody" documents.

At the onset of search and recovery operations, a grid map should be prepared using surveying or equipment or computer gridding. An organized search pattern should be established that incorporates search and rescue intelligence. This should entail a comprehensive search of assigned grid or search patterns and consider the use of aides such as global positioning devices for each body or body part discovered. Engineering and surveying consultants may be utilized as needed.

All remains should be photographed and grid marked prior to recovery. Suitable stakes or flags will be placed at the location of each body or body part and the flags will be numbered. These flags should remain in place after collection of the items to be recovered.

An accurate and reliable numbering system for all human remains is crucial to an effective response mission.

All remains must be identified with a number:

- Complete bodies should be prefixed with the letter "B"
- Body parts should be prefixed with the letter "P"
- Personal effects should be prefixed with the letter "E"

Human remains will be tagged with waterproof tags and records documenting the location or surroundings in which the remains were found. When practical, remains will

be containerized in a body bag with corresponding numbers labeled on the bag. To preserve dental evidence, craniofacial remains should be wrapped for protection.

Remains may then be removed as authorized from the initial discovery site to a staging area for transport to the morgue.

**Search and Recovery Equipment List:**

- Boundary Tape
- Fluorescent Paint
- Body Bags
- Biohazard Bags
- Zip Lock Bags
- Paper Bags
- Measuring Device
- Computers
- Cellular Telephones
- Sharps Container
- Protective Suits, Mask and Gloves
- Metal ID Body Tags
- N-95 Respirators
- Refrigerated Trailer
- DVD Camcorder
- Cameras
- Motorola Radios
- Pin Flags
- Permanent Markers

**E. Personal Effects**

The collection, identification, and disposition of the personal effects of deceased victims in a mass fatality incident are conducted concurrently with the collection, identification, and disposition of human remains.

Careful collection and location plotting of personal effects found at a disaster site is crucial to the preservation of clues of ownership. Property found on remains must stay with the recovered remains. "Unattached" personal effects found near the body will be placed in a container, tagged with the corresponding numbers and data reflecting the location, and will be secured. Valuables such as wallets or jewelry that are attached to the body shall not be removed. Such valuables found on or near the body that has potential identification value should be placed in a container and charted as to the exact location of recovery. Personal effects will be photographed prior to removal. Items should be placed in clear plastic bags for easy identification. An identification number should be placed on each bag.

When recording items, basic descriptions should be used; never make assumptions as to what an item is. A ring should be described as “yellow metal with a clear stone” not “gold with a diamond”.

The collection, inventory, and return of personal effects to the decedent’s family are extremely important. If possible, all personal effects should be released to the next of kin as soon as possible. All unidentified personal effects should remain under control of the Coroner or his designee.

#### **F. Contaminated Remains**

A hazardous or contaminated mass fatality site will delay responders from recovering remains in a timely fashion. Human remains or personal effects contaminated with a chemical, biological or radiological agent **must** be decontaminated prior to transport. The Twin Falls County Coroner, consulting with the Municipal Fire Department/Rural Fire Districts or the nearest available Hazardous Materials Regional Response Team, is responsible for determining the best approach for mitigating hazardous material agent(s) while preserving remains, personal effects, and evidence. This may entail additional assistance from local, State entities or the Idaho Association of County Coroners. If necessary, DMORT Weapons of Mass Destruction Teams (WMD) can be called in to manage the decontamination of remains at the incident site.

The bio-waste and other bodily fluids from human remains during phases of recovery could potentially become a hazardous and toxic issue requiring collaboration with the South Central Public Health District. Universal Precautions should be adhered to at all times.

#### **On-Site Decontamination**

Decontamination teams, when present, will establish a processing area, identified by color code zones, in order to facilitate site processing;

- **Red Zone:** Numbered remains are brought to the site where remains are to be decontaminated, personal effects and clothing are removed, and photographs are taken (denoting the assigned number).
- **Yellow Zone:** Remains undergo a full body examination, including notating significant features. Gross decontamination takes place by thorough scrubbing with an appropriate cleaner. A solution of sodium hypochlorite and soapy water are the best cleaning agents.
- **Part Yellow and Part Green Zone:** A Chemical Agent Monitor (CAM) is used to determine if the Yellow Zone performed its job completely. The body is returned to the Yellow Zone if the CAM detects any remaining contaminants.
  - If the remains cannot be “cleaned” after the number of attempts designated by the Coroner in consultation with Hazardous Materials Team, the team will report to the Coroner for determination of disposition of remains.
  - When remains cannot be adequately decontaminated, arrangements with the receiving funeral service may need to be coordinated to provide for a sealed

container that can be externally decontaminated and must not be reopened prior to final disposition in accordance with incident directives.

- **Green Zone:** Remains are placed in a clean refrigeration unit and sent to the morgue.

### **G. Transportation of Remains**

Transportation entails movement of human remains, property and evidence to the incident morgue as well as transportation of personnel and equipment to and from the incident site. Transportation to both temporary and incident morgues is tasked and staffed through EOC Logistics based on needs identified by the Coroner.

This transfer should be handled discretely using closed vehicles if possible. If deemed necessary, all names or logos on transport vehicles will be removed or covered.

Refrigerated vehicles should be parked in a secure area close to the incident site with preferably easy access to load the remains. Records will be kept at the staging area and at the morgue as to the identity of the driver and the tag numbers of the deceased being transported.

The bags should be opened to verify tag and bag numbers. The bodies or body parts should be logged with the log entry containing bag number, vehicle number, driver's name, and time of dispatch. The driver should verify and sign the Transportation Log entry. Remains that have been bagged and tagged are loaded into the vehicle. Human remains should not be stacked. Vehicle doors should remain locked while human remains are inside. The remains are then transported to the morgue. Transport vehicles will follow an assigned route to the morgue moving in convoy and may be escorted by law enforcement.

### **H. Respite Center**

Responding to a mass fatality incident can be overwhelming, leading to traumatic stress. Support for responders is essential to monitoring and minimizing the impact. A respite center for incident site workers will be required.

The Respite Center will be organized and managed by the EOC Logistics Section based upon needs identified by the Coroner's Service Branch and other agencies/ departments with personnel at the incident site. The size, amount of space, and number of services needed at the respite center will depend on the nature of the incident. The Respite Center should be located in close proximity to the incident site, but away from the temporary morgue site, and designed to preserve the privacy of workers. Additional important facility components include:

- Security present
- Showers and bathrooms
- Space for:
  - Storing supply of Personal Protective Equipment (as required by nature of incident)
  - Donning and cleaning/decontaminating and doffing PPE that is appropriate to the nature of the incident



- Capability for safe disposal of used Personal Protective Equipment (PPE) and decontamination, based on the nature of the incident.
- Large room for briefings and debriefings at beginning and end of shifts
- Lockers or space for storing workers' personal belongings
- Areas for rest
- Availability of food and beverages
- Basic first aid
- Mental health/spiritual care services

#### **I. Disaster Mortuary Operations Team (DMORT)**

In the event that the recovery exceeds the capability of the local, regional, or State of Idaho capabilities the State of Idaho Emergency Operations Center can request the activation of a DMORT through FEMA Region 10.

The Department of Health and Human Services has organized Disaster Mortuary Operation Response Teams. Under this system, the country is divided into ten regions, each with a Regional Coordinator. Twin Falls County is served by the FEMA Region 10 team. For the duration of their service, DMORT members work under the local authorities of the disaster site and their professional licenses are recognized by all states.

The DMORTs are composed of civilian funeral directors, medical examiners, coroners, pathologists, forensic anthropologists, fingerprint specialists, forensic odontologists, dental assistants, and x-ray technicians. They are supported by medical records technicians and transcribers, mental health specialists, computer professionals, administrative support staff, and security and investigative personnel. When a DMORT is activated, the personnel on the team are treated and paid as a temporary Federal employee.

DMORT can be activated by four methods:

##### **Federal Disaster Declaration:**

The Federal Response Plan dictates how federal agencies respond following a disaster. A request for DMORT assistance must be made by a local official through the state Emergency Management Agency, who will then contact the regional office of the Federal Emergency Management Agency (FEMA). Based on the severity of the disaster, FEMA can ask for a presidential disaster declaration, allowing the DMORT team to be activated. This process can take 24-48 hours.

##### **Aviation Disaster Family Assistance Act:**

Under this Federal act, the National Transportation Safety Board (NTSB) can ask for the assistance of DMORT. The act covers most passenger aircraft accidents in the United States and U.S. territories. The NTSB coordinates with the local medico-legal authority to assess local resources and capabilities and can activate DMORT upon the request of the local authority.

**U.S. Public Health Act:**

Under the U.S. Public Health Act, the U.S. Public Health Service can provide support to a state or locality that cannot provide the necessary response. Under this act, the state or locality must pay for the services of DMORT, including salary, expenses, and other costs.

**Memorandum of Understanding with Federal Agency:**

The DMORT may be requested by a federal agency to provide disaster victim identification. Under this mechanism, the requesting agency must pay for the cost of the DMORT deployment. As an example, following the crash of United Airlines Flight 93 in Pennsylvania on September 11, 2001, DMORT was activated under an MOU with the FBI.

FEMA maintains two Disaster Portable Morgue Units (DPMU) which are staged at the FEMA Logistics Centers in Rockville, Maryland and San Jose, California. Each DPMU is a cache of equipment and supplies for a complete morgue with designated workstations for each process the DMORT team is required to complete.

**X. Human Remains Storage****A. Overview**

The purpose of this section is to identify the capabilities of Twin Falls County for the storage of victims and remains. A mass fatality incident will undoubtedly overload the existing capacity and therefore it will be necessary to sequentially: 1) Utilize existing surge capacity or 2) Construct temporary morgue facilities using tents or trailers. The latter action may take place at pre-identified temporary morgue sites. In some instances, it may be necessary to store remains for a period of time until the examination and identification process are able to occur. Guidelines for examination sites and short-term preservation are delineated below. The primary goal is to store and preserve human remains in a dignified and respectful manner as they await final disposition.

**B. Morgue Facilities – Permanent**

The following table delineates the current storage capacity at local hospitals and morgues in or near Twin Falls County.

Location	Refrigerated Morgue Capacity
Twin Falls County Morgue	16
St. Luke's Magic Valley	6
Reynolds Funeral Chapel	8
White Mortuary and Crematory	3
Parke's Magic Valley Funeral	5
Serenity Funeral Chapel	3

Rosenau Funeral Home and Crematory	3
Farmer Funeral Chapel	3

### C. Morgue Facilities – Temporary

The refrigeration capacity of the county hospital morgues and local mortuary will likely be exceeded during a disaster, especially if there are many unidentified bodies or remains recovered in the first hours of the event. This will engender the need for temporary morgue facilities.

FEMA’s Disaster Portable Mortuary Units (DPMU’s) can be ordered through a DMORT team and arrive on scene via a flatbed tractor trailer unit. Should DPMU’s not be available, it will be necessary to convert an existing site into a temporary morgue facility.

Sites that are frequently used by the general public such as public auditoriums and school gymnasiums should not be used. Also, facilities with nearby stores or offices should not be used. Abandoned warehouse and airplane hangars are the best options for temporary incident morgue facilities.

#### Site Requirements

Any facility used as a temporary morgue should meet the following requirements:

##### Size

- 5,000 - 10,000 square feet at a minimum
- Room for 53’ refrigerated trailer(s) (number needed to be determined by incident)

##### Structure Type

- Hard, weather-tight roofed structure
- Separate accessible office space for the Information Resource Center
- Separate space for administrative needs/personnel
- Non-porous floors, preferably concrete

##### Accessibility

The temporary morgue site should have:

- Easy access for vehicles, equipment and a tractor trailer
- A 10-foot by 10-foot door
- Loading dock access or site should be at ground level
- Convenience to the incident scene
- Complete security (away from families)

##### Electrical

- Electrical equipment utilizes standard household current (110-120 volts)

- Power obtained from accessible on-site distribution panel (200-amp service)
- Electrical connections to distribution panels made by local licensed electricians

#### **Communications Access**

- Existing telephone lines for telephone/fax capabilities
- Expansion of telephone lines may occur as the mission dictates
- Broadband Internet connectivity
- If additional telephone lines are needed, only authorized personnel will complete any expansion and/or connections

#### **Water/Sanitation/Drainage**

- Single source of cold water with standard hose bib connection
- Water hoses, hot water heaters, and sinks
- Existing drainage to dispose of gray waste
- Pre-existing rest rooms within the facility are preferable

#### **Temporary Holding Morgue Requirements**

The temporary holding morgue is where remains are held until transported to the incident morgue.

- A permanent or semi-permanent structure near the incident site, which can be a refrigerated tent or container
- Consistent 35-38° F temperature
- Shelves (no higher than waist height) to store remains; remains will not be stacked
- Locked and/or with ongoing security.

The size of the temporary holding morgue will depend on the anticipated number of decedents. Refrigerated vehicles that will be used to transport remains to the incident morgue may be adequate for short term storage.

#### **D. Long Term Examination Center**

A Long-Term Examination Center may be needed when there is extensive property destruction with the co-mingling of human remains. Examination and identification of human remains will need to continue after the temporary incident morgue closes. The center will provide working space for the Coroner, law enforcement and HazMat technicians. Often times, the Long-Term Examination Center will continue after the emergency has officially been declared over and the incident site, temporary incident morgue, and Family Assistance Center are closed. It is the responsibility of the Coroner and the County EOC to assure proper support and operation of the site as long as it is required.

#### **E. Human Remains Preservation and Storage**

The following are recommendations for the temporary storage of human remains:

### **Refrigeration**

Refrigeration of human remains between 38° and 42° Fahrenheit (4° to 8°C) is the best option. This can be accomplished with the use of:

**Refrigerated transport containers/trucks:** Large transport containers used by commercial shipping companies generally hold 25-30 bodies (laying flat on the floor with a walkway between). To increase storage capacity three-fold, lightweight temporary racking systems can be employed. Shelves should be setup in such a way that allows for safe movement and removal of bodies (i.e., storage of bodies above the waist height is not recommended). When food, beverage and other consumer types of commercial vehicles are used, they will generally not be returned to their prior service function. The local jurisdiction will be ultimately responsible for replacing these vehicles. To reduce any liability for business losses, jurisdictions should avoid using trucks with markings of a supermarket chain or other companies, as the use of such trucks for storage of fatalities may result in negative implications for business. Using local businesses for the storage of human remains is not recommended and should only be considered as a last resort.

Refrigeration units should be maintained at low humidity because mold can become problematic if there is too much moisture present. Storing human remains at 38° and 42° Fahrenheit will slow down, but not stop decomposition. Remains can be preserved at this temperature for 1-3 months. The primary downside to this type of storage facility is that a sufficient quantity of refrigerated trucks/containers is seldom available during mass fatality incidents.

**Dry Ice:** Dry ice (carbon dioxide (CO<sub>2</sub>) frozen at -78.5° Celsius) can be used for short-term storage. Approximately 22 lbs of dry ice will be needed daily for each individual set of remains. The dry ice should be applied by building a low wall with it around groups of about 20 remains and then covering with a plastic sheet.

To prevent damaging the corpse, the ice should never be placed on top of remains, even when wrapped.

The down side to using dry ice is that it requires handling with gloves to avoid “cold burns.” Additionally, it must be used in an area with good ventilation as it emits carbon dioxide as it melts. Further, this product is costly and often difficult to obtain during an emergency.

**The following storage options are *less optimal* than refrigeration or the use of dry ice:**

- **Embalming:** This frequently used technique provides transitory preservation meant to maintain the body in an acceptable state for up 72 hours postmortem. The downside to embalming is that it requires considerable time and expense which is not practical during a mass fatality event. Additionally, a licensed

professional is required to embalm. Also, this process is not possible if the integrity of a corpse is compromised.

- **Chemical Preservation:** Chemicals can be used to pack a decedent for a short period of time. Powdered formaldehyde and powdered calcium hydroxide may be useful for preserving fragmented remains. After these substances are applied, the body or fragments should be wrapped in several nylon or plastic bags and sealed completely. The downside to this technique is that these chemicals have strong odors and can be irritating to workers.
- **Temporary Interment:** This method enables immediate storage **when no other method is possible**. This is not a true form of preservation and should primarily be considered when a great delay in final disposition is anticipated. Because the temperature underground is lower than surface temperature, a natural form of refrigeration occurs.

To ensure future recovery of bodies, the following should be adhered to:

- Each body should be labeled with a metal or plastic identification tag
- Bodies should also be clearly marked at ground level
- Bodies should be placed in a single layer (**not stacked**)
- Burial should be 5 feet deep and 1 foot should be left between bodies
- Bodies should be at least 600 feet from drinking water sources
- In extreme situations, trench burial can be used for larger numbers

**The following human remains temporary storage options are NOT recommended:**

- **Stacking:** Placing bodies on top of one another is not only disrespectful to the decedents and their families, but it can also distort the faces of the victims, which can impede visual identification. Additionally, it is difficult to manage stacked decedents and challenging to read the identification tags.
- **Freezing:** For several reasons, this is a poor option. To begin with, freezing causes tissues to dehydrate which changes their color. This can make visual recognition by family members challenging and can also have a negative impact on the interpretation of injuries. When bodies are rapidly frozen, postmortem injuries, including cranial fracture can occur. Additionally, the process of freezing and thawing will accelerate decomposition of the remains.
- **Packing in Ice:** This is not recommended as large quantities of ice are necessary to preserve a body even for a short period of time. Not only is ice heavy and difficult to manage, it is often used for emergency medical units during a major emergency. Further, the use of large quantities of ice results in large amounts of run-off water.
- **Ice-Rinks:** While ice skating rinks may sound like the perfect solution, they are not recommended. A body placed on ice is only partially frozen. It eventually will stick to the ice making movement of the decedent difficult.

Management and movement of decedents on solid ground is challenging in good circumstances. Workers having to negotiate ice walkways would pose an unacceptable safety risk.

## **F. Morgue Services**

### **1. Overview**

Morgue Services reports to the Coroner in the ICS example offered above. It is most often supported by the Emergency Operations Center. Morgue Services are organized to support morgue operations, decedent identification, and data management. This is critical to ensuring the efficient, accurate, and timely identification of the deceased.

The ultimate goal of all disaster operations is to accurately establish the identification of every victim. This is essential to surviving family members. To accomplish decedent identification, ante-mortem (AM) and post-mortem (PM) data will be compared and match. Performed carefully and accurately, these processes will expedite disposition of the deceased and prevent insurance fraud and wrongful death cases.

Disaster victim identification is normally the responsibility of the local law enforcement. During a Mass Fatality Incident (MFI), this difficult and demanding process must be well organized and allow for the inclusion and coordination with other agencies. While this course of action will vary considerably in scale and effect depending upon the incident, this identification process can be used under all circumstances. For management purposes, the morgue services division is divided into two groups:

- **Morgue Operations** includes Administration, the Information Resource Center, Receiving Station (remains and personal effects), Remains Examination Station, Admitting Station, Documentation Station, Print Station, Final Holding, Release or Human Remains, and After Care Station
- **Morgue Examination** Group includes stations for radiology, dental identification, pathology, anthropology/morphology, DNA retrieval, and identification confirmation meetings

### **2. Morgue Operations**

Morgue Operations includes the following components:

#### **1. Administration**

Responsibilities include:

- Monitoring staffing, supply and equipment needs
- Documenting labor time and purchases
- Inputting electronic data
- Maintaining ample supplies of:

- General morgue forms
- Release Forms

## **2. Admitting Station**

At this station, numbered remains are admitted and personal effects are assigned the same tracking number. Trackers are assigned to accompany the remains until examination/identification is complete and to ensure the security of the case file. In addition, the tracker will ensure that proper documentation is complete, signed, and attached at each station.

As remains are admitted, the Coroner, working with the Family Assistance Center, will consider religious and cultural customs when handling the remains whenever possible.

## **3. Receiving Station**

This is where the decedents (in body bags) are delivered from the Incident Site. All incoming body and property bags are documented on the chain of custody forms. Bodies are placed in a temporary refrigerated holding morgue. All body bags are radiographed to facilitate safe handling of collected remains. The pathologist or anthropologist will read the radiographs in order to assess the contents of the bag for effective sorting and locating hazardous substances.

## **4. Remains Examination**

Remains examination entails:

- Using radiographs of bags taken prior to screening/triage, separate diagnostic human tissue from material evidence, debris and personal effects
- Photograph prior to disturbing clothing, property, foreign objects
- Complete anatomic charting
- Document and describe any personal effects or evidence that is removed
  - Route potential evidence to law enforcement using chain of custody forms
  - Determine path for examination/identification based on protocol:
    - Long path—continue through all subsequent stations.
    - Short path—Photography, Radiology, Anthropology and DNA
  - Bag human tissue/remains having potential for ID based on incident guidelines and probative value (remains with highest likelihood for identification)



- Store tissue that does not have potential for ID and unassociated personal effects as determined based on the incident
- If personal effects or dangerous material items (e.g., bomb fragments) could not be removed without possible damage, notify the Unit Leader who will alert future stations
- If remains are determined, at any station, to be unrelated, they will be separated and returned to Screening/Triage for assessment

## **5. Information Resource Center (IRC)**

This center is the central repository for collecting, recording, and storing ante-mortem and postmortem information including:

- Keeping the information systems and records secure
- Matching antemortem and postmortem files
- Receiving electronic antemortem data from the Family Assistance Center
- Electronically logging antemortem and postmortem data
  - Separates postmortem and antemortem records into two major file categories:
    - Unidentified remains case files
    - Missing person reports case files (antemortem data collection interviews)
- Identified remains case files
- Court issued presumptive death certificates and related documents (if applicable)
- Compare antemortem and postmortem records

All records and data must be kept secure and confidential because they are protected by the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and additional applicable local laws. No information will be released to any person(s) or agencies without proper authorization from the Coroner.

## **6. Documentation Station**

All remains and personal effects are photographed and documented adhering to the Coroner's policy of:

- Photographing prior to disturbing clothing, property, foreign objects
- Placing proper documentation in photo
- Including scale in photo

- Taking standard autopsy-type photographs (anatomical position) for complete bodies
- Taking full-face photographs when possible
- Ensuring entire remains are present in the photograph
- Sending digital files to Information Resource Center for inclusion in victim identification processes

#### **7. Print Station**

This is where finger/foot/palm printing of remains or body parts is performed.

#### **8. Final Holding Station**

This is the refrigerated area where processed remains are held until release. All human remains (identified, unidentified, and common tissue) will be stored with dignity.

The holding areas for processed victims and for common tissue will be separate from that for remains that have not been processed and from where specimens (e.g., for DNA, histology, and toxicology) are stored while awaiting transfer to the lab for analysis. Remains will be held until the victim can be released for final disposition.

#### **9. Release of Human Remains for Final Disposition**

Identified decedents and their personal effects are released to next of kin or a person authorized by next of kin. Release functions include, preparation, final identification review, and funeral home contact.

- **Preparation**

Preparation of human remains may include re-association and/or aftercare (embalming and casketing). All human remains will be prepared with professionalism and transported to authorized funeral home or crematory with consideration.

- **Final Identification Review**

When remains are ready to be released, the Identification Team Leader and forensic specialists involved in the identification will:

- Conduct a final review of the methods of identification
  - Physically examine the remains to ensure that the remains match the biological attributes of the deceased (based on the antemortem information)
  - Ensure that the numbers associated with each remain are accounted for
- Sign and date the form indicating that the remains have been reviewed for final identification and place it in the Disaster Victim

- Packet; if next of kin/legal authority authorized after care and it is provided at the incident morgue, route to the After-Care Station
  - **Contact with Funeral Home**

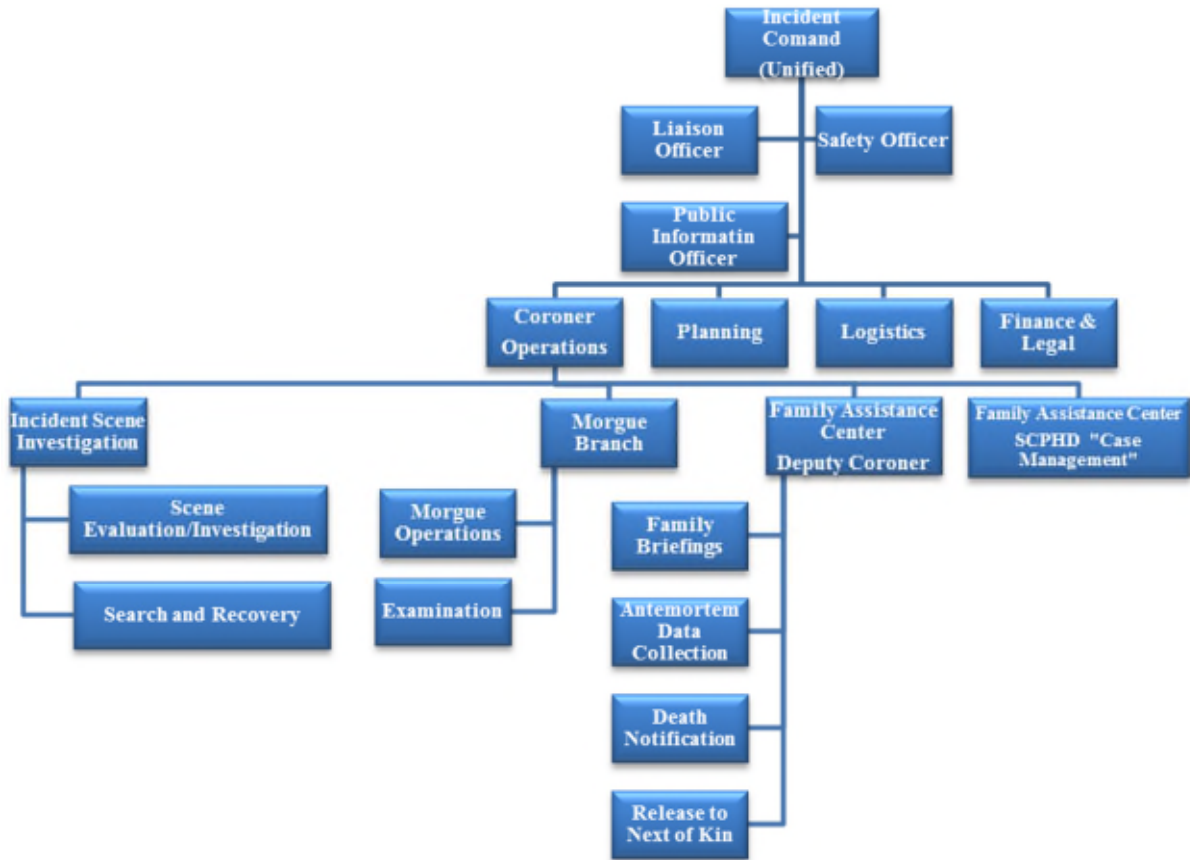
Funeral homes and crematoriums will be contacted to coordinate picking up or the shipping of remains.
  - **Final Release**

Upon completion of the final identification, human remains and associated personal effects that are not deemed evidence will be released according to the standard operating procedure of the Coroner's Office.

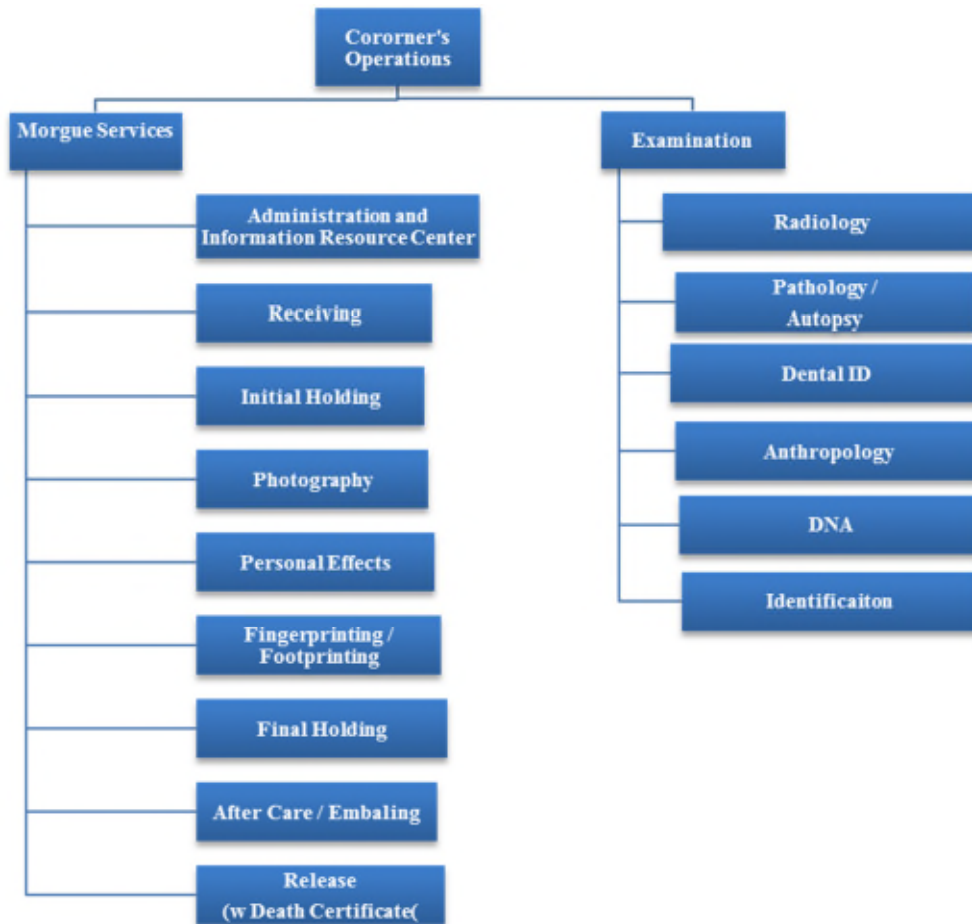
    - Keep a log of remains/bodies that are cleared for release and those on hold
    - Check/assure that remains/bodies are prepared for release as authorized by next of kin
    - Complete Release of Human Remains form and Release of Personal Effects form
    - Implement chain of custody
    - Maintain a *Release Log* to document the overall release process
  - **After Care Station**

After care can include embalming, cremation, and casketing; funeral homes and crematories may be so overwhelmed that final disposition cannot be carried out within a reasonable timeframe.

The following charts depict in some detail the organization of the Coroner's Service Branch in the ICS structure.



## Morgue Operations Organization Chart

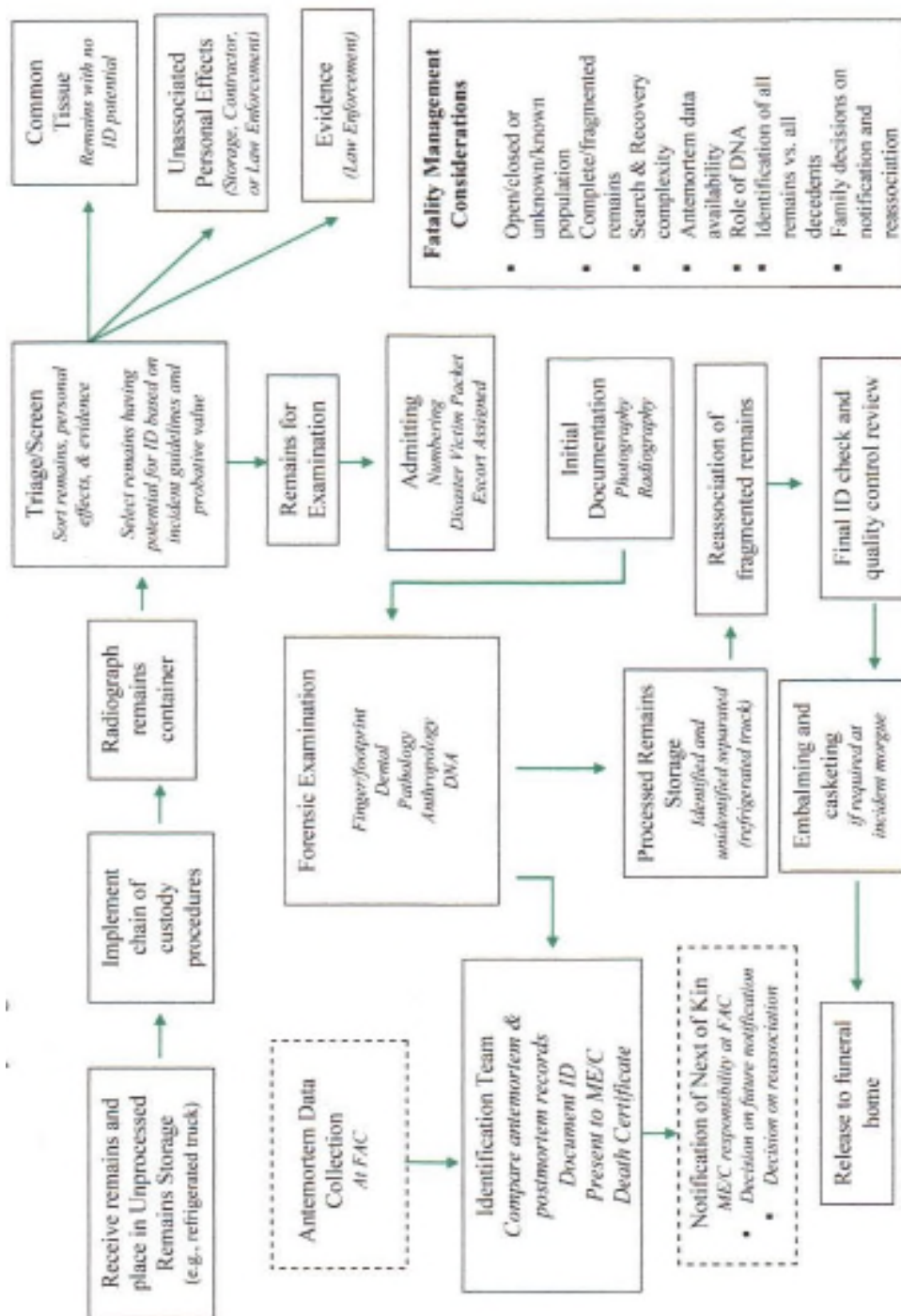


### 10. Morgue Examination and Identification

Morgue Examination and Identification will usually take place under the direction of a medical examiner. Detailed description and procedures are not provided as part of this Plan as the work will take place using existing procedures. The areas covered in Morgue Examination and Identification includes:

- Radiology
- Dental Identification
- Pathology
- Anthropology
- DNA Identification
- Identification Station and Victim Identification Profile (VIP)

### Morgue Operations Flowchart



## **XI. Death Certificate Process**

### **A. Overview**

A mass fatality incident within Twin Falls County will engender a surge in requests to register deaths, obtain permits for disposition of human remains, and obtain certified death certificates. According to Idaho Code, Title 30 Health and Safety Chapter 2 Vital Statistics 39-260 this process will be handled under the direction of the local mortuaries.

## **XII. Family Assistance Center**

### **A. Overview**

During and immediately following a mass fatality incident, the creation of a Family Assistance Center (FAC) is necessary to assist family members in providing information and locating their injured or deceased loved ones, and to help with the grieving process. Setting up a Family Assistance Center early on in the crisis shows the general public that the situation is under control, despite the circumstances. Family assistance services must be easily accessible, well organized, and sensitive to the needs of worried and distraught family members.

### **B. Planning Assumptions**

- Family assistance includes relatives, friends, and significant others.
- Family members have understandably high expectations regarding:
  - The identification of the deceased
  - The return of loved ones to them
  - Ongoing information and updates
- Expect 8 to 10 family members to request assistance per victim.
- Family members will begin arriving at the incident site immediately following the disaster.
- Families of critically injured survivors will have similar needs for assistance as those families with deceased loved ones.
- When mass evacuation takes place, there may be a need to locate living and deceased family members.
- Planning will be flexible and based on the nature, size and complexity of the mass fatality incident.
- Services should be provided with the perspective of the bereaved in mind. How grieving families receive assistance during the crisis will be remembered for years to come.
- Personnel and volunteers responding to a mass fatality incident can be traumatized. Emotional support should be available for all workers.

### **C. Roles and Responsibilities**

The Coroner has the overall responsibility for family assistance for all mass fatality incidents. This excludes commercial airline and some transportation accidents. The Federal Family Assistance Act of 1996 requires the National Transportation Safety Board and individual air carriers to take actions to address the needs of families of passengers involved in aircraft accidents.

For mass fatality events occurring in Twin Falls County, excluding aircraft accidents, the South Central Public Health District has been designated by the Federal Emergency Management Agency (FEMA) as the lead to manage and coordinate the Family Assistance Center (FAC). South Central Public Health District will be supported in this assignment by the Twin Falls County Coroner and the Twin Falls County Department of Emergency Services.

Working under the Operations Section of the ICS the SCPHD will support the Coroner's Services Branch by initiating a Family Assistance Unit. The key role of the FAC is to function as a "Case Manager" to the family during the event. A Deputy Coroner will be present at the FAC and will be responsible for all family notification and collection of antemortem data.

Based on the type of incident and the variety of needs of the surviving family members, a large number of specialty groups may be involved in rendering care. For large scale incidents, where there are Mass Casualties and well as Mass Fatalities, it may be advisable to establish a **Joint Family Assistance Center**, as a separate ICS branch, to effectively manage and coordinate the multiple organizations and personnel providing family assistance. Additionally, it will engender coordinated communication and information sharing between the involved agencies.

Faith Based Groups, as well as the American Red Cross, Salvation Army, community services clubs, local volunteer agencies, and non-profit organizations are available to support the Family Assistance Center and can be very instrumental in ensuring that these operations are successfully accomplished.

State and Federal agencies can also provide support to the FAC. State assistance can be requested from the Idaho Department of Health and Welfare. Federal assistance can be obtained from DMORT teams.

### **D. Family Assistance Center Services**

The Family Assistance Center's primary purpose is to give needed assistance in a safe, compassionate, and organized fashion to provide a sense of relief and stability to victim's families.

Specific FAC functions include:

#### **1. Call Center/Hotline**

The call center is set up immediately following a Mass Fatality Incident and is coordinated with the Joint Information System. It operates 24/7. The call



center handles all incoming calls to the FAC using a toll-free telephone number. Its purpose is to facilitate communications to victims' families and families requesting missing person's information.

## **2. Information/Reception Desk**

The information and reception area greet families as they arrive, checks them in, assesses their immediate needs, and assists families in accessing the services they need. In order to provide the most optimal services, the information desk should report to their supervisors how families are responding to FAC services.

## **3. Family Briefings**

A Deputy Coroner or designee will conduct family briefings which are intended to provide families with current accurate information to enable them to understand what has happened to their loved ones. Information regarding recovery efforts, victim identifications, criminal investigation, missing person's data and other essential concerns will be provided to the families prior to release to the media.

## **4. Translation/interpreter services**

The FAC will have staff present to assist with translations services for families. They will be responsible for translating ante mortem records, foreign dental and medical records and FAC materials as needed. Additionally, they will assist with the development of non-English written materials to be distributed to families.

## **5. A place to grieve**

The FAC will offer a private place where families can grieve in a comforting supportive environment. The FAC will provide stability to grieving families as they adjust to the situation at hand and prepare to move on to the next phase of their lives. Grief counselors, religious leaders, and mental health professionals will be on hand to assist with the grieving process.

## **6. Antemortem Data Collection**

A Deputy Coroner or designee will oversee the collection of antemortem data to aid the victim identification process. This data may include the victim's physical appearance, clothing, jewelry, unique identifying characteristics (scars, tattoos, birth marks) medical and dental records and fingerprint records.

## **7. Death Notifications**

The Coroner or Deputy Coroner will notify family members when a positive identification has been made. This will facilitate the processing of death certificates and assist with the release of human remains for final disposition.

## **8. Assist with locating missing persons**

The FAC will assist family members trying to locate missing loved ones who are living or deceased. They will have a missing person's information center and conduct web searches to assist with this effort. The FAC may request that family members sign release forms to allow for the release of the missing person's dental and medical records.

#### **9. Emotional support services for victims' families**

Mental health staff will be available at the FAC to provide crisis intervention, emotional support and grief counseling to families that need it. Disaster Mental Health Services will help victim's family members, FAC staff and volunteers in understanding and handling the full range of grief reactions. Mental health staff will be accessible during all FAC hours.

#### **10. Religious/Spiritual Support**

The FAC will provide multi-denominational religious/spiritual counseling (priests, pastors, rabbis, etc.) and emotional support to families of all faiths who request these services. Various cultural needs will be relayed to the command and general staff for facilitation if possible.

#### **11. Child Care**

The FAC will provide a safe and secure environment for children of victims' families. Licensed child care providers will be available at the FAC from 8:00 am to 5:00 pm (unless a decision is made to extend these hours). They will provide short term child care for children, which would include those with Functional Needs. This will allow families time to take care of what they need to do and also offer them some respite as they are forced to handle the crisis at hand.

Child care providers will offer a structured comfortable setting that contains toys, activities, televisions (for DVD's and tapes only-NO news broadcasts), snacks and meals, and caring support.

#### **12. Logistical Needs**

The FAC will provide immediate emergency assistance to families as needed. They will provide assistance with or money for travel, transportation, clothing, shelter, food and funeral costs. Administration will need to establish procedures for determining funding sources and processes.

#### **13. Additional Services**

Other FAC services will be available depending upon the incident and number of individuals affected. Some of these include:

- Legal Assistance
- Financial Assistance
- Benefits Counseling
- Physical Health Services

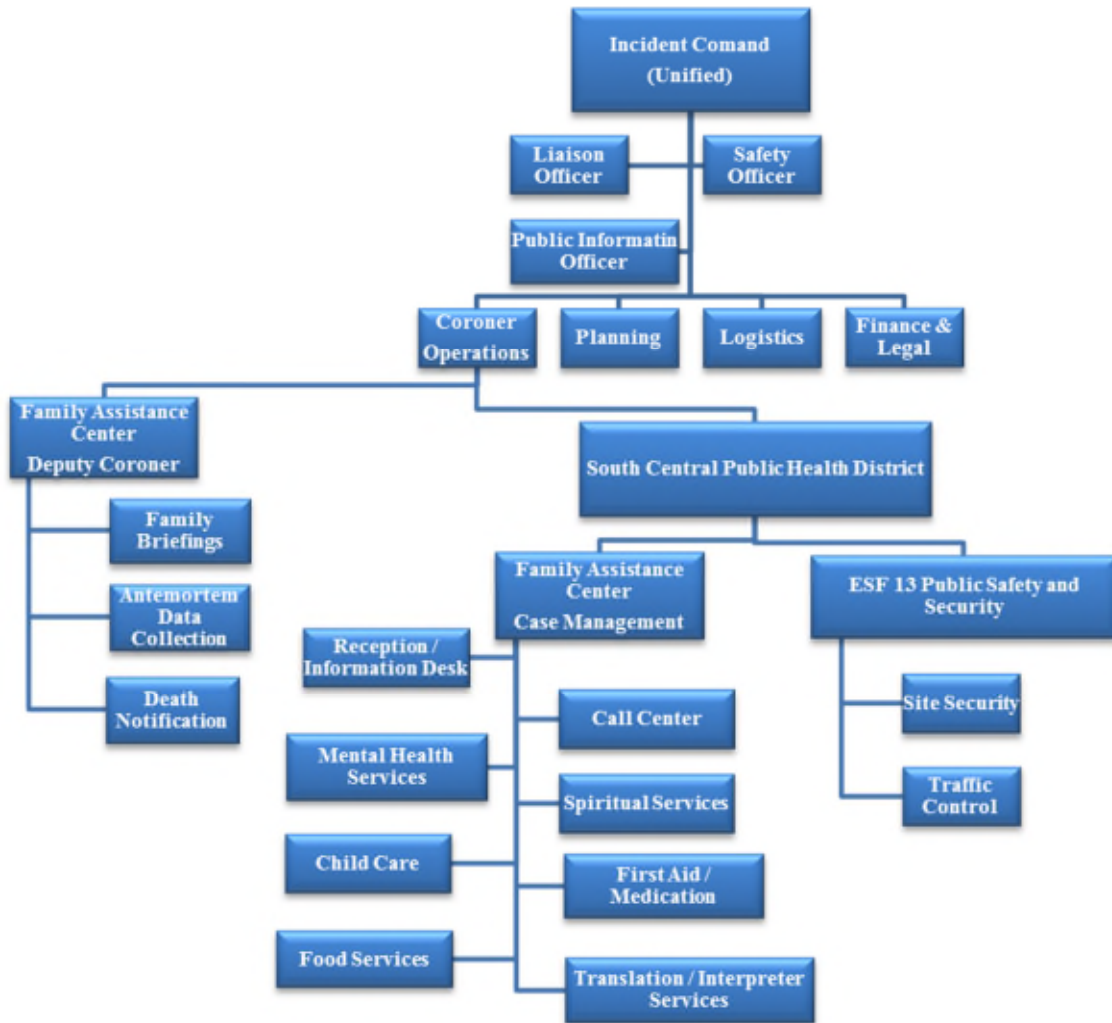
- Veterans Affairs Services
- Victim Assistance and Compensation

In accomplishing the functions described above, FAC personnel will need to be flexible and willing to accommodate reasonable family requests. The needs of families will change over time as the event progresses. For example, at the onset of a disaster, families will want basic information about the whereabouts of their loved ones, the disposition of remains, legal assistance and emotional support. Later on, FAC resources will be directed toward easing the long-term psychological, emotional and financial impact on victims' families. Personnel should allow family members every opportunity to make their own choices and begin to regain control of their lives.

#### **E. Activation of the Center**

The Twin Falls County Coroner in cooperation with the Twin Falls County OEM and St. Luke's Magic Valley Center will determine whether a single or joint Family Assistance Center(s) will be needed. FAC's should open within hours of a disaster and plan on staying open indefinitely until their services are no longer required.

The following chart depicts the ICS structure which includes a Family Assistance Center.



## **Attachment 1: Health and Safety**

### **A. Purpose**

The purpose of this attachment is to ensure the safety of incident personnel and the general public. This is accomplished by identifying, monitoring and managing all safety hazards for the duration of the incident.

### **B. Policy**

It is the policy of all Incident Commanders in Twin Falls County that safety of personnel is of primary importance and concern throughout all aspects of the incident. Once identified, safety hazards or concerns shall be appropriately mitigated or addressed.

### **C. Roles and Responsibilities**

- Incident Commander – Establish safety policy
- Safety Officer – Implement safety policy
- Operations Section Personnel – Assure that safety considerations are included in all tactical and strategic decisions
- Unit Leaders & Supervisors – Communicate safety information to all assigned personnel and closely monitor their activities to assure compliance
- All Personnel – Primary responsibility is to perform assignments in a safe manner at all times

### **D. Elements**

The Safety Officer will develop a safety plan that addresses the hazards associated with a mass fatality incident. The following concerns have been identified as being significant hazard potentials:

- Public safety and security issues at the morgue and recovery sites
- Public health issues at the morgue and recovery sites
- Worker Safety at all sites
- Bio- Hazards for workers

These concerns will be mitigated by taking the follow actions:

- Limit control operations to limit unnecessary exposure of personnel
- Consider a risk-to-benefit ratio when considering strategy and tactics
- Maintain constant contact and communications with ALL field personnel
- Document operational period briefings and safety sessions, documented on Unit Log
- Conducting a safety analysis for each operational period
- Providing appropriate health and safety information to be included in the Incident Action Plans (IAP)

In addition, the Public Information Officer, working closely with Command Staff, will make a concerted effort to educate the general public in regards to safety concerns specific to the incident.

All new personnel checking into the incident will be required to review a general safety message that outlines general concerns. Daily shift briefings and the IAP will be the primary means of communicating safety concerns and issues to incident personnel. It is imperative that supervisors communicate this information to all personnel assigned to them, to assure that the information reaches all levels of the incident organization.

Safety concerns will be addressed by each IAP through the inclusion of, at a minimum, IAP will include an objective which provides for incident personnel and public safety. Safety concerns specific to Tactical Teams should be identified in the IAP. The Safety Officer, and assistants if necessary, will monitor conditions in the field at all incident facilities and surrounding areas. Identified hazards will be communicated to affected personnel. All intelligence gathered regarding potential hazards will be evaluated. Mitigation measures will be developed and information will be included in the IAP as required.

#### **E. Mitigation of Specific Concerns or Hazards**

Safety has been identified as the primary objective, and it is the responsibility of **all** incident personnel. Specific concerns and hazards will be identified and mitigated by all members of the Command and General Staff (Officers & Section Chiefs) and throughout their organization and area of responsibility. The IAP will be used to identify the major hazards and mitigations. All accidents will be reported, investigated, documented, and reviewed for “Lesson’s Learned” potential.

Safety is the responsibility of every individual assigned to the incident. It is of primary importance and should be a consideration throughout all aspects of the incident.

## **Attachment 2: Mass Fatality Incident Communications**

### **A. Purpose**

The purpose of this attachment is to identify the communication needs and delineate responsibilities for: 1) the rapid notification of staff members, and 2) the methods of tactical communications.

*A mass fatality incident is never a standalone event; therefore it is very important that communication between the various County departments and local government agencies be established, coordinated and maintained.*

### **B. Roles and Responsibilities**

1. Logistics Section Chief – Approve Communications Plan
2. Planning Section Chief – Include Communications Plan in the operational period Incident Action Plan and discuss communications concerns during daily briefings.
3. Communications Unit Leader - Establish and Implement Communications Plan. Coordinate all internal and external communications for search and recovery sites and permanent and temporary morgue locations. Prepare and implement the effective use of incident communication equipment and facilities. Install and test communication equipment and distribute to incident personnel. Maintain and repair communication equipment.

### **C. Elements**

Effective tactical communications during an event is critical to the continual and timely flow of material and staff to search and recovery sites and permanent and temporary morgue sites, hospitals, and other locations.

This will include:

- Using a call-down list to alert key staff members of an emergency and to request them to report to their designated sites
- Alerting personnel to set up morgue sites
- Ensuring that the incident scene and morgue site are properly equipped and staffed with communications devices
- Assisting the PIO with technical expertise in making information available to the general public
- Maintaining and distributing phone numbers, e-mail addresses, and radio frequencies
- Providing technical advice to staff and others for the communications devices they use

**D. Methods of Communications**

The primary means of communication will be the existing phones, both cellular and landlines, within the Dispatch Center, the Coroner's office, the County EOC, and response personnel.

Sites may also be equipped with VHF and UHF radios and cellular phones for a back-up means of communications. Internet connections and fax machines at the sites will also be used.

Alternate sources of communications may include volunteer HAM radio operators, runners, and television. Radio Amateur Civil Emergency Service (RACES) is a public service provided by a reserve volunteer communications group within government agencies in times of extraordinary need. During periods of RACES activation, certified unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact nature of various activations will be different, the common thread is communications.

**E. Communications Concerns**

Staff utilizing two-way radios must to be cautious of the information they transmit. Conversations could reveal sensitive information to unauthorized listeners and potentially jeopardize or interfere with operations.



## **Attachment 3: Mass Fatality Incident Public Information**

### **A. Purpose**

The purpose of this attachment is to provide for the timely and accurate dissemination of information during a Mass Fatality Incident (MFI) so as to minimize the suffering of decedent's family members and loved ones.

A MFI is never a standalone event. During and after a MFI, the need for public information is critical. A consistent, confident message must be provided to maintain smooth operations and credibility. It is very important that timely and accurate information be provided to minimize fear and educate the public regarding any safety precautions that should be taken.

Should the MFI be a result of a communicable disease outbreak, hazardous material release, or other public health crisis, the South Central Public Health District Public Information Plan should be concurrently utilized. Detailed information regarding the use of the Health Department's Emergency Phone Center and other technical information relating to the mitigation of health emergencies can be found there.

### **B. Policy**

It is the policy of the Coroner of Twin Falls County, and/or the Incident Commander of a MFI, that the dissemination of timely and accurate information is of primary importance and concern throughout all aspects of the event. Once identified, short comings and/or public information concerns shall be appropriately mitigated as soon as possible.

### **C. Roles and Responsibilities**

**Coroner**– Establishes policies and approves, in conjunction with the Incident Commander, all public information and news releases as prepared by the Public Information Officer (PIO).

**Public Information Officer** – Implement Public Information Plan and develop and present public information.

**Operations Section Personnel** – Assure that public information considerations are included in all tactical and strategic decisions and that public information concerns are referred to the Public Information Officer.

### **D. Elements**

Preparation for communication to all potential recipients of information should include generalized fact sheets, health alerts, and press releases that can be customized to the particulars of the emergency. These resources will help answer questions from law enforcement, fire departments, medical personnel, the public, and the media. Messages need to be tailored to the intended audiences so that they are relevant and easy to comprehend to diverse recipients.

Messages should include statements that:

- Recognize and empathize with public concerns

- Acknowledge that reports from the media may be confusing
- Avoid comparing the present risk to other risks that are not part of the present fears
- Provide frequent updates of information based on medical and scientific data
- Give the public suggestions for actions that will help safeguard health if a threat exists
- Assure the public that the Coroner and the Public Health District are working actively to minimize health risks

The Public Information Officer will, in conjunction with the Coroner and Incident Commander:

- Assure timely dissemination of essential information that will increase survivability and reduce human suffering at the onset, during, and after the event
- Supply the media with accurate and timely news information from a central source so that rumors are minimized and disruption of the response to the event is avoided
- Provide the Twin Falls Board of County Commissioners, State of Idaho officials, local government officials within Twin Falls County, with accurate information so that these agencies may assist in keeping the public informed in a consistent manner

**To attain these elements, the Public Information Officer will:**

**Direct media** - Act as a liaison to the media by:

- Assessing media needs and organizing mechanisms to fulfill those needs during the crisis
- Triage the response to media requests and inquiries
- Support spokespersons, including field staff Public Information Officers
- Develop and maintain media contact lists and call logs
- Produce and distribute media advisories and news releases
- Produce and distribute materials, such as fact sheets and audio/ video releases
- Review news and video clips to correct inaccurate information and to identify ways to improve future releases
- Develop trust and credibility
- Maintain records of all information released to the media utilizing the Unit Log

**Direct Public** - Provide support to the:

- Logistic Section by providing accurate information for use by the Family Assistance Center and the Health Department's Emergency Phone Center should it be placed into service

- SIRCOMM or the City of Twin Falls Dispatch Center by providing releases for the Emergency Alerting System
- County IT staff in managing e-mail inquiries coming in over the County Web site and producing information for dissemination via “blanket” text messaging systems. (Social Networking such as Twitter)

**ESF 15 Public Information Support Staff – Provide the following support**

- Develop and establish mechanisms to rapidly receive information from the Twin Falls County Emergency Operations Center (EOC) regarding the incident
- Translate EOC situation reports and meeting notes into information appropriate for public and partner needs
- Work with subject matter experts to create situation-specific fact sheets, Q/A sheets, and updates
- In consultation with appropriate staff, test messages and materials for cultural and language requirements of special populations
- Receive input from other communication team members regarding content and message needs

**E. Special Considerations**

**Public Officials and the Media**

Public officials, who are well informed about the situation, can be utilized as a powerful source in allaying public fears. An important function for public officials in any major emergency is to dispel disruptive rumors and instill in the general public a sense that everything possible is being done to control the situation. In order to attain this goal, it will be necessary to fully educate public officials about the emergency. It is critical to include: 1) the current situation, 2) actions that have been taken, 3) future actions and potential outcomes. Not all of this information may be suitable for dissemination to the general public. Still, it is critical that public officials be aware of possible outcomes.

Timely and accurate Public Information has been identified as a very important objective by the Coroner/Incident Commander and it is the responsibility of all incident personnel to assist where possible in this objective. Specific concerns regarding Public Information will be identified and mitigated by all members of the Command and General Staff.

## **Attachment 4: Mass Fatality Incident Security**

### **A. Purpose**

The purpose of the Mass Fatality Incident (MFI) Security attachment is to identify the security needs at the County EOC, temporary and permanent morgue sites, the search and recovery sites, and the family assistance center. Additionally, this attachment delineates the responsibilities of the Sheriff's Office and Local Law Enforcement – ESF 13 Public Safety and Security in providing security.

### **B. Policy**

It is the policy of all Twin Falls County Incident Commanders that security of personnel is of primary importance and concern throughout all aspects of the incident. Once identified, security concerns shall be appropriately mitigated or addressed.

### **C. Roles and Responsibilities**

- Incident Commander – Approve Security Plan
- Operations Section Personnel – Assure that security considerations are included in all tactical and strategic decisions
- Security Unit Leader – Establish/Implement Security Plan
- Unit Leaders & Supervisors – Communicate security information to all assigned personnel and closely monitor their activities to ensure compliance

### **D. Elements**

All security needs within the operational area become the overall responsibility of the law enforcement agency with jurisdiction. The law enforcement agency with jurisdiction will appoint the Security Unit Leader. This individual will be responsible for the security of vehicle/material transport, equipment, and personnel at the recovery site and at all morgue sites. The law enforcement agency with jurisdiction will be assisted in these efforts by local Police Departments and/or the Twin Falls County Sheriff. Should the security needs exceed the capability of the local jurisdiction, additional resources can be obtained through law enforcement mutual aid and may include the following:

- Twin Falls County Search and Rescue
- Idaho State Police
- Local Law Enforcement from neighboring jurisdictions may be used to supplement local law enforcement; if local government resources are not available from Operational Area jurisdictions, the EOC will coordinate within the region to supply requested resources
- The Twin Falls County Sheriff's Office and the City Police Departments may have citizen volunteers that can be utilized as security support; these are unarmed volunteers who wear readily identifiable uniforms and may be utilized to observe and report; if they encounter a problem, they can quickly radio in to their respective agencies for additional support

### **Search and Recovery Site Security**

The primary goal of Search and Recovery site security is to provide crowd control and direction, worker and general public safety, and protection of the crime scene. The following site security measures are recommended:

- The public will be denied access to the search and recovery site
- Media access will be coordinated through the EOC; a Public Information Officer staff member will accompany the media
- Access control into, within, and outside of the perimeter; this measure entails identification badges for all authorized personnel, and sign-in/out sheets
- If deemed necessary, perimeter fences, personnel gates, and ropes/hazard tapes can be quickly installed to provide an additional physical barrier; additional exterior lighting can also be added
- The Family Assistance Center will coordinate with the Security Unit Leader all authorized site visits by next of kin
- Establish traffic patterns for entry and exit to the area and clearly designate parking areas
- Establish a Security Post and make its location and contact information known to all personnel

### **Morgue Site Security**

The primary goal of morgue site security is to provide protection for site inventory and personnel; site security is the responsibility of law enforcement agencies (Police or Sheriff) within each morgue sites' jurisdiction.

The following Morgue Site security measures are recommended:

- Before activation, the responsible law enforcement agency should perform, in coordination with the logistics section, a physical security and facility preparedness assessment of the morgue site(s)
- Access control into, within, and out of the facility; this measure entails identification badges for all authorized personnel, and sign-in/out sheets
- Controlling and coordinating media access within the site (coordinating through the EOC and Public Information Officer)
- Establish traffic patterns for entry and exit to the facility and clearly designate parking areas

### **E. Mitigation of Specific Concerns or Hazards**

Security has been identified as an important objective, which is the responsibility of **ALL** incident personnel. Specific concerns and security risks will be identified and mitigated by all members of the Command and General Staff (Officers & Section Chiefs). The Incident Action Plan (IAP) will be used to document any identified hazards and propose

mitigation actions. Any security “lapse” will be reported, investigated, documented, and reviewed for “lessons learned” potential.

## **Attachment 5: Mass Fatality Plan Training, Exercise, Evaluation, and Maintenance**

### **A. Overview**

The Twin Falls County Coroner's Office and community partners will receive all appropriate emergency preparedness related trainings and exercises in order to facilitate response efforts during an actual Mass Fatality Incident. It would be advantageous if local medical center managers and local mortuary Funeral Directors were included in training programs. The Coroner, in cooperation with the Twin Falls County OEM, will coordinate as needed all requisite trainings and exercises.

### **B. Training**

Based on the fact that this Mass Fatality Plan is new, training objectives include:

- Introduce the Mass Fatality Incident (MFI) Section to the Twin Falls LEPC and others who may interact as response staff including the Sheriff's Office, local law enforcement, the St. Luke's Magic Valley, local fire and Magic Valley Paramedics, and solicit suggestions for improvement.
- Introduce the MFI Plan and the concept of Memorandum of Agreements (MOA's) to the Twin Falls County Death Care Industry for partnering with the Coroner.
- Future training objectives for emergency managers will center on refining expertise on the actual operational components of the plan. Integration of the Coroner's Services Branch in the County EOC will be a high priority. Also, relevant, is the demonstration to the local Death Care Industry the importance of developing MOA's with the Coroner's Office.

### **C. Exercise**

Exercises are valuable because they enable local jurisdictions and regional planners to evaluate how well the MFI plan works and identify where the plan needs improvement. Some exercises may test only limited parts of the plan such as notification procedures. MFI are seldom stand-alone events; therefore, it is realistic to exercise this Plan in concert with the exercising of other Plans (e.g. SNS, Pan Flu, or Mass Casualty).

#### **Exercise Requirements**

As noted above MFI are seldom stand-alone events, therefore it is realistic to implement the use of the MFI Plan in concert with the exercising of other Plans. To meet the training objectives outlined above, the following components should be exercised annually:

- Ensure that the Coroner's Service Branch is established within the County EOC
- Test the operational capabilities of the Morgue Services Unit
- Activate the Family Assistance Center component

- Simulate the issuance of a large number of death certificates and permits for disposition

#### **D. Evaluation and Maintenance**

For all exercises involving the Twin Falls County OEM and the Twin Falls County Coroner's Office the following exercise evaluation activities will occur:

- Development of a post exercise written evaluation
- Conduct a post exercise Hot Wash
- Preparation of an After-Action Report (AAR)
- Preparation of a Corrective Action Plan (CAP)
- Implement the Corrective Action Plans in a timely fashion

This Plan, in its entirety, will be reviewed, maintained, and updated on a yearly basis by the Coroner or his/her designated representative.



## Annex G Volunteer Management

### I. Purpose

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

### II. Concept of Operations

- A. At the time of an emergency a volunteer coordinator will be identified to assist with the processing and recruiting of volunteers.
- B. The volunteer coordinator will work under the Logistics section of the EOC regarding task identification and specific volunteer skill and resource needs. All volunteer inquiries will be directed through this person to assure proper procedures are followed.
- C. Job descriptions will be made by the agency requesting volunteers with assistance from the volunteer coordinator.
- D. All volunteers will use either the individual volunteer signup sheet or the group signup sheet.
- E. Volunteers will be told what “jobs” are open either by verbal announcement or posting of the job descriptions.
- F. Volunteers who wish to apply for a position will go to the agency requesting that job and be interviewed by a supervisor to assess their ability to perform that duty.
- G. The requesting agency will be responsible for verifying credentials of volunteers.
- H. The selected volunteers will be trained and supervised by the requesting agency.
- I. The requesting agency will be responsible for ensuring volunteers use the volunteer time sheet.
- J. The requesting agency will be responsible for informing the volunteer coordinator of positions that have been filled.

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

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

### III. Attachments

Attachment 1 - Volunteer Coordinator Responsibility Checklist

Attachment 2 - Individual Volunteer Signup Sheet

Attachment 3 - Group Volunteer Signup Sheet

Attachment 4 - Volunteer Time Sheet for Personnel and Equipment

## **Attachment 1: Volunteer Management Coordinator**

### **General Duties**

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

### **Action Checklist**

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

## Attachment 2: Individual Volunteer Signup Sheet

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

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

My emergency contacts are:

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

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

am allergic to the following medications and or substances:

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

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

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

Signature

If under 18 years of age:

I (Parent/Guardian Name): \_\_\_\_\_ give my permission for my minor child (Name): \_\_\_\_\_ to participate in the (County) \_\_\_\_\_ drill or exercise. I give my permission for the disaster Coordinator/assigned delegate to transport and have my child treated if required.

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

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

Parent/Guardian

### Attachment 3: Group Volunteer Signup Sheet

<b>Group Name:</b>		<b>Date:</b>	
<b>Name</b>	<b>Emergency Contact</b>	<b>Emergency Phone</b>	<b>Allergies</b>

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

Attachment 3





# Appendices

## Glossary of Key applicable NIMS Terms

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently

established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Incident:** An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies,

terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Major Disaster:** As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of

sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from

domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

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

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

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

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

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

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

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

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

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



**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.

Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

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

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

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

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

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

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

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

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

**Terrorism:** Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of

the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

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

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

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

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

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

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

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

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

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

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

**Weapon of Mass Destruction (WMD):** As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or

similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

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

## NIMS Acronym List

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

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

## NIMS Acronym List

# Twin Falls County Electric Power System

