

AUGUST 2024

KOOTENAI
COUNTY, IDAHO

EMERGENCY OPERATIONS PLAN





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Promulgation and Adoption Statement

- Kootenai County, Idaho, recognizes the need for an all-hazards approach to emergency management and planning. The stated purpose of this Emergency Operations Plan (EOP) is to guide the County in its actions before, during, and after an emergency or disaster. It is the intent of this Plan to be scalable to the size of event that is occurring within the County. This EOP provides the framework in which the County’s resources will respond to an emergency or disaster.
- This EOP has been prepared in accordance with National Incident Management System (NIMS) and Comprehensive Preparedness Guide (CPG) concepts and terminology. It is the intent of this Plan to be compatible with the State of Idaho EOP. This Plan has been developed in accordance with applicable federal and state guidelines. Signatories concur with the concepts, requirements, and assignments of the base plan, to include all incident and support annexes.
- The EOP is intended to and shall be interpreted to give effect to the purposes of the Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004, Chapter 10, Title 46, Idaho Code, and shall not be interpreted to increase liability to Kootenai County or any signatory.
- Signatories of this Plan shall execute their acceptance in counterpart, originals of which shall be filed with the County Clerk.
- The County is dedicated to the maintenance and preservation of this Plan. The EOP will be tested, revised, and updated as required. It is requested that all recipients of this document review its contents and advise the Kootenai County Office of Emergency Management (KCOEM) Director of recommendations for improvement.
- This Plan has been approved as the EOP for Kootenai County, Idaho, by its Board of County Commissioners. The adoption of this Plan nullifies all previously-adopted Emergency Operations Plans for Kootenai County.

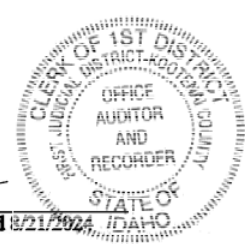
KOOTENAI COUNTY
BOARD OF COMMISSIONERS

Leslie Duncan, Commissioner - Signed 8/20/2024

Bruce E. Mattare, Commissioner - Signed 8/20/2024

ATTEST:
JENNIFER LOCKE, CLERK

Teri Johnston, Deputy Clerk - Signed 8/21/2024





Notice of Acceptance and Participation

Municipality, fire district, emergency medical services, highway district, and school district signed Notices of Acceptance and Participation are recorded at the Kootenai County Recorder’s Office. These forms are part of the Kootenai County Emergency Operations Plan per Idaho Code Section 46-1009 as these jurisdictions have now accepted and are participants in said plan.

Record of Changes and Revisions

The Kootenai County EOP, including annexes, will be formally reviewed and approved every 5 years and/or as appropriate following an exercise or actual incident. All significant updates and revisions to the Plan will be tracked and recorded in the following form. All revisions and updates will also be disseminated to those signatory to the Plan and posted on the KCOEM website. This process will ensure that the most recent version of the Plan is available to emergency response personnel and plan stakeholders.

RECORD OF INTERIM CHANGES

Pages Affected	Date	Posted By	Purpose/ Changes

RECORD OF REVISIONS

Revision Number	Date	Remarks



Plan Development and Maintenance

The KCOEM Director, in coordination with county and local shareholders, is responsible for ensuring that the county is prepared to respond to and recover from all natural and human-caused emergencies. Therefore, EOP maintenance will be managed by KCOEM. The development of the EOP was conducted in partnership with an established planning team consisting of various disciplines and subject matter experts. The EOP is designed to be a living document that can be easily edited, revised, and updated. The EOP will be evaluated and updated as necessary.



Base Plan

Introduction

In accordance with Title 46, Chapter 10, “State Disaster Preparedness Act of 1975, as amended by the Idaho Homeland Security Act of 2004,” Kootenai County is required to plan and prepare for disasters and emergencies that are natural or man-caused. The EOP fulfills this requirement.

When emergencies go beyond the capabilities of local first responders they will seek additional resources needed to respond to the incident at hand. **The intent of this is EOP** is to describe basic strategies, assumptions, and mechanisms through which Kootenai County will mobilize resources and conduct activities to guide, coordinate, and support local emergency management efforts.

By establishing this framework, this EOP aids in the County’s preparation for, prevention of, response to, recovery from, and mitigation of all hazards. The base plan outlines the general emergency management processes utilized in Kootenai County. Supporting the base are the incident, agency, and support annexes, which lay the groundwork for coordinating resources and assistance to jurisdictions and the public in an emergency. The plan unifies and coordinates efforts of County agencies and departments, municipalities, non-governmental and voluntary organizations, and district, regional, state, and federal partners involved in emergency management with the goal of protecting life and property, and ensuring public safety.

Each department and non-governmental organization with a role or responsibility in the implementation of the EOP should become familiar with this EOP to ensure efficient and effective execution of emergency responsibilities. Each department and participating agency should develop and maintain departmental emergency plans and/or standard operating plans. By being prepared, all organizations can better serve the citizens of Kootenai County.

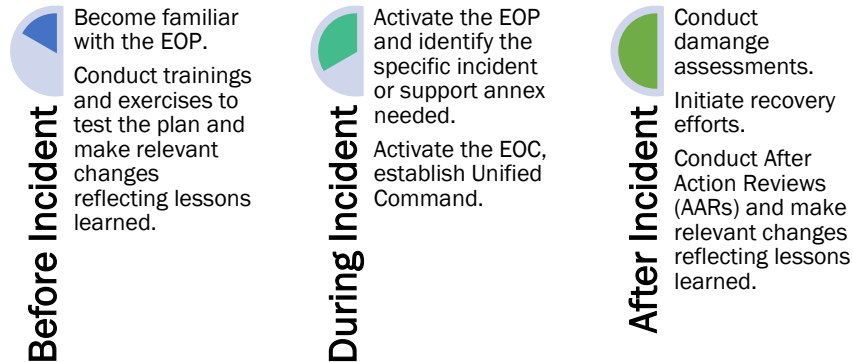
HOW TO USE THE EOP

The Kootenai County EOP is broken into two sections: the base plan and correlating incident and support annexes. By drilling down to the specific incident or support need the user can find anticipated response actions and key stakeholders involved in various functions. These annexes are intended to help orient the user to begin asking relevant questions or identifying anticipated response needs or resources.



WHEN TO USE THE EOP

The EOP shall be activated or selectively applied in cases where an emergency cannot be effectively managed using agency or department policies and Standard Operating Procedures (SOPs). The use of this EOP is essential if the emergency overwhelms county resources or coordinated response under a unified command structure is desirable. The figure below provides additional proposed periods of when to use:



PLAN PRIORITIES

1. Save Lives

- Save and protect human lives
- Treat the injured
- Manage the deceased
- Warn the public
- Shelter persons in places away from potential harm
- Evacuate people in harm's way
- Provide mass care services (sheltering needs)
- Save animals – livestock and domestic pets

2. Protect Property

- Save property from harm/destruction
- Take action to prevent damage
- Provide security for property

3. Protect the Environment

- Limit impacts of hazardous materials/chemical releases
- Prevent impacts to water supply including lakes/ponds/rivers and streams

4. Stabilize the Community

- Restore essential services and community lifelines
- Prioritize recovery for the local economy



LAWS AND AUTHORITIES

1. Federal

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public law 93-288, as amended), 42 United States Code 5121, et seq. and United States Code, Title 42, The Public Health and Welfare, Chapter 68, Disaster Relief
- b. The National Response Plan (for Public Law 93-288, as amended)
- c. The Federal Civil Defense Act of 1950, as amended
- d. The Emergency Planning and Community Right-to-Know Act of 1986 (codified at 42 United States Code 1101, et seq.)
- e. The Americans with Disabilities Act of 1990 (ADA)
- f. The Homeland Security Act of 2002
- g. The Pets Evacuation and Transportation Standards Act of 2006
- h. Presidential Policy Directive /PPD-8.: National Preparedness
- i. Title 44 of the Code of Federal Regulations, Emergency Management and Assistance (44 C.F.R. 1)
- j. The Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)

2. State

- a. Title 46, Chapter 10, Idaho Code, Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004
- b. The Post-Attack Resource Management Act, Idaho Code sec. 67-5501, et seq.
- c. The Terrorist Control Act, Idaho Code sec. 18-8101, et seq.
- d. Seat of Government, Idaho Code sec. 67-101, et seq.

3. County

- a. Resolution No. 2005-80, NIMS/ICS, October 18, 2005
- b. Resolution No. 2011-90, Delegation of Authority to OEM Manager, September 6, 2011
- c. Resolution No. 1996-40, Sheriff Designated as Incident Commander, August 27, 1996

PURPOSE

The objectives of the Kootenai County EOP are to:

- Protect public health and safety and prevent loss of life
- Preserve property and the environment
- Assure continuity of government and government operations
- Provide Clear Direction and Coordination
- Identify measures to mitigate future risks
- Streamline recovery efforts

While this Plan serves as the County's principal document for describing how the County will engage its collective resources to respond to a major incident or disaster, key stakeholders with roles and responsibilities established by this Plan are encouraged to develop operating protocols/guidelines and emergency action checklists based on the provisions of this Plan.



SCOPE

This EOP is founded on the principle that disasters begin and end locally. The scope of this Plan is not tactical nor does it focus on incident command at the field level. Rather, the EOP addresses overall coordination of the County's response to an emergency, disaster or event through providing procedures that are scalable in order to address both incidents that develop over time and those that may occur without warning.

The EOP provides guidance to all County departments, districts, municipalities, State agencies, and other agencies, as well as to Non-Governmental Organizations (NGO's), volunteer organizations, and private entities that may be asked to provide assistance in an emergency. The identified actions and activities in this Plan are based on existing county, state and federal statutory authorities.

Situation

Kootenai County is exposed to various hazards, many of which have the potential to impact the community and have a significant impact on life and property. The Office of Emergency Management in conjunction with key stakeholders performs a Hazard and Risk Assessment every five years. This process takes place during the development of the Kootenai County All Hazard Mitigation Plan. This assessment follows guidance outlined by the Federal Emergency Management Agency (FEMA). Each hazard is evaluated based on its probability or likelihood of occurrence and its potential impacts to the County. A summary of the Hazard and Risk Assessment results is provided in the following table.

HAZARD RISK ASSESSMENT

HAZARD RISK RANKING			
Hazard Event	Probability Factor	Sum of Weighted Impact Factors	Total (Probability x Impact)
Wildfire	3	24	72
Winter Weather (Blizzard, Snowstorm, Ice Storm)	3	20	60
Flooding	3	18	54
Windstorm	3	17	51
Earthquake	2	23	46
Cyber Disruption / Attack	3	13	39
Power Failure	3	11	33
Hail	2	15	30
Extreme Cold and Wind Chill	3	10	30
Pandemic	2	15	30
Hazardous Materials Incident	2	15	30
Structural Fire	3	9	27
Landslide	3	9	27
Drought	2	12	24
Terrorism / Active Shooter	1	24	24
Lightning	3	7	21
Civil Unrest	1	21	21



Volcanic Ash Fall	1	21	21
Tornado	2	10	20
Radiological Materials Exposure	1	18	18
Infestation	3	5	15
Infrastructure Failure	1	14	14
Dam / Levee Failure	1	13	13
Invasive Species	3	4	12
Pipeline Incidents	1	12	12
Extreme Heat	1	10	10
Avalanche	1	7	7

More information regarding hazards in Kootenai County can be found in the Kootenai County All Hazard Mitigation Plan (AHMP): <https://www.kcsheriff.com/192/Hazard-Mitigation-Planning>

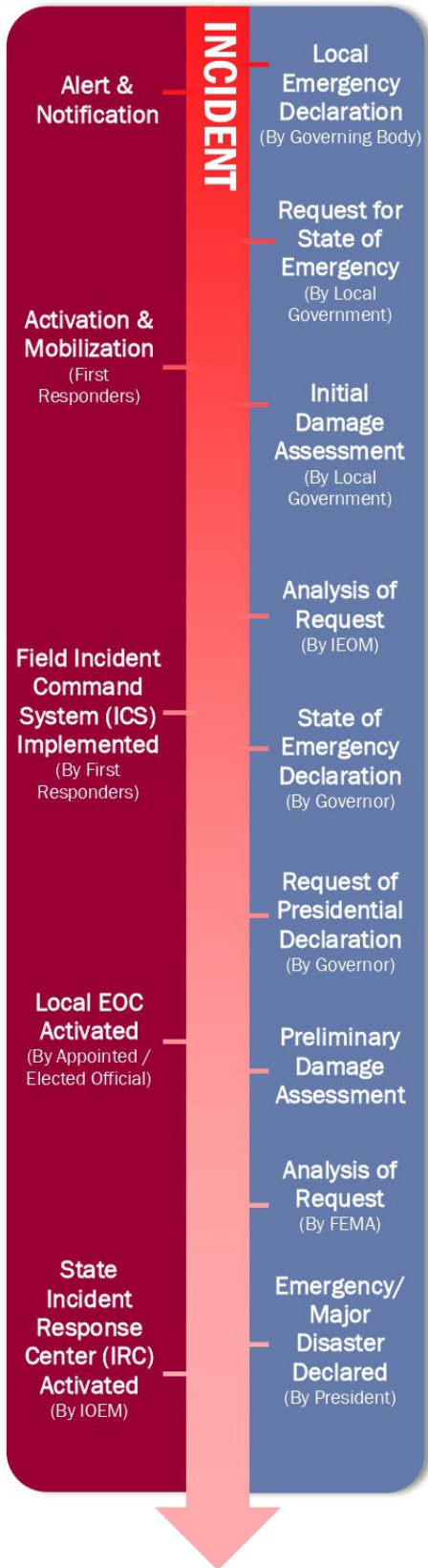
Concept of Operations

EMERGENCY/DISASTER DECLARATION

In accordance with Idaho Code sec. 46-1011(1) a local disaster emergency may be declared only by a mayor or the chairman of the county commissioners within their respective political subdivisions. A local disaster declaration can:

- Provide limited immunity for emergency actions of public employees
- Authorize issuance of orders and regulations to protect life and property (e.g., establish curfews, suspend public events, ration water, etc.)
- Ease purchasing and contracting restrictions, removes requirement to seek competitive bids.
- Allow jurisdiction to suspend non-emergency functions and fully commit resources and personnel to the disaster
- Allow critical equipment to be commandeered
- Declaration is required for reimbursement of extraordinary emergency costs and funds to repair damaged public facilities

When an event occurs that is beyond the response and recovery capabilities of a local jurisdiction, they request assistance from the County. When the County resources are exhausted they request assistance from the State Government, after the State surveys the affected area, the State of Idaho initiates a process to seek assistance from the Federal Government.



RESPONSE ACTIONS

DECLARATION PROCESS

1. Upon receipt of a declaration of a local disaster emergency from an incorporated city of the county, or unincorporated areas of Kootenai County, the Chairman of the Board of County Commissioners will provide available assistance requested to contain the incident and notify the Idaho Office of Emergency Management (IOEM). If the situation, either in an incorporated or unincorporated part of the county overwhelms the capability and resources of the county to control, the Chairman of the Board of County Commissioners may proclaim a local disaster emergency in accordance with Idaho Code sec.46-1011.

2. County and State Officials conduct an initial Preliminary Damage Assessment – This assessment occurs shortly after a storm occurs. Local officials inform IOEM of the damage to public infrastructure within their community and the impacts to residents.

3. IOEM Requests FEMA to Conduct a Preliminary Damage Assessment – Teams from the affected county, IOEM and FEMA conduct the assessment. They view the damage and collect the cost estimates from county officials. Each county must meet its individual indicators and the state must also meet a \$3.4 million indicator statewide.

4. IOEM Prepares the Governor’s Request for a Disaster Declaration – A letter detailing the event and cites National Weather Service data. It must document factors that determine severity, magnitude and impact. It also documents what local officials did to respond to the emergency. Local input regarding impact to the community is gathered and incorporated in the letter. This includes the amount and type of damage, impact on infrastructure, impact on essential services, concentration of damage, level of insurance coverage, assistance available from other sources, and if there is an imminent threat to public health and safety.

5. Governor submits the letter to the President through FEMA – FEMA’s regional office reviews and sends the letter to FEMA headquarters in Washington D.C., Headquarters verifies documentation and makes a recommendation to the President. The President is the only one with authority to grant a Presidential Disaster Declaration. If assistance programs are approved, IOEM officials work in partnership with local government and FEMA to ensure delivery of available disaster assistance programs.

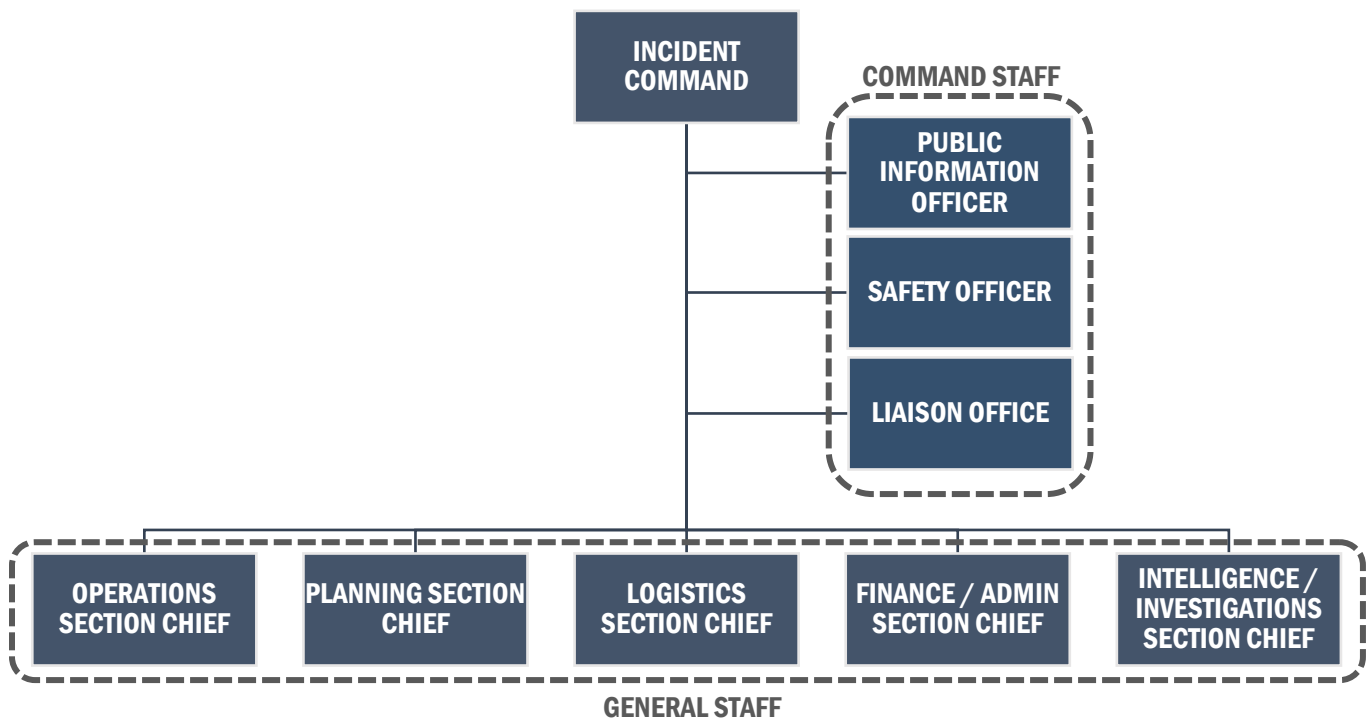


DIRECTION AND CONTROL

NIMS and ICS

Kootenai County has formally adopted and uses the National Incident Management System (NIMS). NIMS provides a consistent national approach for federal, state, and local governments and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS provides standing operating procedures, including the Incident Command System (ICS), Emergency Support Functions (ESF) and Emergency Operation Center (EOC) functions.

NIMS provides national guidance and structure for ICS. The ICS concept outlines domestic incident management based upon flexible structures that use common terminology and positions to manage an incident. The organization structure for the incident response will be dependent upon the unique needs of the incident at hand. The figure below shows an example of an ICS structure.



For more detailed information regarding NIMS and ICS visit <https://training.fema.gov/nims/>



LIFELINES

Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society. When disrupted, decisive intervention (e.g., rapid service re-establishment or employment of contingency response solutions) is required.

FEMA developed the community lifelines construct to increase effectiveness in disaster operations and better position the Agency to respond to catastrophic incidents. During initial response, priority efforts focus on stabilizing community lifelines.



More information regarding FEMA's Community Lifelines can be found by visiting: <https://www.fema.gov/emergency-managers/practitioners/lifelines>



OPERATIONAL PHASES

The County’s Emergency Management Program is a comprehensive effort that requires a robust program consisting of mitigation, preparedness, response, and recovery initiatives. Through doing so Kootenai County works to meet its responsibility for protecting life and property from the effects of emergency events.

Mitigation: This phase includes actions taken to prevent or reduce the cause, impact, and consequences of disasters.

Preparedness: This phase includes planning, training, and educational activities for events that cannot be mitigated.

Response: The response phase occurs in the immediate aftermath of a disaster. During the response phase, business and other operations do not function normally. Personal safety and wellbeing in an emergency and the duration of the response phase depend on the level of preparedness.

Recovery: During the recovery period, restoration efforts occur concurrently with regular operations and activities. The recovery period from a disaster can be prolonged.





EOP Appendices

Appendix A: Decision Making

GENERAL

The Policy Group is composed of the Kootenai County Board of County Commissioners (BOCC). Depending on the situation and the area of impact from an event, the Kootenai County Board of County Commissioners may request policy group expansion to include other local elected/public officials such as mayors and highway district commissioners. The Chairman of the Kootenai County BOCC, or designee, shall assume the role of Policy Group Chairman when convened. The Kootenai County Prosecuting Attorney's office will provide legal services to the group as appropriate. Municipalities and/or cities may also have their own legal representation present during policy meetings. A Public Information Officer (PIO) may also be embedded with the group, if requested.

Primary Responsibilities:

- Declare a County disaster emergency, as necessary, and based upon the following Disaster Emergency Declaration Guide:
 - Idaho Statutes, Title 46, Chapter 10
 - Declaration must be signed by jurisdiction Chief Elected Official, and expires within seven (7) days unless continued, renewed by governing board
 - Must be given prompt and general publicity and filed with local county recorder
 - Provides limited immunity for emergency actions of public employees
 - Authorizes issuance of orders and regulations to protect life and property (e.g., establish curfews, suspend public events, ration water, etc.)
 - Activates emergency plans
 - Eases purchasing and contracting restrictions, removes requirement to seek competitive bids
 - Allows jurisdiction to suspend non-emergency functions and fully commit resources and personnel to the disaster
 - Allows critical equipment to be commandeered
 - Declaration is required for reimbursement of extraordinary emergency costs and funds to repair damaged public facilities
- Authorize the activation of the KCEOC.
- Relieve County employees of normal duties and temporarily assign them to emergency duties, as required; employ temporary workers as necessary.
- Make, amend, or rescind local ordinances or rules necessary for expediting emergency operations.
- Activate mutual aid and support agreements necessary to support emergency operations.
- Determine and authorize allocation of scarce resources
- In compliance with any relevant state and/or federal guidance, waive the normal procurement process, as allowed under a disaster emergency, and engage in contracts outside of the formal bidding process
- Appropriate and expend funds and enter into contracts as deemed necessary
- Provide aid to other communities as provided for in mutual aid and support agreements
- Facilitate that all County resources are made available for emergency/disaster operations
- Provide for the health and safety of the citizens and property of Kootenai County including recommending and/or approving protective measures
- Convene a meeting of the BOCC and other elected officials as necessary and practical for situation update briefings and discussion
- Utilize information garnered by the Damage Assessment Unit of the KCEOC from preliminary damage assessments provided by others, including cities and private industry, to justify a request for a federal disaster declaration



Appendix B: Kootenai County Emergency Operations Center (KCEOC)

PURPOSE

The purpose of the KCEOC is to establish a central location to provide interagency coordination and executive decision making to support incident response. The KCEOC serves as the central point for county emergency management operations and is the central collection point to compile, analyze and prepare situation information for the Board of County Commissioners and other decision makers. During the activation of the KCEOC, the KCEOC will coordinate with field incident command and other agencies and organizations to:

1. Acquire, allocate and track resources;
2. Serve as a conduit to manage and disseminate information;
3. Provide legal and financial support; and
4. Provide liaison with all incident commanders and other jurisdictions.

MISSION

The prime mission of the KCEOC is to provide interagency coordination and decision making for managing the disaster response and recovery.

The basic functions of the KCEOC are:

- **Administration and Event Documentation:** Administrative support for KCEOC operations and documentation of all routine and non-routine events and actions occurring in the KCEOC.
- **Information Management:** A record-keeping system designed to support and document the receipt and dissemination of internal and external information.
- **Resource Management:** Coordination, procurement, and management of personnel, equipment, medical, shelter and fiscal support for incident command operations, as requested; as well as providing for the personal needs of KCEOC and field personnel including procuring and providing food services.
- **Disaster Analysis:** Determination and evaluation of the disaster's effects and analysis of future effects and probable courses of action.
- **Decision Making:** Based on sound and accurate data and input from all KCEOC Sections.
- **Recovery:** Those actions required after the threat has passed, including but not limited to, citizen's re-entry into homes, restoring utilities, and roads, debris clean-up and rebuilding.

During the activation of the KCEOC, the KCEOC will coordinate with field incident command and other agencies and organizations to:

- Acquire, allocate and track resources;
- Serve as a conduit to manage and disseminate information;
- Provide legal and financial support; and
- Provide liaison with all incident commanders and other jurisdictions.



WebEOC

WebEOC is an internet based crisis information management platform maintained and used by the Idaho Office of Emergency Management in the Idaho Response Center. WebEOC is used to assist Idaho’s emergency management community in their roles preparing for, responding to, and recovering from disasters. The software provides capabilities including real time information sharing, resource management, and document storage through a secure web portal.

ACTIVATION AND RESPONSE LEVELS

Activity Levels are intended to reflect the situation in the field and the level of support needed from the KCEOC. Notification from the Incident Command, local officials, or other reliable sources may warrant a change in the activation level of the KCEOC. The KCOEM Director or KCEOC Manager will confer with the Kootenai County Elected Officials and will determine the level of KCEOC activation. Upon closure of the KCEOC, there will be a transition of KCEOC activities to KCOEM

- 1. Monitoring Status
- 2. Local Emergency/Disaster (Partial Activation)
- 3. Major Disaster (Full Activation)

ACTIVATION LEVEL 1 – MONITORING STATUS
<p>All KCOEM staff are working on their day-to-day activities. The KCOEM staff have been advised that a condition exists where an event or emergency may threaten the jurisdiction. The Director of the KCOEM or designee has advised the Board of County Commissioners along with other key County emergency personnel of the developing situation. The KCOEM staff are monitoring the situation and the Director of the KCOEM may appoint a Field Liaison to provide on-scene reporting and communications directly to the Director.</p>



ACTIVATION LEVEL 2 – LOCAL EMERGENCY / DISASTER (Partial Activation)

An incident has taken place and the Director of the KCOEM or their designee has requested activation of the Kootenai County Emergency Operations Center requesting that core staffing be activated at this time. The Director of the KCOEM, or designee as provided herein, has assumed the role of KCEOC Manager. Increased monitoring and communication between the state and local government(s) is occurring, the planning process has been initiated, situational awareness reports are generated and an operational period has been designated. A County disaster emergency declaration exists.

Triggers may include	KCEOC Activities may include
<ul style="list-style-type: none"> • Awareness of an incident(s) <ul style="list-style-type: none"> ○ Incident threatens large populations and properties ○ Special event may impact local jurisdictions ○ Multiple ongoing events throughout the jurisdiction ○ Increase in non-emergency 9-1-1 calls ○ Locally declared disaster/emergency/damage assessment ○ Disruption of critical infrastructure • The KCEOC Manager is provided situational awareness of an incident <ul style="list-style-type: none"> ○ The KCEOC Manager provides situational awareness to partners (state agencies, municipalities, local officials, etc.) • Minimal Emergency Support Function participation anticipated • Request for assistance from non-governmental and private organization partners through MOUs or other pre-arranged agreements may become necessary • Minimal resource requests incoming from Incident Command 	<ul style="list-style-type: none"> • KCEOC Set-Up procedures instituted • Upon conferring with Incident Commander(s) and Elected Officials, the KCEOC Manager determines initial staffing requirements and first operational period • Establishes an incident in WebEOC • KCEOC Volunteers are advised of partial activation • Increased Area Field Officer (AFO) communications • Activation of core KCEOC Staff • Policy Group briefed • Briefing of municipal elected and appointed officials • Representative from fire services and law enforcements are requested along with other community support organizations, the private sector, and other city, state or federal organizations who may be supportive and knowledgeable of incident to report to the KCEOC

ACTIVATION LEVEL 3 – MAJOR DISASTER (Full Activation)

Major Disaster Activity Level 3 indicates that an incident has occurred that has overwhelmed the County’s ability to respond without assistance. The KCEOC is activated and may require extended operational periods, and full KCEOC staff activation. A County disaster/emergency declaration has been issued. The County is requesting assistance from State government and other jurisdictions via mutual aid agreements.

Triggers may include	KCEOC Activities may include
<ul style="list-style-type: none"> • Encompass all indicators in previous Activity Levels • Multiple ongoing incidents or a large scale (statewide, regional, national) incident • Anticipated or a potential event of significant consequence • Request for assistance to include activation of mutual aid agreements • County needs outside assistance to support requests for assistance • State notifications issued with requests for assistance • Significant failure of local critical infrastructure • Designation of an Incident Management Team 	<ul style="list-style-type: none"> • Encompass all KCEOC activities in prior Activation Levels • Activation of all Sections and most positions in the KCEOC • County declared a disaster/emergency • Representative from fire services and law enforcements are requested along with other community support organizations, the private sector, and city, state or federal organizations • Evaluate the need for a Multi-Agency Coordination (MAC) Group • Establish a Joint Information Center (JIC) • Recovery programs likely needed



Full KCEOC Activation Organizational Chart



*Note this organization chart is scalable and may be reduced or expanded upon to meet incident needs.



ACTIVATION

The staff of the KCOEM shall be responsible for the initial set-up of the KCEOC and the call out of KCEOC Command and General Staff and the initial core staff as directed by the KCOEM Director. The activation shall be pursuant to the KCEOC Setup SOP and the KCEOC Callout List. The setup and staffing of the KCEOC may take up to four hours.

Kootenai County Checklist for Activating the KCEOC

- Incident Command contacts KCOEM requesting resource support or a situation occurs in the County that requires KCEOC support
- KCOEM obtains briefing from Incident Commander
- If current Incident Commander is someone other than the Sheriff or their designee, KCOEM contacts and briefs Sheriff or designee on the need to activate KCEOC
- Assess situation as well as Incident Command's needs
- Brief KCOEM's Board of County Commissioner's liaison and request approval to activate the KCEOC
- Advise Board of County Commissioners on the need to declare a local emergency or disaster
- Determine KCEOC's activation response level needed to support the current incident requirements
- Call out KCOEM personnel to respond to and facilitate KCEOC setup
- Call out appropriate KCEOC Command and General Staff, and KCEOC Initial Core Staffing needed to support the incident requirements
- Send activation notification appropriate agencies
- Brief KCOEM Staff and KCEOC Command and General Staff upon arrival in KCEOC
- Post first operational period KCEOC objectives in KCEOC
- Appoint KCEOC Liaison to Incident Command Post
- Advise Board of County Commissioners, Kootenai County Sheriff and Idaho Office of Emergency Management Area Field Officer of KCEOC activation and incident status
- If the incident is near or directly affecting the Coeur d'Alene Reservation, notify the Coeur d'Alene Tribal Police and Coeur d'Alene Tribal Council of the situation.

DEACTIVATION

When it is determined that closure of the KCEOC is imminent, a final debriefing may occur. This debriefing should allow each KCEOC staff member to make comments, suggestions and offer a brief AAR of specific actions or inactions. The debriefing may include:

- Return of equipment.
- Reports that are due or need to be collected.
- Final reminders of safety or security.
- Overall KCEOC performance.
- Success stories (or not so successful stories).
- Lessons learned.
- Date and time of the incident/emergency/disaster response critique.

MAINTENANCE, TRAINING AND EXERCISES

The KCOEM will provide training and exercises to KCEOC staff and agencies that report to or are supported by the KCEOC. All staff shall complete their required on-line training within six-months and the required instructor lead training within one year of their appointment. KCEOC Volunteers are also required to attend scheduled KCEOC training and exercises as often as possible to obtain experience to ensure KCEOC readiness in the event of a KCEOC activation.



Appendix C: Financial Management

PURPOSE

Provide financial guidance for departments and agencies responding to disaster emergencies under the provisions of this plan, in accordance with appropriate laws, policies, regulations, and standards.

POLICIES AND PROCEDURES

General: Each agency is responsible for providing its own financial services and support to its response operation in the field. Funds to cover eligible costs for response activities may be provided through reimbursement by the IOEM.

Procurement: The procurement of resources will be in accordance with statutory requirements and established procedures regarding disaster emergency/non-emergency conditions.

Procedures for Reimbursement: General policy for reimbursement is provided by the Mission Assignment or Project Agreement Processes. When Kootenai County receives mission assignments or project agreements, county agencies may incur expenses that are reimbursable from the State Disaster Emergency Account. All agencies will keep track of all eligible expenses to submit for reimbursement.

Financial Records and Supporting Documentation: County agencies, other jurisdictions and other entities conducting activities under this Plan, for which state reimbursement may be requested, must organize their operations to provide financial documentation in support of their emergency response and recovery activities. All agencies must maintain records, receipts, and documents to support claims, purchases, reimbursements, and disbursements defined within the respective mission assignment or project agreement. Reimbursement requests must be submitted with supporting documentation such as personnel time cards and payroll reports with benefit rates, equipment rates and operators, dates and locations of response activities, service contracts, travel, per diem, and other expenses specific to the assigned work.

Cost Estimates for Additional Appropriations: After initial response operations, Kootenai County agencies and other jurisdictions may need to make an estimate of the total funding needs for the duration of the disaster emergency response. These estimates shall be incorporated into revisions of the mission assignment or project agreement as soon as it becomes apparent that the mission assignment or project agreement varies by ten percent (10%) of the original estimate.

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

A Commissioner Disaster Emergency Declaration may authorize funding to support the activities necessitated by the situation. Funding levels, if approved, will be set by the Board of Commissioners to be administered through KCOEM and supported by the Auditors Office.

A Gubernatorial Disaster Emergency Declaration may permit funding from the Disaster Emergency Account under the provision of Idaho Code sec. 46- 1005(A). Additional funds may be made available by special appropriation of the Idaho State Legislature or through Gubernatorial Executive Order.



PREPAREDNESS

- Obtain a current copy of FEMA’s Public Assistance Program and Project Eligibility Handbook and other related information (includes authorities, work eligibility, cost eligibility, application procedures, and project worksheets). Be aware of the different rules governing eligible costs for permanent, temporary and volunteer workers. Be aware of different documentation needed by various programs.
- Obtain training in the federal/state disaster assistance process before the disaster.
- Establish and maintain a system to identify and compile incident costs for State and Federal reimbursements.

RECOVERY

Documentation of Disaster Costs.

County Departments should:

- Keep accurate records separating disaster operational expenditures from day-to-day expenditures.
- Keep records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.
- Utilize the disaster “project code” in charging disaster related costs, i.e. labor, materials, equipment and supplies.

KCEOC Finance section should:

- Implement a system for collecting and processing time and equipment reports for each operational period (shift or daily).
- Ensure that daily personnel time reports are prepared and verified.
- Ensure that equipment time reports are prepared.
- Daily Activity Reports shall be kept by the agency responsible for directing a specific emergency operation.
 - Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:
 - Roads.
 - Water control facilities.
 - Public buildings and related equipment.
 - Public utilities.
 - Facilities under construction.
 - Recreational and park facilities.
 - Educational institutions.
 - Certain private non-profit facilities.



PUBLIC ASSISTANCE

- Determine eligible projects and submit application paperwork. The Project Application is the document that summarizes total dollar cost of all public assistance, and incorporates required assurances and agreements between Kootenai County, IOEM, and the Federal Emergency Management Agency. Details on eligible projects are found in the FEMA Project Eligibility Handbook.
- Develop “Project Worksheets” for each eligible project. The basis for Project Applications are the “Project Worksheets” that identify the damaged property, define the scope of work, and establish the cost of repair or replacement. These are prepared by a local/county/state/federal team. The Project Worksheets may be supported by engineers or contractor estimates, photographs, maps, and other appropriate data. The scope of work, as outlined on the Project Worksheet, is the guideline for determining eligibility.
- County responsibilities will include:
 - Compiling a list of all sites where damage occurred.
 - Documenting all the damage.
 - Coordinating the damage survey team(s).
 - Reviewing and signing all Project Worksheets.
 - Selecting project funding options.
 - Project management.
 - Preparing reports and documentation.
 - Participating in final inspections.



Appendix D: Training and Exercise

In addition to being properly equipped and organized to implement this Plan, a critical element of a prepared posture is ensuring personnel are ready to respond per plans and procedures and with the appropriate resources through an ongoing training and exercise program, including rehearsal opportunities through tabletop, full-scale exercises or actual disaster incidents. This section of the EOP is designed to provide Kootenai County stakeholders with a roadmap or tool kit upon which to build and implement their own training and exercise programs to ensure their readiness to implement this Plan.

PERSONNEL TRAINING

Each County stakeholder has an obligation to maintain a posture of readiness to utilize the EOP and perform the roles and responsibilities of their designated ESF. Personnel who respond to the incident will vary dependent upon the incident. Therefore, it is necessary to ensure that KCOEM provides training to various levels of personnel.

FUNDING

Many trainings are available to County stakeholders at minimal to no cost. KCOEM will use local budget, state funding and federal funding available through grants to support and finance necessary preparedness events. The following funding sources may be available to assist with the costs associated with developing, conducting, attending, or procuring training or exercise events:

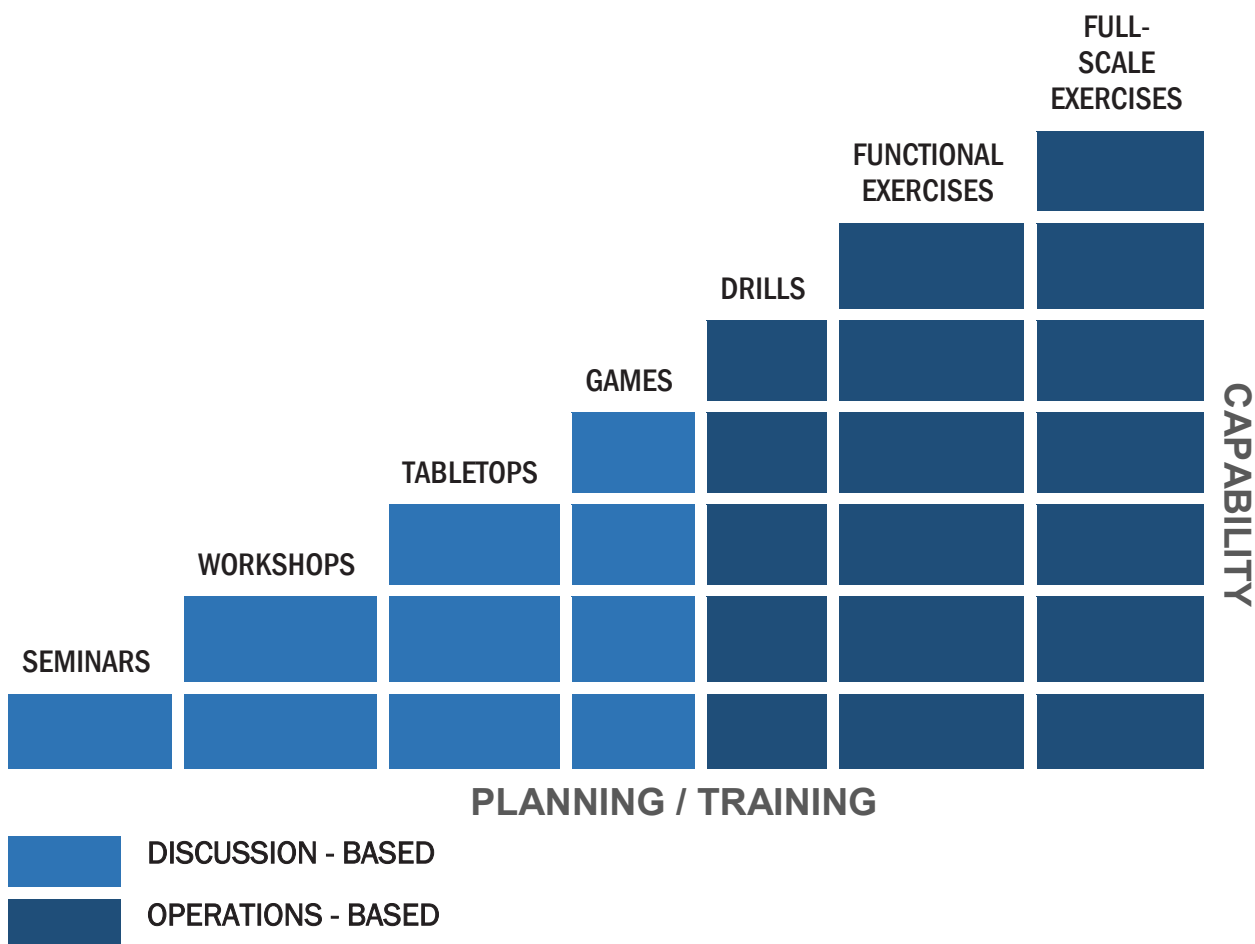
- State Homeland Security Program (SHSP) supports the implementation of risk-driven, capabilities-based State Homeland Security Strategies to address capability targets set in Urban Area, state, and regional Threat and Hazard Identification and Risk Assessments (THIRAs). The capability targets are established during the THIRA process, and assessed in the State Preparedness Report (SPR) and inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events. Contact KCOEM for more information, eligibility, and applications.
- Emergency Management Performance Grant Program (EMPG) is an element of the Stafford Act that authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government and the states and their political subdivisions.



EXERCISE TYPES

There are two primary types of exercises: discussion-based and operations-based. All exercises are essentially used to determine if plans/procedures/resources can be executed as designed, to assess whether more training is required, or to reinforce best practices and skills.

- Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises can be used to familiarize players with current plans, policies, agreements, and procedures or to develop new plans, policies, agreements, and procedures. Discussion-based exercises tend to focus on more strategic, policy-oriented issues.
- Operations-based exercises are more complex and include drills, functional exercises (FEs), and full-scale exercises (FSEs). These exercises are used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps by the actual implementation of response activities in reaction to an exercise scenario.





SECTION 1:

EMERGENCY SUPPORT FUNCTIONS (ESFs)

- 1. Transportation**
- 2. Communications**
- 3. Public Works and Engineering**
- 4. Firefighting and EMS**
- 5. Emergency Management**
- 6. Mass Care and Sheltering**
- 7. Logistics**
- 8. Public Health and Medical Services**
- 9. Search and Rescue**
- 10. HAZMAT**
- 11. Agriculture and Natural Resources**
- 12. Utilities**
- 13. Public Safety and Security**
- 14. Cross Sector Business and Infrastructure**
- 15. Public Information**

Emergency Support Functions (ESFs) provide the necessary framework for coordinating interagency support for incident response. ESFs are typically assigned to a specific local agency, resources may be assigned anywhere within the unified command structure and work in conjunction with other support functions. In this plan, each ESF annex identifies the anticipated lead agencies to integrate the various support agencies into a cohesive team to establish responsibilities and carry out response actions during emergencies and major disasters.



ESF Lead / Support Agency Matrix

P - PRIMARY
S - SUPPORT

	TRANSPORTATION	COMMUNICATIONS	PUBLIC WORKS & ENGINEERING	FIREFIGHTING & EMS	EMERGENCY MANAGEMENT	MASS CARE & SHELTERING	LOGISTICS	PUBLIC HEALTH & MEDICAL	SEARCH & RESCUE	HAZMAT	AGRICULTURE & NATURAL RESOURCES	UTILITIES	PUBLIC SAFETY & SECURITY	CROSS SECTOR BUSINESS & INFRASTRUCTURE	PUBLIC INFORMATION
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
SUPPORT ANNEXES															
Alert & Warning	S	P		S	S	S		S		S		S	S		S
Damage Assessment	S	S	S	S	P	S		S				S	S		S
Debris Management	S	S	P	S	S	S	S	S					S		S
Evacuation	S	S	S	S	S	S		S	S	S		S	P		S
Fatality & Casualty Management		S		S	S	S		P	S				S		S
Volunteer & Donations Management				S	P	S		S					S		S
INCIDENT ANNEXES															
Cybersecurity		S	S		S			S					P		S
Flooding / Dam Failure		S	S	S	P	S		S			S	S	S		S
HAZMAT / Transportation Incident	S	S	S	P	S			S		S	S		S		S
Infectious Disease		S		S	S	S		P					S		S
Severe Weather			S	S	P	S		S				S	S		S
Terrorism / Civil Unrest		S	S	S	S	S	S			S		S	P		S
Wildland Fire		S		P	S	S	S	S			S	S	S		S
Recovery			S		P	S	S	S				S	S		S
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15



ESF 1 – TRANSPORTATION



Transportation provides support and coordination of local transportation needs, issues and activities before, during and after a disaster or emergency (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

STATE

- Idaho Department of Transportation
- Idaho National Guard

TRIBAL

- Coeur d’Alene Casino Citylink South Transportation

LOCAL

- Kootenai County Transit Citylink North
- Coeur d’Alene Airport

DISTRICTS

- Lakes Highway District
- Post Falls Highway District
- East Side Highway District
- Worley Highway District
- Local School Districts

MUNICIPALITIES

- Coeur d’ Alene Street Department
- Post Falls Street Division

PRIVATE

- BNSF Railways
- Union Pacific Railway

Waterborne

- HDB Marine
- Lake Coeur d’Alene Cruises
- StanCraft Marine Construction

RESOURCES / AGREEMENTS

Memorandum of Understanding (MOU) for Emergency Transportation:

- Coeur d’Alene School District
- Kellogg School District
- Kootenai School District
- Lakeland School District
- Plummer – Worley School District
- Post Falls School District
- Coeur d’Alene Casino Citylink South Transportation
- HDB Marine
- Lake Coeur d’Alene Cruises
- StanCraft Marine Construction

Resources:



ESF 2 – COMMUNICATIONS

Communications supports the restoration of communications infrastructure, coordinates communications support to response efforts, facilitates the delivery of information to emergency management decision makers, and assists in the stabilization and reestablishment of systems and applications during incidents (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

STATE

- State Communications (STATECOMM)
- Idaho State Police District 1, Regional Communication Center
- Idaho Office of Emergency Management Public Safety Communications
- Idaho National Guard
- Idaho Department of Lands Coeur d’Alene Interagency Dispatch Center

COUNTY

- Kootenai County 9-1-1 Consolidated Dispatch Center

MUNICIPALITIES

- Post Falls 9-1-1 Dispatch Center

PRIVATE / NON-GOVERNMENTAL ORGANIZATIONS

- Telecommunication Providers
- Kootenai County Amateur Radio / Amateur Radio Emergency Service (ARES) / Radio Amateur Civil Emergency Service (RACES)

RESOURCES / AGREEMENTS

Memorandum of Understanding (MOU) for Communications:

- Integrated Public Alert and Warning System (IPAWS) Emergency Alerting
- Idaho State Police Alternate Dispatch Center
- Post Falls Police Alternate 9-1-1 Dispatch Center
- Kootenai Amateur Radio Society (KARS)

Resources:

- Mobile Command Centers
- Mobile Communications Unit
- Cellular Deployable
- Radio Caches
- Back Up Power Equipment (Generators)
- Deployable Repeaters
- ARES / RACES
- AT&T / First Net Compact Rapid Deployable (CRD) at Kootenai County Fire and Rescue



ESF 3 – PUBLIC WORKS & ENGINEERING



Public Works and Engineering coordinates and organizes the resources to facilitate the delivery of multiple core capabilities through providing materials, equipment and/or personnel to assist the locality in sustaining critical community lifelines such as drinking water and wastewater treatment facilities, emergency power and debris management (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

FEDERAL

- US Army Corps of Engineers (USACE)

STATE

- Division of Public Works

COUNTY

- Kootenai County Parks & Waterways
- Kootenai County Noxious Weeds
- Snow Groomer
- Kootenai County Solid Waste
- Kootenai County Community Development

MUNICIPALITIES

- Coeur d’Alene Streets & Engineering
- Coeur d’Alene Water and Wastewater Department
- Post Falls Street Division
- Post Falls Water Division
- Rathdrum Public Works
- Hayden Public Works
- Spirit Lake Public Works
- Athol Building & Parks
- Harrison Public Works

PRIVATE

- Private Water Systems

RESOURCES / AGREEMENTS

Resources:

- USACE Crisafulli Flood Pump



ESF 4 – FIREFIGHTING & EMS

Firefighting provides local support for the detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with, an all-hazard incident requiring a coordinated response for assistance. ESF 4 works to coordinate and mobilize necessary resources when local capabilities are expected to become overwhelmed (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

FEDERAL

- United States Forest Service (USFS)
- Bureau of Land Management (BLM)

STATE

- Idaho Department of Lands (IDL)

DISTRICTS

- East Side Fire District
- Hauser Fire Department
- Kootenai County Fire and Rescue
- Mica Kidd Island Fire
- Northern Lakes Fire District
- Shoshone Fire District 2
- Spirit Lake Fire Protection District
- Timberlake Fire Protection District
- Worley Fire Protection District

MUNICIPALITIES

- Coeur d’ Alene Fire Department

RESOURCES / AGREEMENTS

Memorandum of Understanding (MOU) for Firefighting:

- Fire District MOU
- Spokane County MOU
- Fire District and IDL

Resources:

- Mass Casualty Incident (MCI) Unit
- BNSF Fire Train
- Lifeflight



ESF 5 – EMERGENCY MANAGEMENT

KCOEM is responsible for maintaining situational awareness of incidents that may need a coordinated response effort including the activation of the KCEOC. KCOEM provides core management and administrative functions regarding the support and implementation of the County EOP. ESF 5 analyzes, processes, and disseminates relevant information about a potential or real life incidents and conducts planning activities in support of whole community preparedness, response, and recovery activities in Kootenai County (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

FEDERAL

- Federal Emergency Management Agency (FEMA)

STATE

- Idaho Office of Emergency Management (IOEM)

LOCAL

- Kootenai County Office of Emergency Management (KCOEM)

RESOURCES / AGREEMENTS

Memorandum of Understanding (MOU) for Emergency Management Assistance:

- 10 Northern Counties Agreement



ESF 6 – MASS CARE AND SHELTERING



Mass Care, Emergency Assistance, Temporary Housing, and Human Services coordinates and provides life-sustaining resources, essential services, and statutory programs when the needs of disaster survivors exceed local capabilities (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

NON-GOVERNMENT ORGANIZATIONS (NGO)

- Red Cross
- Team Rubicon
- Volunteer Organizations Active in Disaster (VOAD)
- Salvation Army KROC Center
- Southern Baptist Convention
- Just Serve
- Local Churches

RESOURCES / AGREEMENTS

Memorandum of Understanding (MOU) for Emergency Facility Use:

- North Idaho State Fairgrounds
- Kootenai County Fire and Rescue Training Center
- KROC Center
- North Idaho College Residence Hall
- Local Area Schools / Churches for Sheltering

Resources:

- Red Cross Shelter Trailer
- Kootenai County AKC Animal Trailer
- Panhandle Health District (PHD) Trailer - Medical Needs Shelter
- Kootenai County Chaplains



ESF 7 - LOGISTICS



Logistics integrates whole community logistics incident planning and support for timely and efficient delivery of supplies, equipment, services, and facilities in support of both responders and disaster survivors (FEMA, National Response Framework, 2023).

Any impacted agency / jurisdiction / Non-Governmental Organization may have a role in supporting logistic needs based off of the nature of the incident.



ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Public Health and Medical Services provides the mechanism for assistance to supplement local resources in response to a disaster, emergency, or incident that may lead to a public health, medical, behavioral or human service emergency (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

STATE

- Idaho Department of Health and Welfare (IDHW)
- Idaho Department of Environmental Quality (DEQ)

TRIBAL

- Marimn Health
- Kootenai Tribal Health Clinic

DISTRICTS

- Panhandle Health District (PHD)
 - Medical Reserve Corps (MRC)
- North Idaho Health Care Coalition (NIHCC)
 - Heritage Health
 - Kaniksu Health Services

LOCAL

- Kootenai County Emergency Medical Services System (KCEMSS)

PRIVATE

- Local Hospitals
- Healthcare Agencies

RESOURCES / AGREEMENTS

Memorandum of Understanding (MOU) for Public Health:

- United States Forest Service (USFS) Tree Nursery for temporary morgue
- Northern Counties Mass Fatality Trailer Shared Use Agreement
- Northern 5 County Coroner MOU
- Idaho Department of Lands (IDL) Interagency Cache

Resources:

- Morgue Trailers (District 1 & 2)
- CHEMPACK at Kootenai Health
- Strategic National Stockpile (SNS)
- PHD Trailer - Points of Dispensing /Vaccination (POD / POV)



ESF 9 – SEARCH AND RESCUE



Search and Rescue (SAR) deploys SAR resources to provide lifesaving assistance including local SAR Coordinators and Mission Coordinators, when there is an actual or anticipated request for SAR assistance (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

REGIONAL

- Two Bear Air
- Fairchild Airforce Base

LOCAL

- Kootenai County Sheriff’s Office
- Civil Air Patrol (CAP)

NON-GOVERNMENTAL ORGANIZATION

- Kootenai County Sheriff’s Office Volunteer Search and Rescue (VSAR)

RESOURCES / AGREEMENTS

Resources:

- Kootenai County Sheriff’s Office Air Unit - ABLE 1
- Spokane Sheriff’s Office Air Unit – Air 1
- VSAR Food Trailer
- VSAR Mobile Command Trailer



ESF 10 - HAZMAT



Hazardous Materials Response provides local support in response to an actual or potential discharge and/or release of hazardous materials when activated to aid in the control and containment (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

STATE

- Region 1 HAZMAT Response Team (KCFR)
- Idaho Department of Environmental Quality (DEQ)
- State Communications (STATECOMM)
- Idaho National Guard
 - 101st Civil Support Team

DISTRICT

- Panhandle Health District (PHD)

PRIVATE

- BNSF

RESOURCES / AGREEMENTS

Memorandum of Understanding (MOU) for HAZMAT:

Resources:

- Region 1 HAZMAT Response Unit
- CHEMPACK at Kootenai Health



ESF 11 – AGRICULTURE AND NATURAL RESOURCES

Agriculture and Natural Resources organizes and coordinates local support for the protection of the County's agricultural and natural and cultural resources during disasters and emergencies. ESF #11 works during actual and potential incidents to respond to animal and agricultural health issues; provide technical expertise, coordination and support of animal and agricultural emergency management; and ensure the protection of natural and cultural resources and historic properties (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

FEDERAL

- U.S. Forest Service (USFS)
- Environmental Protection Agency (EPA)
- Department of Interior
- Department of Agriculture

STATE

- Idaho Department of Environmental Quality (DEQ)
- Idaho Department of Lands (IDL)
- Idaho Department of Parks and Recreation
- Idaho Department of Agriculture
- Idaho Fish and Game

TRIBAL

- Coeur d'Alene Tribe Natural Resource Department

DISTRICT

- Panhandle Health District (PHD)

PRIVATE

- Logging Industry

RESOURCES / AGREEMENTS

Memorandum of Understanding (MOU) for Agriculture / Natural Resources:

- Idaho Department of Lands for Land Filings and Booms
- Development of Collaborative Fuels Treatment Program

Resources:



ESF 12 - UTILITIES

Utilities provide a coordinated response in the restoration of essential services, support emergency response and recovery efforts, and normalize community functions in a disaster area. This may include assessing energy and non-energy utility system damages as well as supplies and requirements to restore these systems; obtaining information on deliverable fuels, supplies and infrastructure; education and conservation guidance to the general public concerning energy and utility services (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

PRIVATE

- Avista
- Telecommunications Providers
- Fuel Providers

NON-GOVERNMENTAL ORGANIZATIONS (NGOS)

- Kootenai Electric Cooperative
- Northern Lights Inc.

RESOURCES / AGREEMENTS

Memorandum of Understanding (MOU) for Utilities:

- Coleman Oil

Resources:



ESF 13 – PUBLIC SAFETY AND SECURITY



Provides public safety and security assistance to local organizations overwhelmed by the results of an actual or anticipated natural/manmade disaster or an act of terrorism through the coordination of law enforcement resources (FEMA, National Response Framework, 2023).

ASSOCIATED AGENCIES

FEDERAL

- FBI
- U.S. Marshals
- Border Patrol
- U.S. Forest Service (USFS)

STATE

- Idaho State Police
- Idaho Department of Corrections

TRIBAL

- Coeur d’Alene Tribal Police

LOCAL

- Kootenai County Sheriff’s Office

MUNICIPALITIES

- Coeur d’Alene Police Department
- Post Falls Police Department
- Rathdrum Police Department
- Spirit Lake Police Department
- Hayden Lake Police Department

PRIVATE

- Private Security Providers

RESOURCES / AGREEMENTS

Memorandum of Understanding (MOU) for Law Enforcement:

- Idaho Department of Corrections (IDOC) Transfer of Inmates MOU
- USFS LEO MOU

Resources:

- Interagency Special Response Teams
- Spokane Bomb Squad



ESF 14 – CROSS SECTOR BUSINESS AND INFRASTRUCTURE



Supports the coordination of cross-sector operations, including stabilization of key supply chains and community lifelines, among infrastructure owners and operators, businesses, and their partners. ESF #14 serves as the primary interface for unaligned sectors, and will support coordination among all sectors. ESF #14 supports growing efforts to enable collaboration among critical infrastructure sectors and helps coordinate operations to mitigate cascading failures and risks (FEMA, National Response Framework, 2023).

Private/Public partnerships exist countywide – resources/services will be requested based off availability and incident need to help support recovery efforts to stabilize the community.



ESF 15 – PUBLIC INFORMATION

Public Information (external affairs) provides accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including children; those with disabilities and others with access and functional needs; and individuals with limited English proficiency (FEMA, National Response Framework, 2023).

Lead Public Information Officer (PIO) will be established based off of Lead Agency in response to an incident.

Critical Decision Matrix

The matrix below supports the Lead PIO’s decision-making by identifying key decision points and offering corresponding criteria.

Initiator	Decision Points	Criteria
Incident Command / Lead PIO	Hold Press Conference or send out a Media Release to the press	The need for the public to know and readiness to release incident information
Lead PIO	Request PIO Mutual Aid	Scale and duration of incident or emergency
Lead PIO	Engage Joint Information System (JIS)	Multiple jurisdictions impacted – need to share information and issue a consistent message
Incident Command / Logistics Supervisor	Establish Joint Information Center (JIC)	Multiple jurisdictions and or large scale
KCOEM Director	Establish Citizen Inquiry	Scale and duration of incident
Lead PIO / Social Media Coordinator	Provide information through established websites and social media platforms	Scale and duration of incident



SECTION 2: **INCIDENT ANNEXES**

General Actions
Cybersecurity
Flooding / Dam Failure
HAZMAT / Transportation Incident
Infectious Disease
Severe Weather
Terrorism / Civil Unrest
Wildland Fire
Recovery

The County and relevant stakeholders work to engage their staff to manage specific emergency activities through incident annexes. The EOP outlines the roles and tasks that departments/agencies have in emergency response. While basic response and the concept of operations will always remain the same, the incident annexes activated will depend on the type and scope of the emergency.



Incident Annex: General Actions

Introduction

This section provides an overview of the Annexes applicable to situations requiring specialized, incident-specific implementation of the Emergency Operations Plan (EOP).

Background

The Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. The annexes in the sections that follow address the following situations:

- Cybersecurity
- Flooding/Dam Failure
- HAZMAT/Transportation Incident
- Infectious Disease
- Severe Weather
- Terrorism/Civil Unrest
- Wildland Fire

Incident Annexes are organized alphabetically.

Incident Annex Operations

The Annexes describe the policies, situation, concept of operations, and responsibilities pertinent to the type of incident in question.

Policies: Each Annex explains unique authorities pertinent to that incident, the special actions or declarations that may result, and any special policies that may apply.

Situation: Each Annex describes the incident situation as well as the planning assumptions, and outlines the approach that will be used if key assumptions do not hold.

Concept of Operations: Each Annex describes the concept of operations appropriate to the incident, unique aspects of the organizational approach, notification and activation processes, and specialized incident-related actions.

Each Annex also details the coordination structures and positions of authority that are unique to the type of incident, the specialized response teams or unique resources needed, and other special considerations.

Responsibilities: Each Incident Annex identifies the coordinating and cooperating agencies involved in an incident-specific response; in some cases, this responsibility is held jointly by two or more departments.



Incident Annex: Cybersecurity

Introduction

The purpose of this Annex is to provide a framework that supports the continuity of public safety, government, and social services in the wake of a cyber-incident.

Cyber-incidents, like other disruptive events, may have long-term unforeseen, cascading, and far-reaching consequences. The impacts may cause immediate consequences to a service or system, or indirect and cascading effects.

Organizations within Kootenai County susceptible to cyber-attacks should establish programs and procedures that enable them to continue operations and services. Agencies should be prepared to implement non-technological protocols until cyber systems are restored and verified as safe for use.

Concepts of Operations

PREPAREDNESS

- Identify community lifelines that may be impacted by a cyber-incident.
- Maintain inventory of equipment and locations to support critical infrastructure.
- Ensure backup power generation is in place or planned for.
- Maintain an immutable data recovery plan.

RESPONSE

- See task lists below for detailed response information.

RECOVERY

- See *Recovery Incident Annex* for additional information related to general recovery actions.
- Evaluate condition of impacted infrastructure and equipment.
- Restore systems and infrastructure in accordance with predefined priorities.
- Implement post cybersecurity assessment to validate recovery.
- Identify vulnerabilities and implement changes to prevent reoccurrence.

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Recovery
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<u>Community Lifelines</u>
<u>Roles & Responsibilities</u>
Primary ESF
Support ESFs



Dependencies

Identifying and understanding dependencies among systems and assets helps to consider what may disrupt key services or other assets on which those services depend.

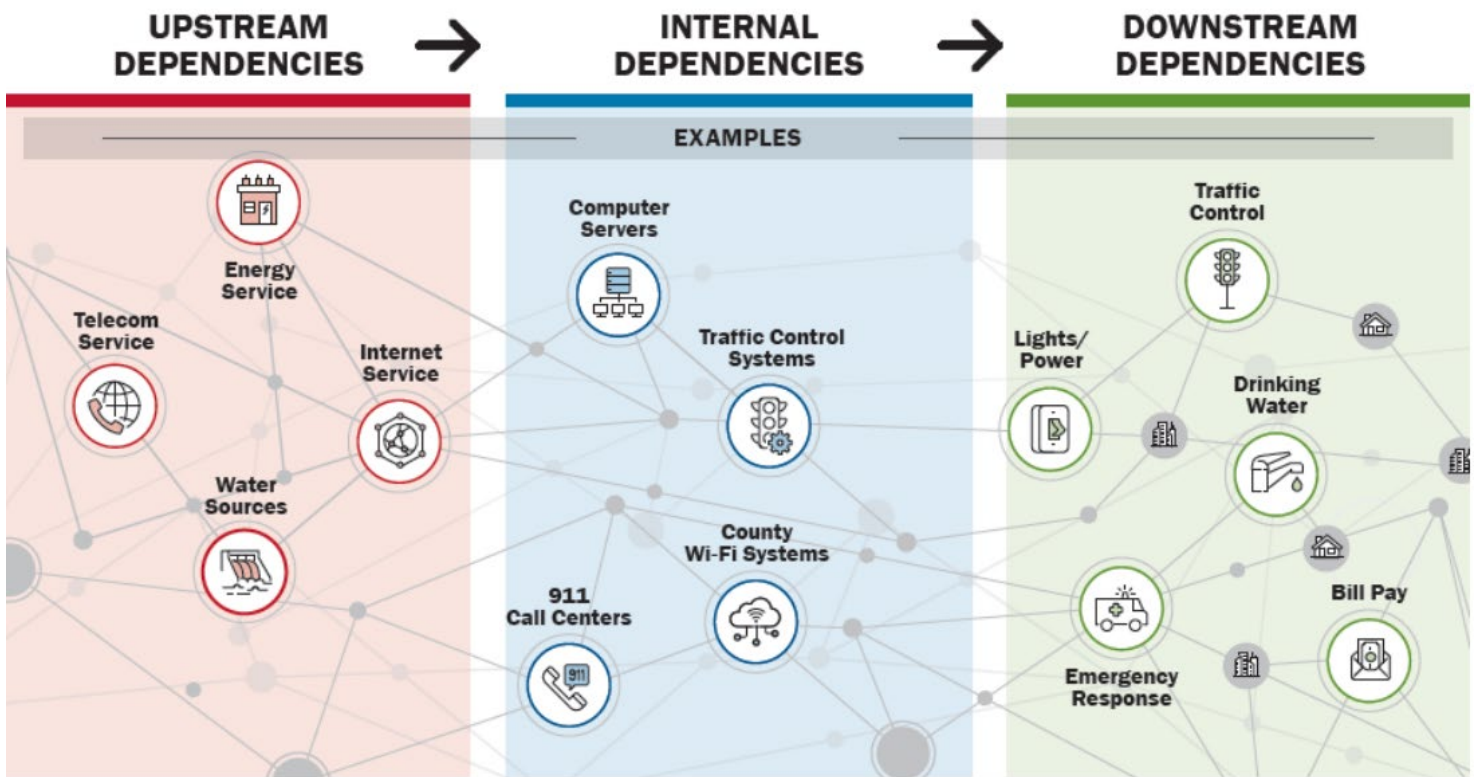
Upstream Dependencies: These are products or services provided to a jurisdiction by an external organization that are necessary to support its operations and functions. Examples of upstream dependencies include:

- Supply of electricity from an electric utility distribution substation
- Telephone communication services and internet access
- External organizations, such as a vendor that maintains essential software systems

Internal Dependencies: These are the interactions among internal services, operations, functions, and information of the jurisdiction. Examples of internal dependencies include:

- Information services, such as websites, depend upon database servers
- Operational control systems depend upon process measurement systems
- Computer systems depend upon computer network equipment

Downstream Dependencies: These are services provided by a jurisdiction to its residents or other jurisdictions. Examples of downstream dependencies include the ability to provide critical functions such as issuing death and birth certificates, deeds for property sales, 9-1-1 services, elections, drinking and wastewater treatment, traffic control, information services, scheduling portals, registration services, and customer billing.





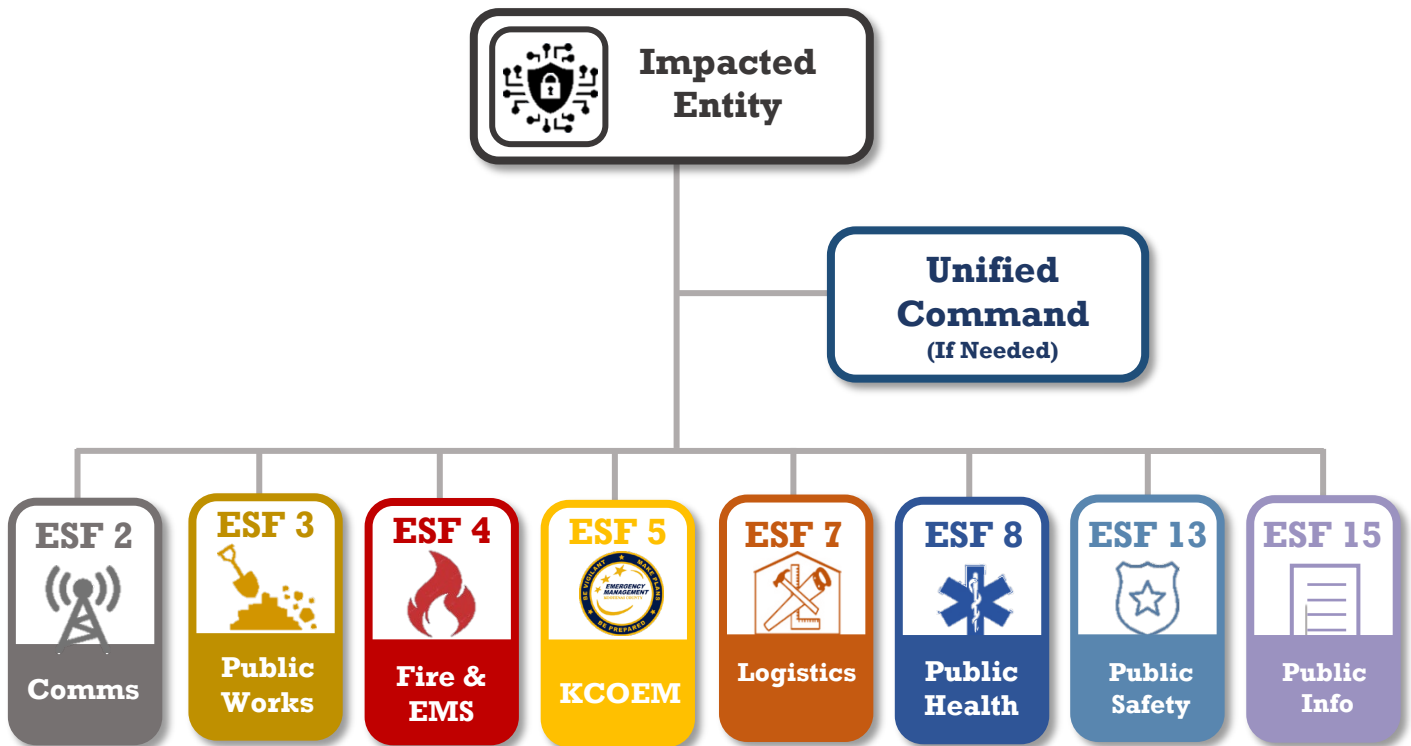
Community Lifelines

The following community lifelines are determined to be the highest at risk in the event of a cyber-incident. For more information regarding community lifelines, reference page 14 of the Base Plan.



Roles and Responsibilities

The following sections outline the primary and support emergency support functions (ESF) that have a role in preparedness and response to a cyber-incident within Kootenai County. Dependent upon the situation, additional ESFs may be called upon by the impacted agency/unified command to support response.





PRIMARY



Impacted Entity

Impacted entities may include, but are limited to information technology (IT) departments or contracted IT providers. These entities in coordination with the policy group are charged with determining what the threat is, the appropriate response actions, and what remediation must be done to prevent future attacks.

RESPONSE ACTIONS

Completed

- Notification of incident.
- Inform relevant stakeholders.
- Initiate agency response plan.



SUPPORT ESF



ESF 2 – COMMUNICATIONS

For cybersecurity response purposes, ESF 2 ensures the availability of telecommunications support for incident management and response. In the context of cybersecurity, secure and reliable communication is crucial for coordinating responses and sharing information.

RESPONSE ACTIONS

Completed

- Deploy and test communication resources necessary to operate the Kootenai County Emergency Operations Center (KCEOC) if activated.
- Request and coordinate external resources and assistance when communication systems become overwhelmed.
- Activate communications plan.
- Assess damages to communication and technology systems.
 - Provide installation/restoration and repairs.
- Determine condition, status of the communication, and technology systems.
 - Contact Kootenai County 9-1-1 Consolidated Dispatch Center and request operational status.
 - Conduct system tests. Available County communications systems include but are not limited to cell phone, 700MHz radio, pager, text (short message service), and landline and voice over internet protocol (VoIP) phones.



SUPPORT ESF

ESF 3 – PUBLIC WORKS AND ENGINEERING



Provides support for infrastructure restoration, including critical infrastructure such as energy and transportation systems that are essential for cybersecurity operations.

RESPONSE ACTIONS

Completed

- If a cybersecurity incident results in the disruption of services tied to physical infrastructure, repair or replace any affected equipment.
- Coordinate with emergency services as required to support additional radio/communication needs.
- Communicate disruptions of service to KCOEM/KCEOC



SUPPORT ESF



ESF 5 – EMERGENCY MANAGEMENT

KCOEM will help coordinate state and federal assistance and resources for incident management and recovery efforts, including cybersecurity incidents that may have a broad national impact.

RESPONSE ACTIONS

Completed

- Notify and brief county, state, tribal, and federal officials as required.
- Communicate information about the incident to law enforcement and nearby jurisdictions.

EMERGENCY OPERATIONS CENTER

Completed

- Ensure KCEOC internal communications and technology systems are adequate.
- Support Joint Information Center (JIC) communications operations, as requested.
- Coordinate, acquire, and deploy additional resources (normal or backup such as amateur radio), equipment, and operators to establish point-to-point communications, as required.



SUPPORT ESF



ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES

As Public Health and Medical Services Coordinator, Panhandle Health District (PHD) is responsible for the coordination of public health and medical needs during incidents, including those that may arise from cyber threats targeting healthcare systems or critical infrastructure.

RESPONSE ACTIONS

Completed

- Identify alternate facilities and resources to accommodate patients impacted by disruption of services.
- If a cyber-attack has caused physical damage or disruption to critical infrastructure, coordinate the restoration of facilities and services.
- Coordinate transportation logistics to ensure that resources are deployed promptly and effectively.



SUPPORT ESF



ESF 13 – PUBLIC SAFETY AND SECURITY

Maintains security operations and public safety, which could include responses to cyber threats with national security implications. Security operations may involve protecting critical infrastructure, responding to cyber threats with potential physical consequences, and coordinating with other ESFs to address broader security concerns.

RESPONSE ACTIONS

Completed

- Coordinate efforts to protect critical infrastructure, secure sensitive facilities, and address any physical threats associated with the cyber-incident.
- Maintain public order.
- Investigate incident in coordination with local, state, tribal, and federal partners.



SUPPORT ESF



ESF 15 – PUBLIC INFORMATION

Public information officers provide accurate, coordinated, timely, and accessible information to affected populations. Audiences may include governments, media, the private sector, and the public, including children, individuals with access and functional needs, and individuals with limited English proficiency. Given the sensitive nature of cyber-incidents, it is important to establish clear procedures for public messaging before an incident occurs.

RESPONSE ACTIONS

Completed

<input type="checkbox"/>	In coordination with the Joint Information System (JIS) and/or applicable stakeholders, release pertinent emergency information on a regular timetable.
<input type="checkbox"/>	Determine if release of information regarding cyber-incident is necessary.

DO	DON'T
<ul style="list-style-type: none"> Determine whether law enforcement entities are more appropriate to develop and deliver messaging Use clear and concise language Identify any direct or indirect impacts to the safety and security of individuals Focus on impacts to service availability Emphasize actions that may be taken by the individual to lessen direct impacts Emphasize actions that may be taken by the individual immediately to lessen cascading impacts from the initial incident Encourage preparedness behaviors that build resilience for future incidents Distribute communications to those within the scope of service disruption 	<ul style="list-style-type: none"> Attribute the incident to any actors until definitive determination by a qualified incident response provider and coordination with federal government partners Share specifics related to the location of facilities and assets that are impacted Share specifics related to the nature and extent of damage to infrastructure assets Identify any ongoing vulnerabilities that may be exploited by opportunistic attackers Reference any specific data that have been breached before proper notifications have been mad Share any Personally Identifiable Information (PII) or proprietary information



Incident Annex: Flood / Dam Failure

Introduction

- There are two primary types of flooding in Kootenai County:
1. Floods that occur from heavy prolonged rain and/or melting snow.
 2. Flash floods, characterized by quick rise and fall of water levels, which include dam failures.

The purpose of this Annex is to provide information, procedures and guidelines for the protection of life and property during an incident, emergency or disaster involving flooding or potential dam failure in Kootenai County.

While this Annex may provide guidance, all agencies should develop internal standard operating procedures that address their response to a flood or dam failure incident.

SITUATION AND ASSUMPTIONS

- The potential for flooding in Kootenai County is high.
- The potential for a dam breach/failure in Kootenai County is low.
- Most major floods in Kootenai County occur during winter and spring when warm rains fall on melting snow.
- The town of Cataldo has the highest potential for flooding in Kootenai County. Isolated areas south of Cataldo along Latour Creek and north of Cataldo along “CCC” road, and areas surrounding Lake Coeur d’Alene and Wolf Lodge are also flood prone.
- Flooding in Kootenai County may indicate that flooding is occurring in Benewah and Shoshone counties, the opposite may also be true. Resources may be limited.
- Any flooding from the Cataldo and Harrison areas should be considered a Hazmat incident due to heavy metal contamination detected within the Silver Valley. This may require state and/or federal resource support.
- The Coeur d’Alene River floodplain from Cataldo to Harrison is designated a Superfund site because of the presence of various metals that are of public health and environmental concern to residents, workers, and responders to flooding events. Panhandle Health District’s (PHD) Institutional Controls Program (ICP) requires projects that involve excavation and grading obtain a permit. Contractors, utilities, and local governments that perform this type of work must be licensed by the ICP.

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<u>Concept of Operations</u> Preparedness Local Response State Response Federal Response Recovery
<u>Community Lifelines</u>
<u>Roles & Responsibilities</u> Primary ESF Support ESFs



FLOOD WATCH

BE PREPARED

A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur and there is a potential for flooding. It does not mean flooding will occur, but it is possible.

FLOOD WARNING

TAKE ACTION

A Flood Warning is issued when the hazardous weather event is imminent or already happening. A Flood Warning is issued when flooding is imminent or occurring.

Dam Failure

There are 28 Idaho Department of Water Resources (IDWR) regulated dams in Kootenai County and two levees. In addition, one dam in Bonner County has the potential to negatively impact Kootenai County. The Idaho Dam Safety Program classifies dams and reservoirs in a three-tier hazard rating system based solely on the potential consequences to downstream life and property that would result from a failure of the dam and sudden release of water (IDWR, 2020):

For a map of dams in Kootenai County, visit IDWR's Website at: maps.idwr.idaho.gov

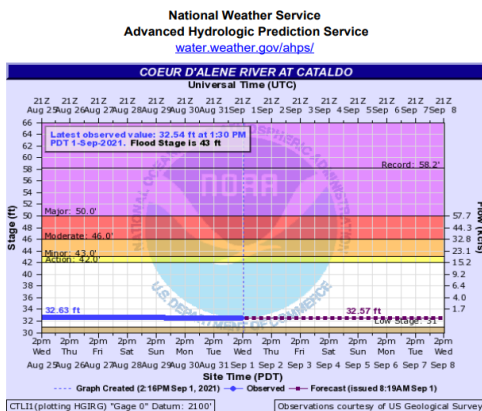
For more information about Dam Failure, see the 2020 Kootenai County All Hazard Mitigation Plan

HIGH HAZARD	SIGNIFICANT HAZARD	LOW HAZARD
<ul style="list-style-type: none"> Post Falls North Post Falls Middle Post Falls South 	<ul style="list-style-type: none"> Avondale Lake Chilco Kiblen West Twin Lakes 	<ul style="list-style-type: none"> Twenty-five dams in Kootenai County are rated as low-hazard dams

Concepts of Operations

PREPAREDNESS

- Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- Ensure flood plain residents are a participant in the National Flood Insurance Program (NFIP).
- Keep an updated list of sandbag quantities throughout the County.
- Coordinate with department of transportation officials for information regarding roads and bridges likely to be closed due to flood.
- Monitor water level gauges throughout the County to determine if Flood Stage is likely.



Flood Categories (in feet)	
Major Flood Stage:	50
Moderate Flood Stage:	46
Flood Stage:	43
Action Stage:	42
Low Stage (in feet):	31

See River Gauges / Hydrographs at water.weather.gov



KOOTENAI COUNTY HIGHWAY DISTRICTS

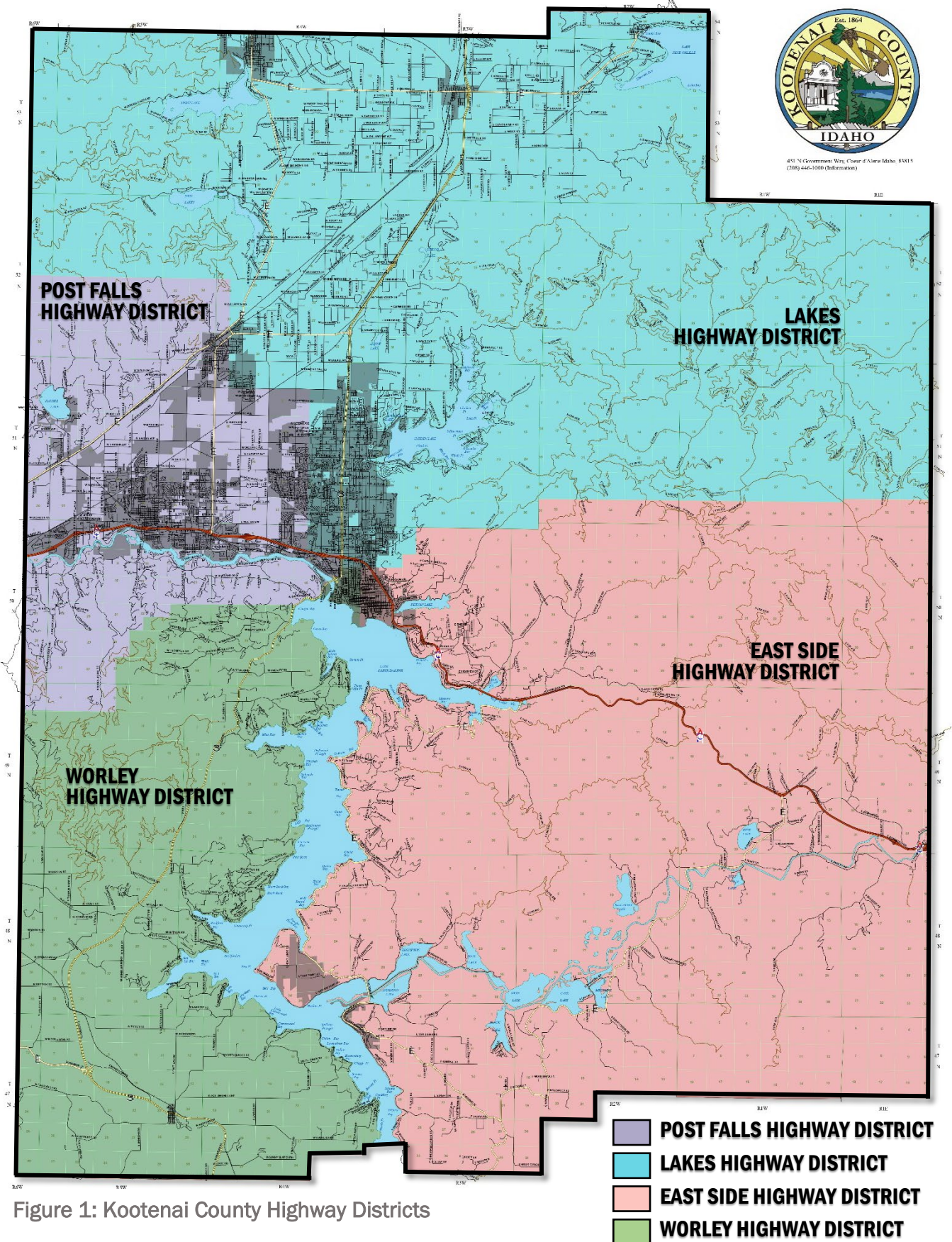


Figure 1: Kootenai County Highway Districts



LOCAL RESPONSE

- Law enforcement and emergency response unit capabilities in the County should be adequate to handle most flood situations using existing mutual aid and support agreements; however, incident complexity and dynamics will determine local capabilities.
- A local disaster declaration may be made if the local resources and capabilities are exceeded and additional support is needed.
- See *task lists below for detailed response information.*

STATE RESPONSE

If community resources are not sufficient to meet the required response, state assistance may be requested from the Idaho Office of Emergency Management (IOEM). State assistance may include manpower, equipment, supplies, materials, or technical assistance as appropriate.

FEDERAL RESPONSE

If the situation cannot be met with local or state resources, emergency assistance may be requested from Federal agencies such as the U.S. Army Corps of Engineers. The Corps is authorized to take action to prevent imminent flood damage, provide assistance for flood fighting and rescue operations, and assist with repair and restoration of publicly owned flood control facilities.

RECOVERY

- See *Recovery Incident Annex* for additional information related to general recovery actions.
- Open a Multi-Agency Resource Center (MARC), if needed.

Community Lifelines

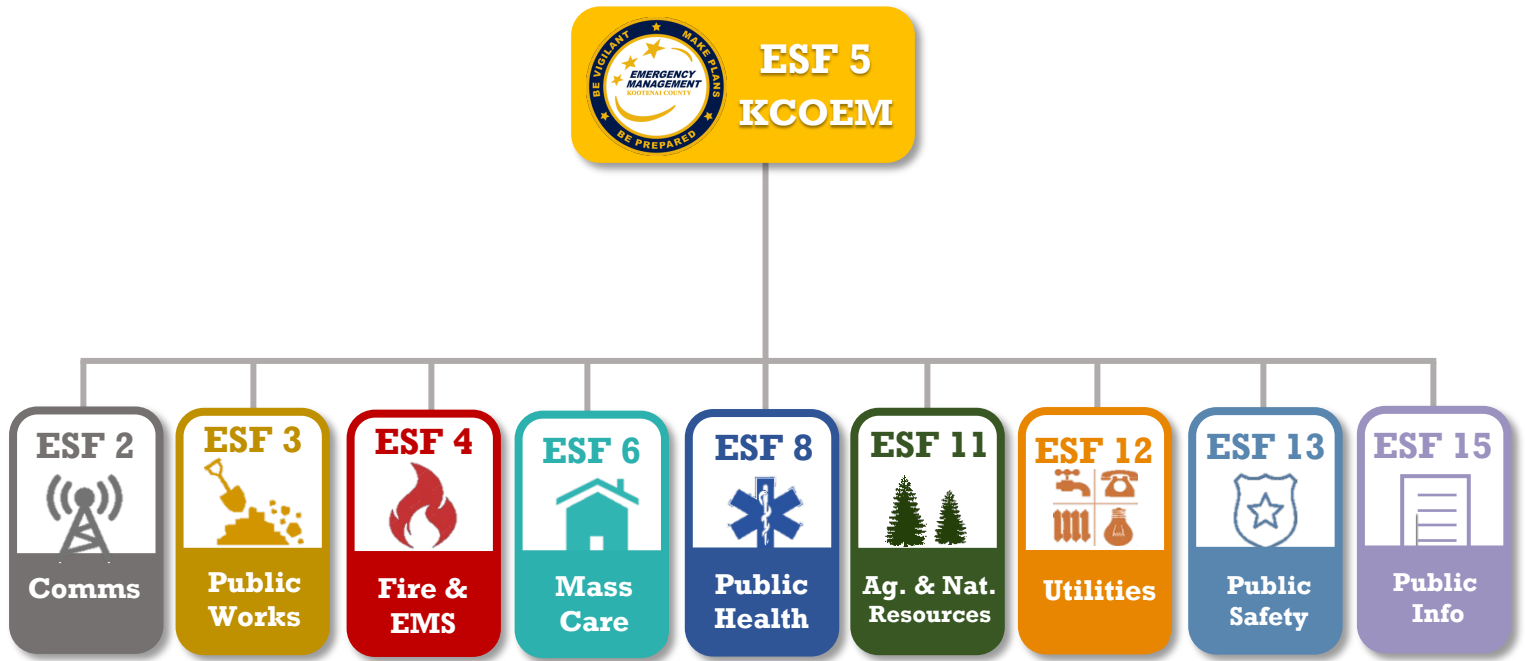
The following community lifelines are determined to be the highest at risk in the event flooding or dam failure. *For more information regarding community lifelines, reference page 14 of the Base Plan.*





Roles and Responsibilities

The following sections outline the primary and support emergency support functions (ESF) that have a role in preparedness and response to flood incidents within Kootenai County. Dependent upon the situation, additional ESFs may be called upon by the impacted agency/unified command to support response.





PRIMARY ESF



ESF 5 – EMERGENCY MANAGEMENT

The Kootenai County Office of Emergency Management (KCOEM) will be responsible for coordinating efforts and support ESFs in response to a flooding incident or dam failure.

RESPONSE ACTIONS - FLOODING

Completed

- Coordinate with Highway Districts to have sand brought to predetermined locations throughout county.
- Coordinate with volunteer organizations to assist with the filling of sandbags if needed. *(Property owners’ are responsible for sandbagging their own property.)*
- Provide information to the public about flood fight and sandbag usage.
- Establish processes to manage self-deployed responders and spontaneous unaffiliated volunteers.
- Kootenai County will coordinate with the PHD Institutional Controls Program (ICP) Manager to ensure that flood response and recovery actions are in compliance with the ICP. This coordination will begin early in the flood fight and continue throughout the duration of the operation. *(Activities completed under the ICP are considered to be in compliance with the Superfund.)*
- Monitor water level gauges.
- Set up citizen inquiry if evacuations are needed.

RESPONSE ACTIONS – DAM FAILURE

Completed

- Work with Law Enforcement to push out timely and accurate notifications.
- Coordinate with Law Enforcement to assist with evacuations.
- Provide a Liaison Officer to coordinate response actions with dam owner.
- Set up Citizen Inquiry to assist 9-1-1 with inundation of calls.



SUPPORT ESF

ESF 2 – COMMUNICATIONS



9-1-1 Communications Centers will collect information from the reporting party(s), first responders, and other information sources regarding details of a flooding incident or dam failure.

RESPONSE ACTIONS - FLOODING

Completed

- Dispatch the appropriate agencies, the watch commander and law enforcement as necessary.
- Request assistance through KCOEM for flood fight resources.
- Coordinate with KCOEM to set up Citizen Inquiry if needed.

RESPONSE ACTIONS – DAM FAILURE

Completed

- Dispatch the appropriate agencies, the watch commander, and law enforcement as necessary.
- Coordinate with KCOEM to send emergency alerts to affected areas.
- Coordinate with KCOEM to set up Citizen Inquiry if needed.



SUPPORT ESF



ESF 3 – PUBLIC WORKS AND ENGINEERING

During flooding and dam failure incidents, public works can provide materials, equipment, and personnel for the emergency maintenance and restoration of basic services to the public. This includes Highway Districts and city/municipal public works departments.

RESPONSE ACTIONS - FLOODING

Completed

- Coordinate resources and support for the rapid assessment, repair, and restoration of critical infrastructure such as roads, bridges, and public buildings.
- Collaborate with KCOEM to strategically place sand for community access.
- Provide information on road and bridge status, to include open/closed status, damage, and detour guidance/signage.

RESPONSE ACTIONS – DAM FAILURE

Completed

- Provide rapid damage assessment to infrastructure.
- Repair or rebuild damaged roads, bridges, utilities, and other critical infrastructure affected by the dam failure.
- Assist with managing water flow, implementing flood control measures, and assisting with drainage systems to minimize further damage to infrastructure and protect communities downstream.
- Deploy necessary equipment, personnel, and supplies to the affected areas and relay information to KCOEM for a coordinated response.



SUPPORT ESF



ESF 4 – FIREFIGHTING AND EMS

The Fire and EMS crews will coordinate the deployment of resources, including personnel and equipment to assist in a flood fight and response. In a flood response, these resources may be mobilized to address incidents that are exacerbated by or occur in conjunction with flooding.

RESPONSE ACTIONS - FLOODING

Completed

- Distribute sandbag resources to the community.
- Provide logistics support (e.g. transporting large amounts of sandbags).
- Provide education on proper ways to fill sandbags.
- Collaborate with Law Enforcement to assist with evacuations as needed.

RESPONSE ACTIONS – DAM FAILURE

Completed

- Collaborate with Law Enforcement to assist with evacuations as needed.
- Provide logistical support as needed.



SUPPORT ESF



ESF 6 - MASS CARE AND SHELTERING

KCOEM will coordinate with the American Red Cross, Team Rubicon, and other volunteer organizations whenever there is an immediate need to provide food, water, and shelter to victims of a disaster or resources for a flood fight.

RESPONSE ACTIONS - FLOODING

Completed

- Provide resources and manpower to assist with sandbagging and other flood fight needs.
- Assist with debris removal - *See Debris Management Support Annex.*
- Assist with the management of volunteers and donations - *See Volunteer and Donations Management Support Annex.*
- Coordinate with KCOEM to set up shelter(s) and support services if needed.
- Assist with providing resources to displaced families in the event of an evacuation.

RESPONSE ACTIONS - DAM FAILURE

Completed

- Assist with providing resources to displaced families in the event of an evacuation.
- Coordinate with KCOEM to set up shelter(s) and support services if needed.



SUPPORT ESF



ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES

As Public Health and Medical Services Coordinator, PHD is responsible for the coordination of public health resource needs and services during a disaster response.

RESPONSE ACTIONS – FLOODING AND DAM FAILURE

Completed



PHD Environmental and Health Protection can provide assessment/consultation on the following:

- Environmental contamination from inundated sewer systems.
- Environmental contamination from hazardous materials such as fuel, solvents and pesticides.
- Heavy metal contamination in the Coeur d’Alene River Basin (private drinking water systems).
- Environmental contamination of food establishments.
- Appropriate measures for drinking water supplies (boil advisories, bottled water advisories).



SUPPORT ESF

ESF 12 -UTILITIES



Utility companies are responsible for ensuring the continuity of essential services and addressing the impact of flooding and/or dam failure on critical infrastructure.

RESPONSE ACTIONS - FLOODING

Completed

- Provide rapid damage assessment to power equipment.
- Determine the need to turn off power to affected areas in coordination with response agencies.

RESPONSE ACTIONS - DAM FAILURE

Completed

- Initiate any evacuation plans if needed.
- Make appropriate notifications to relevant responders and stakeholders.
- Coordinate with Law Enforcement to shut down any local recreation areas that will be impacted by the dam failure.
- Determine source of failure.



SUPPORT ESF



ESF 13 – PUBLIC SAFETY AND SECURITY

Law enforcement agencies play a vital role in supporting the response to a flood by assisting with public safety, managing evacuations, and collaborating with other emergency response organizations.

RESPONSE ACTIONS - FLOODING

Completed

- Manage and control traffic in flooded areas to ensure the safe movement of emergency vehicles and the public.
- Assist with the evacuation of residents from affected areas.
- Provide security for evacuated areas.

RESPONSE ACTIONS – DAM FAILURE

Completed

- Work with KCOEM to implement evacuation plans if needed.
- Work with KCOEM to push out timely and accurate notifications.



SUPPORT ESF



ESF 15 – PUBLIC INFORMATION

Public information officers provide accurate, coordinated, timely, and accessible information to affected populations. Audiences may include governments, media, the private sector, and the public, including children, individuals with access and functional needs, and individuals with limited English proficiency.

RESPONSE ACTIONS - FLOODING

Completed

- Provide essential and accurate information to impacted communities.
- Ensure all impacted communities have received information concerning animals, driving during flood conditions, electrocution hazards and safe drinking water practices, if applicable.

RESPONSE ACTIONS – DAM FAILURE

Completed

- Prepare and disseminate public Information releases, advisories, and warnings as required and as coordinated with the Incident Commander.
- Work with KCOEM to push out timely and accurate notifications.



Incident Annex: HAZMAT / Transportation Incidents

Introduction

The production, use, transport, storage, and disposal of hazardous materials and dangerous waste products pose risks to public safety, health, property, and the environment. These substances are often stored in facilities and transported across the County through various modes of transportation.

The purpose of this Annex is to identify agency responsibilities in a hazardous material (HAZMAT) incident to include scenarios caused by transportation incidents. This encompasses both preparedness and response to incidents involving uncontrolled releases of hazardous substances or materials.

A HAZMAT incident will bring together a greater number and wider variety of agencies than most other situations. Depending on the size of the incident, it will likely be managed under Unified Command principles due to multiple disciplines having responsibility in incident mitigation and management.

HAZMAT is defined as being any material that is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination, and requires special care in handling because of the hazards it poses to the public health, safety, and/or the environment.

Transportation Incidents include but are not limited to instances involving automobiles, boats, aircrafts, and trains.

While this Annex may provide guidance, all agencies should develop internal standard operating procedures that address their response to HAZMAT / transportation incidents.

SITUATION AND ASSUMPTIONS

- HAZMAT is produced, stored, used, and transported throughout Kootenai County.
- HAZMAT that include chemical, biological, radiological, nuclear, and explosives (CBRNE) will likely exhaust normal capabilities and require additional assistance from state and federal resources.
- Not all HAZMAT events are due to transportation incidents, and not all transportation incidents result in HAZMAT.
- The Idaho Office of Emergency Management (IOEM) Region 1 Regional Response Team is based in Kootenai County.
- HAZMAT incidents may cause cascading events that require additional resources beyond normal capabilities.
- There are two railroads (BNSF, Union Pacific) in Kootenai County that transport HAZMAT.
- Local medical facilities may become overloaded in the event of mass casualties resulting from a HAZMAT incident.

An Incident Management Team may be called to support and manage a major HAZMAT incident.

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<u>Community Lifelines</u>
<u>Roles & Responsibilities</u> Primary ESF Support ESFs



Concepts of Operations

PREPAREDNESS

- Encourage the community to sign up for Alert! Kootenai.
- Coordinate with local plants, businesses, or other facilities that have hazardous materials and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- Disseminate information to the public about sheltering in place or evacuations in the event of a HAZMAT incident.
- Conduct community preparedness events and initiatives to provide information regarding transportation issues regarding hazardous materials.
- Determine the location of the nearest hazmat response team and their capability.
- Conduct Commodity Flow Reports to inform responders of the hazardous materials moving through the county.

LOCAL RESPONSE

- See task lists below for detailed response information.

RECOVERY

- Activate Damage Assessment Teams and follow damage assessment procedure (*see Damage Assessment Support Annex*).
- Address public health effects.
- Coordinate recovery efforts with Department of Environmental Quality (DEQ).
- See *Recovery Incident Annex* for additional information related to general recovery actions.

HAZMAT RESPONSE LEVELS

Per State of Idaho’s Hazardous Materials/Weapons of Mass Destruction (WMD) Incident Command and Response Support Plan

INVOLVED AGENCIES	<p>LEVEL 1 An incident involving hazardous materials that can be contained, extinguished, and/or abated using resources immediately available to the public sector responders having jurisdiction.</p> <ul style="list-style-type: none"> • Local Fire Jurisdiction • DEQ • Panhandle Health District (PHD) • Local Law Enforcement
ADDITIONAL INVOLVED AGENCIES	<p>LEVEL 2 An incident involving hazardous materials that is beyond the capabilities of the first responders on the scene, and may be beyond the capabilities of the public sector response agency having jurisdiction.</p> <ul style="list-style-type: none"> • IOEM Region 1 Regional Response Team • Additional State Resources
ADDITIONAL INVOLVED AGENCIES	<p>LEVEL 3 An incident involving hazardous materials that are beyond the controlling capabilities the Idaho Office of Emergency Management (IOEM) Regional Response Team and may require additional assistance.</p> <ul style="list-style-type: none"> • Additional State Regional Response Teams • Federal Resources



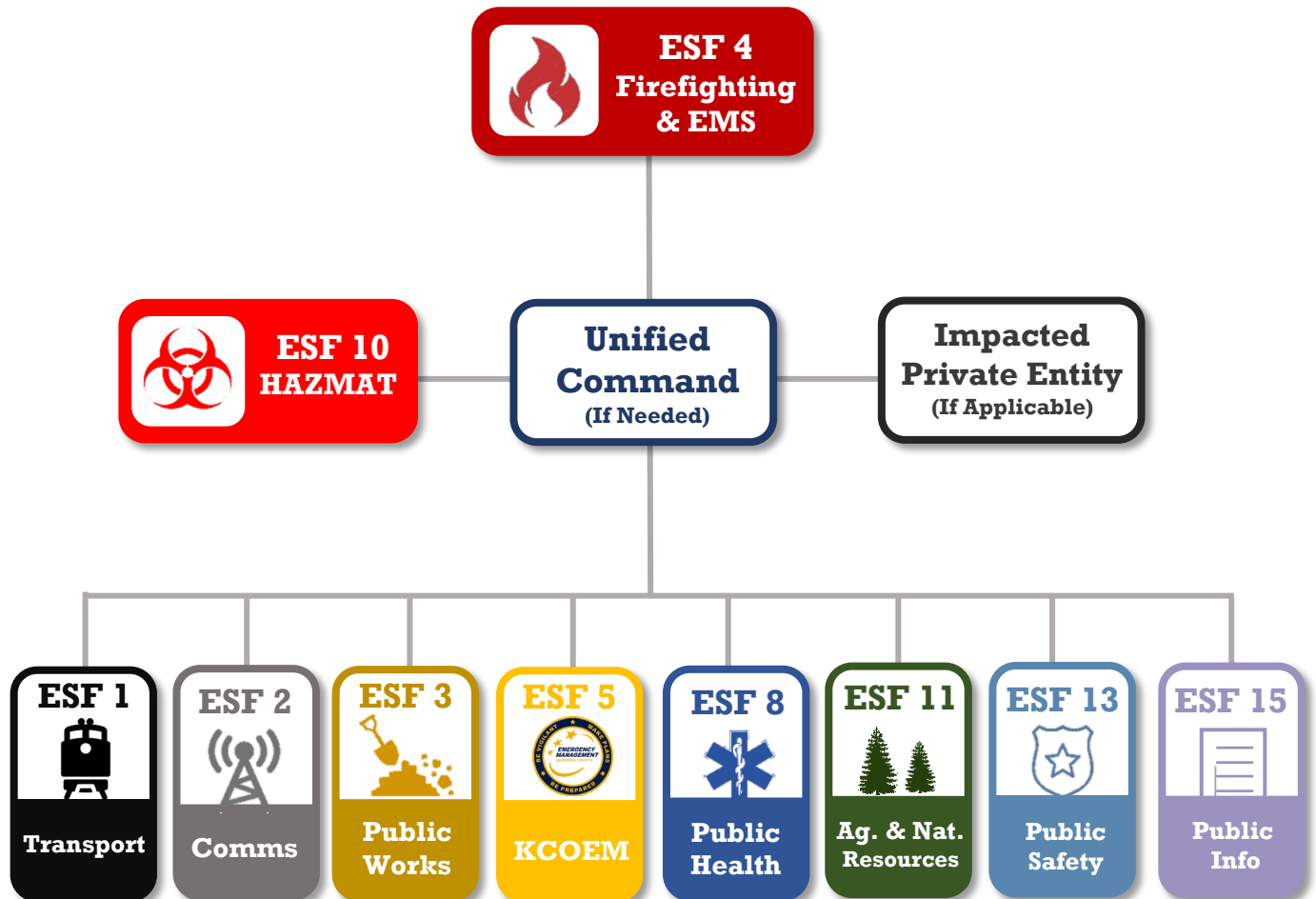
Community Lifelines

The following community lifelines are determined to be the highest at risk in the event of a HAZMAT / transportation incident. *For more information regarding community lifelines, reference page 14 of the Base Plan.*



Roles and Responsibilities

The following sections outline the primary and support emergency support functions (ESF) that have a role in preparedness and response to HAZMAT / transportation incidents within Kootenai County. Dependent upon the situation, additional ESFs may be called upon by the impacted agency/unified command to support response.





PRIMARY ESF

ESF 4 - FIREFIGHTING AND EMS



Fire and EMS crews will be the lead entity in response to a HAZMAT incident. Based on the level of incident, Unified Command may be established to provide a coordinated response. Each fire agency has primary responsibility to its own governing body and each agency agrees to send resources to each other’s aid as circumstances and resources permit.

RESPONSE ACTIONS

Completed

- The IOEM Region 1 Regional Response Team may be requested through State Communications following a bridge call to respond to level II and higher incidents.
- Identify immediate action or response requirements. Refer to Emergency Response Guide (ERG) if needed.
- Activate the Kootenai County Emergency Operations Center (KCEOC) as requested.
- Dependent on situation, recommend evacuation or to shelter in place. See *Evacuation Support Annex*.
- Through communications with responding agencies determine as quickly as possible:
 - Number of casualties or fatalities.
 - General boundary of the affected area.
 - The general extent of damages.
 - The general extent of power or other utility disruption.
 - Immediate needs of response forces.
 - If voluntary evacuations of the population have begun.
 - Location of any congregate care area established.
- Establish communications with and request a liaison from Public Health, transportation, utilities and public works, and private entities as appropriate.
- Establish, as appropriate, a Joint Information Center (JIC) with the state and federal response agencies.
- Request additional resources through Kootenai County Office of Emergency Management (KCOEM).
- Notify emergency personnel, including medical facilities, of dangers and anticipated casualties and proper measures to be followed.
- Manage contaminated casualties.
- Provide a representative to act as Local Emergency Response Authority (LERA) in the unincorporated areas of the County.



SUPPORT ESF

ESF 1 – TRANSPORTATION



BNSF and Union Pacific are Railway operators that travel through Kootenai County. Both of these railroads transport HAZMAT at any given time and have their own internal procedures for HAZMAT incidents / transportation incident in addition to this Annex.

RESPONSE ACTIONS

Completed

- Ensure notifications have been completed both internally and externally.
- Inform responding agencies of the nature of the hazard.
- Provide a liaison to the command post.
- Provide information, technical support, and industry specific tasks and skills.



SUPPORT ESF



ESF 2 – COMMUNICATIONS

Kootenai County 9-1-1 Communications Centers gather information to support public safety and the operation of government services by maintaining continuity of information and telecommunication infrastructure equipment and other technical resources. In a HAZMAT incident, State Communications (STATECOMM) will most likely be an involved entity.

RESPONSE ACTIONS

Completed

- Coordinate with KCOEM to stand up citizen inquiry and assist with non-emergency calls.
- Issue or coordinate with KCOEM to issue warnings and/or notifications to populations at-risk.



SUPPORT ESF



ESF 3 – PUBLIC WORKS AND ENGINEERING

ESF 3 will organize and coordinate the necessary resources to repair and restore critical infrastructure. In response to a HAZMAT incident or transportation incident, Public Works can provide equipment, materials, and personnel for emergency maintenance and repair.

RESPONSE ACTIONS

Completed

- Depending on incident severity and as advised by DEQ, Incident Command, or jurisdictional fire district; assist with clean-up, removal, and disposal of hazardous materials from county roadways.
- Provide materials (sand, water, etc.) as requested.
- Support on-scene operations with personnel, equipment, and supplies as requested.
- Provide traffic control devices and advice on evacuation routing.
- Establish detours as needed in cooperation with incident command.



SUPPORT ESF



ESF 5 - EMERGENCY MANAGEMENT

KCOEM will be responsible for coordinating efforts and support ESFs in response to HAZMAT / transportation incident.

RESPONSE ACTIONS

Completed

- Set up citizen inquiry if requested to provide incident information to public.
- Make required notifications to state and federal authorities.
- Evaluate damage assessment for planning and cost estimate purposes.
- Activate the KCEOC as requested.
- Issue timely and accurate alerts and warnings.
- Coordinate with ESF 6 to set up support services and sheltering if evacuations occur.



SUPPORT ESF



ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES

As Public Health and Medical Services Coordinator, Panhandle Health District (PHD) is responsible for the coordination of public health resource needs and services during a disaster response.

RESPONSE ACTIONS

Completed

- Provide liaison for the STATECOMM bridge call.
- May monitor exposed individuals.
- Monitor the Rathdrum Prairie Aquifer (RPA) and coordinate with DEQ if impacted.
- Provide support to aid the hazardous materials response
- Caution users of potentially affected private water systems.
- Monitor sanitary conditions and test food quality.



SUPPORT ESF

ESF 10 - HAZMAT



ESF 10 is comprised of the Idaho State Region 1 Regional Response HAZMAT Team, through Kootenai County Fire and Rescue.

RESPONSE ACTIONS

Completed

- Participate in bridge call and respond as requested
- Request activation of the KCEOC, if appropriate. Send a representative to the KCEOC if activated.
- Determine resource and personnel needs, make requests as needed.
- Coordinate incident response and participate in incident command.
- Provide support as requested for the duration on the incident.



SUPPORT ESF

ESF 11 – AGRICULTURE AND NATURAL RESOURCES



DEQ works closely with other agencies to ensure a comprehensive and efficient response effort that aims to protect human health and the environment.

RESPONSE ACTIONS

Completed

- Assess the monitoring of contamination and pollution of public water supplies by public water system operators.
- Determine impact of the HAZMAT incident on water, air quality, soil and other agricultural resources, make notification as necessary.
- Coordinate with State, Tribal, and Federal agencies as needed.



SUPPORT ESF



ESF 13 – PUBLIC SAFETY AND SECURITY

Law enforcement agencies play a vital role in supporting the response to a HAZMAT/transportation incident by assisting with public safety, managing evacuations, traffic control, and collaborating with other emergency response organizations.

RESPONSE ACTIONS

Completed

- If incident occurs outside of fire districts/departments jurisdiction, establish Incident Command. Initiate bridge call with STATECOMM.
- Manage and control traffic in impacted areas to ensure the safe movement of emergency vehicles and the public.
- Assist with the evacuation of residents from affected areas as requested.
- Provide security for evacuated areas.
- Report damage assessment information to Incident Commander and KCOEM/KCEOC.
- Coordinate with Railway Resource Protection on railways.
- If criminal activities are suspected, coordinate with HAZMAT Team and secure evidence as the situation permits.



SUPPORT ESF



ESF 15 – PUBLIC INFORMATION

Public information officers provide accurate, coordinated, timely, and accessible information to affected populations. Audiences may include governments, media, the private sector, and the public, including children, individuals with access and functional needs, and individuals with limited English proficiency.

RESPONSE ACTIONS

Completed

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Coordination with incident command and KCOEM to issue alerts and warning as requested to include expected actions. |
| <input type="checkbox"/> | Implement the Joint Information System (JIS) to inform the public, the media, and government officials. |
| <input type="checkbox"/> | If shelter-in-place is needed, disseminate information about proper procedure and methods. |
| <input type="checkbox"/> | Provide timely and accurate updates to the public. |



Incident Annex: Infectious Disease

Introduction

The purpose of this Annex is to reduce the total number of incident cases of disease, thus reducing County morbidity and mortality. County containment is a strategy for implementation at the community level of intervention designed to slow or limit the transmission of a highly communicable infectious disease.

Highly communicable infectious diseases which may require County containment strategies are those which can be transferred person to person and have high morbidity and/or mortality rates.

Infectious Disease is defined as being illnesses caused by germs such as bacteria, viruses, parasites, and fungi that enter the body, multiply, and can cause an infection. Some infectious diseases are contagious (or communicable), meaning they are capable of spreading from one person to another. Other infectious diseases can be spread by germs carried in air, water, food, or soil. They can also be spread by vectors (like biting insects) or by animals to humans.

Infectious Disease Management includes the containment and treatment of infectious disease by implementation of countermeasures.

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Primary ESF
Support ESFs

Objectives

The primary objectives are:

1. Implement effective countermeasures to delay or stop the growth of incident cases.
2. Decrease the risk of exposure to susceptible people.
3. Provide treatment to those impacted by infectious diseases.

Concept of Operations

PREPAREDNESS

- Maintain inventories of resources and equipment.
- Develop a format for preparing and distributing health-related public information to the Kootenai County Emergency Operations Center (KCEOC) Public Information Officer (PIO) for release to the public.
- Develop County containment strategies and procedures.
- Participate in training and exercises.
- Maintain mutual aid agreements.

RESPONSE

- See task lists below for detailed response information.



RECOVERY

- See *Recovery Incident Annex* for additional information related to general recovery actions.
- Continue to monitor the public and environment for short and long term adverse public health impacts.
- Assure follow-up on health status and release of isolated or quarantined individuals.
- Provide follow-up emergency information on health issues to affected individuals.

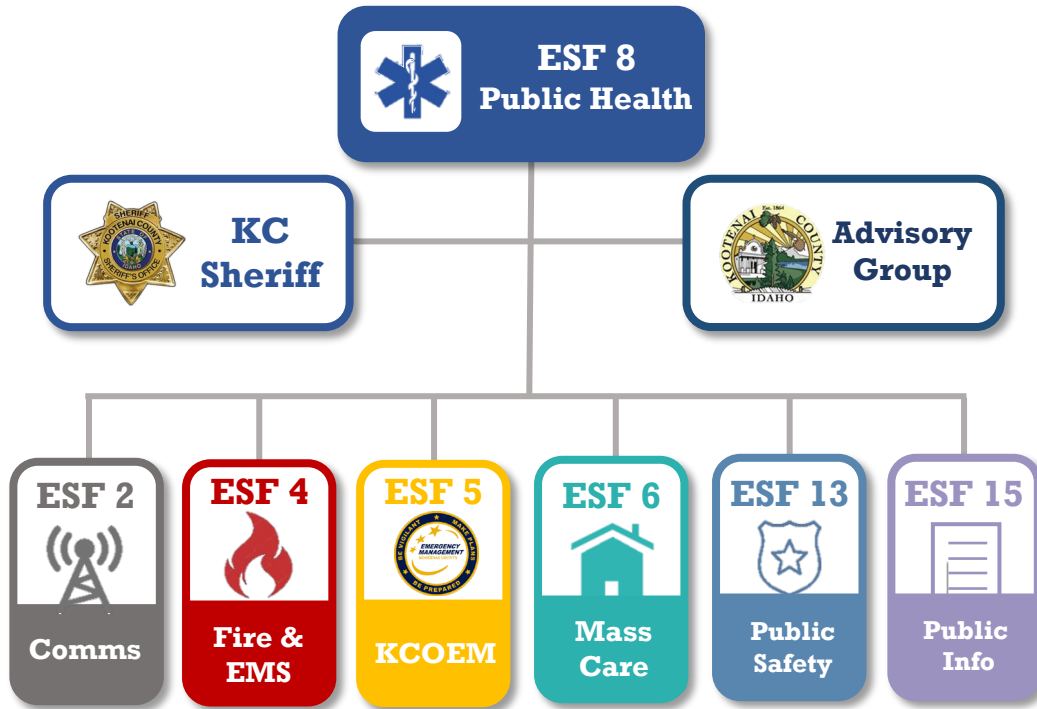
Community Lifelines

The following community lifelines are determined to be the highest at risk in the event of an infectious disease incident. *For more information regarding community lifelines, reference page 14 of the Base Plan.*



Roles and Responsibilities

The following sections outline the primary and support emergency support functions (ESF) that have a role in preparedness and response to an infectious disease incident within Kootenai County. Dependent upon the situation, additional ESFs may be called upon by the Kootenai County Emergency Management Director. Since the responsibility for mass fatalities begins and ends locally, local authorities will assume that responsibility obtaining state and federal assistance as necessary but maintain authority throughout.





State Government Entities

Idaho Department of Health and Welfare (IDHW) has the power to impose and enforce orders of isolation and quarantine to protect the public from the spread of infectious or communicable diseases or from contamination from chemical or biological agents (Idaho Code Title 56 Chapter 10 Section 1003). IDHW must work with the local authorities in exercising this power.

Local Entities

PRIMARY ESF

ESF 8 – PUBLIC HEALTH & MEDICAL



Panhandle Health District (PHD) is the primary response agency in the event of an infectious disease outbreak. PHD coordinates public health resource needs and services during a disaster response. PHD also coordinates hospital and healthcare agency response and resource needs.

RESPONSE ACTIONS

Completed

- Monitor the general and high-risk populations.
- Detect, investigate, and control communicable diseases.
- Dispense medical countermeasures (vaccine, medications, etc) at County points of dispensing/vaccination (PODs/POVs) as needed.
- Recommend infectious disease containment measures.
- Administer community containment strategies through recommendations issued by the PHD board health or IDHW, based on best current public health practices.
- Recommend activation of KCEOC as appropriate.
- Document and maintain records of community disease management actions and activities.
- Coordinate personnel, equipment, supplies, and other resources necessary to implement and sustain infectious disease containment and treatment activities.
- Coordinate through the KCEOC PIO the dissemination of emergency-related public health containment and treatment information to the public.
- Track and maintain records of cost and expenditures to accomplish this Annex and forward them to the KCEOC Finance/ Administration Section Chief.



FATALITY MANAGEMENT

Completed

- Transport infected decedents in coordination with funeral homes.
 - Utilize Morgue trailer(s)
 - Request resources to support storage and transportation of decedents if needed.
- See **Fatality and Casualty Management Support Annex**.*

ESF 8 - PRIVATE SECTOR

HEALTH CARE PROVIDERS

Completed

- Notify PHD of any suspected cases of highly infectious diseases.
- Physicians attending a person affected with a communicable disease shall use PPE as required.
- Adhere to Public Health containment and treatment recommendations.

HEALTH CARE ENTITIES

Completed

- Retain the responsibilities to assure infectious disease management during isolation/quarantine.
- Notify PHD of any suspected cases of highly infectious diseases.
- Maintain standard and transmission-based precautions to prevent the spread of highly infectious disease.
- Maintain procedure for influx of additional patients.

VETERINARIANS / CLINICS

Completed

- Report any suspected zoonotic diseases as required.
- Use such precautionary measures when attending an animal affected with a communicable disease to prevent its spread as are required by PHD, IDHW, or the Idaho Department of Agriculture.
- Coordinate community containment measures with PHD



SUPPORT ESF

ESF 4 – FIREFIGHTING AND EMS



Fire and EMS Agencies in Kootenai County are responsible for providing emergency medical services and transportation throughout the county.

RESPONSE ACTIONS

Completed

- Conduct infectious disease management activities as requested by the PHD and/or KCEOC.
- Provide medical transport for disease management related activities.
- Maintain communications with and PHD and/or KCEOC and hospitals.
- Report any suspected cases of illness as required or requested by PHD and/or KCEOC.



SUPPORT ESF



ESF 5 – EMERGENCY MANAGEMENT

Kootenai County Office of Emergency Management (KCOEM) is responsible for coordinating with partners to assist and support where needed. KCOEM will maintain situational awareness to provide resources and assistance to the Emergency Operations Center (KCEOC) if activated.

RESPONSE ACTIONS

Completed

- Notify and brief County, State, Tribal and Federal officials as required.
- Participate in incident action plan development with all participating agencies.
- Coordinate all needed resources from within and outside the County.
- Report any suspected cases of illness as required or requested by PHD.
- Facilitate the completion of after-action report and an improvement plan.



SUPPORT ESF



ESF 6 - MASS CARE AND SHELTERING

When requested by PHD, KCOEM will coordinate with the American Red Cross and other volunteer organizations whenever there is an immediate need to provide food, water, and shelter to victims of a disaster.

RESPONSE ACTIONS

Completed

<input type="checkbox"/>	Coordinate with volunteer organizations to provide food, water, and shelter to victims of disaster. See <i>Mass Care Support Annex</i>
<input type="checkbox"/>	Coordinate access and functional needs transportation and assistance services.
<input type="checkbox"/>	Coordinate with PHD for shelter inspections and infectious disease monitoring.



SUPPORT ESF



ESF 13 – PUBLIC SAFETY AND SECURITY

Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within each jurisdiction. In unincorporated Kootenai County, the Sheriff will exercise police authority.

RESPONSE ACTIONS

Completed

- Provide security for county infectious disease activities to the extent that resources are available.
- Enforce isolation/quarantine orders issued by IDHW per Idaho Code Title 56 Chapter 10 Section 1003.



SUPPORT ESF



ESF 15 – PUBLIC INFORMATION

Public information officers provide accurate, coordinated, timely, and accessible information to affected populations. Audiences may include governments, media, the private sector, and the public, including children, individuals with access and functional needs, and individuals with limited English proficiency.

RESPONSE ACTIONS

Completed

- Provide timely and accurate communications/education related to infectious disease management.
- Develop communications for the general public explaining the necessity for and provisions of infectious disease management.
- Communicate recommendations for personal protective measures for both the general public and response personnel.



Incident Annex: Severe Weather

Introduction

Kootenai County is susceptible to many forms of severe weather including but not limited to windstorms, thunderstorms, and winter storms.

Kootenai County has a significant number of thunderstorm days a year. Areas throughout Kootenai County are subject to lightning strikes, though high elevations and structures are generally more susceptible than low elevations.

The effects of severe weather can be severe and immediate and result in power outages and downed trees. Downed trees and blowing debris can cause extensive property damage and block major transportation arteries. Shelters may be needed to support the public’s needs.

The purpose of this Annex is to provide information, procedures and guidelines for the protection of life and property during an incident, emergency or disaster involving severe weather in Kootenai County

While this Annex may provide guidance, all agencies should develop internal standard operating procedures that address their response to severe weather.

SITUATION AND ASSUMPTIONS

- The potential for severe weather causing widespread damage and/or threatening life exists in Kootenai County.
- Local utility company (gas, power, telephone, and water) emergency plans exist.
- The Emergency Alert System (EAS) is operational in Kootenai County.

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Weather Notices

*National Oceanic and Atmospheric Administration (NOAA) National Severe Storms Laboratory
Does not include all watches/warnings/advisories, visit <https://www.weather.gov/> for more information*

Blizzard Warning	Issued when winds of 35 mph or greater are combined with blowing and drifting snow reducing visibility to less than 1/4 mile for three hours or more. Seek indoor shelter immediately and stay indoors until the severe conditions end.
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Winter Storm Warning	Issued when a combination of hazardous winter weather in the form of heavy snow, heavy freezing rain, or heavy sleet is imminent or occurring. Winter Storm Warnings are usually issued 12 to 24 hours before the event is expected to begin.
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Winter Storm Watch	Issued 12-48 hours in advance of the onset of severe winter conditions. The watch may or may not be upgraded to a winter storm warning, depending on how the weather system moves or how it is developing.
Winter Storm Outlook	Issued prior to a Winter Storm Watch. The Outlook is given when forecasters believe winter storm conditions are possible and are usually issued 3 to 5 days in advance of a winter storm.
Winter Weather Advisories	Issued for accumulations of snow, freezing rain, freezing drizzle, and sleet which will cause significant inconveniences and, if caution is not exercised, could lead to life threatening situations.
Wind Chill Warning	Issued when wind chill temperatures are expected to be hazardous to life within several minutes of exposure.
Wind Chill Advisory	Issued for a wind chill situation that could cause significant inconveniences, but do not meet warning criteria. Criteria for issuing Wind Chill Warnings and Advisories are set locally.
Severe Thunderstorm Watch	A Severe Thunderstorm Watch is issued when severe thunderstorms are possible in and near the watch area. Winds 58 mph or higher and/or hail 1inch or larger are possible in a severe thunderstorm
Severe Thunderstorm Warning	A Severe Thunderstorm Warning is issued when severe thunderstorms is happening or is imminent in the warning area. Severe thunderstorms have wind 58 mph or higher and/or hail 1 inch or larger.
High Wind Warning	Sustained, strong winds with even stronger gusts are happening.
High Wind Watch	Sustained, strong winds are possible.
Red Flag Warning / Fire Weather Watch	A Red Flag Warning means warm temperatures, very low humidity, and/ or combination of lightning and stronger winds are expected to combine to produce an increased risk of fire danger.
Flood Warning	A Flood Warning is issued when the hazardous weather event is imminent or already happening. A Flood Warning is issued when flooding is imminent or occurring.
Flood Watch	A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur. A Flood Watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.
Snow Squall Warning	Snow squall warnings are short-fused and focused on distinct areas (like tornado and severe thunderstorm warnings). These warnings provide critical, highly localized life-saving information. If a snow squall warning is issued for your area, avoid or delay motor travel until the squall passes through your location.



Concepts of Operations

PREPAREDNESS

- Encourage the community to sign up for Alert! Kootenai.
- Ensure the public is well informed regarding weather watches and warnings.
- Coordinate with utility companies to share information concerning power outages.

LOCAL RESPONSE

- See task lists below for detailed response information.

RECOVERY

- Gather damage assessment information (public, housing, business) from damage assessment teams. See *Damage Assessment Support Annex* for more details.
- Obtain and disseminate information from utilities regarding outages, length of repair, safety, etc.
- See *Recovery Incident Annex* for additional information related to general recovery actions.

Community Lifelines

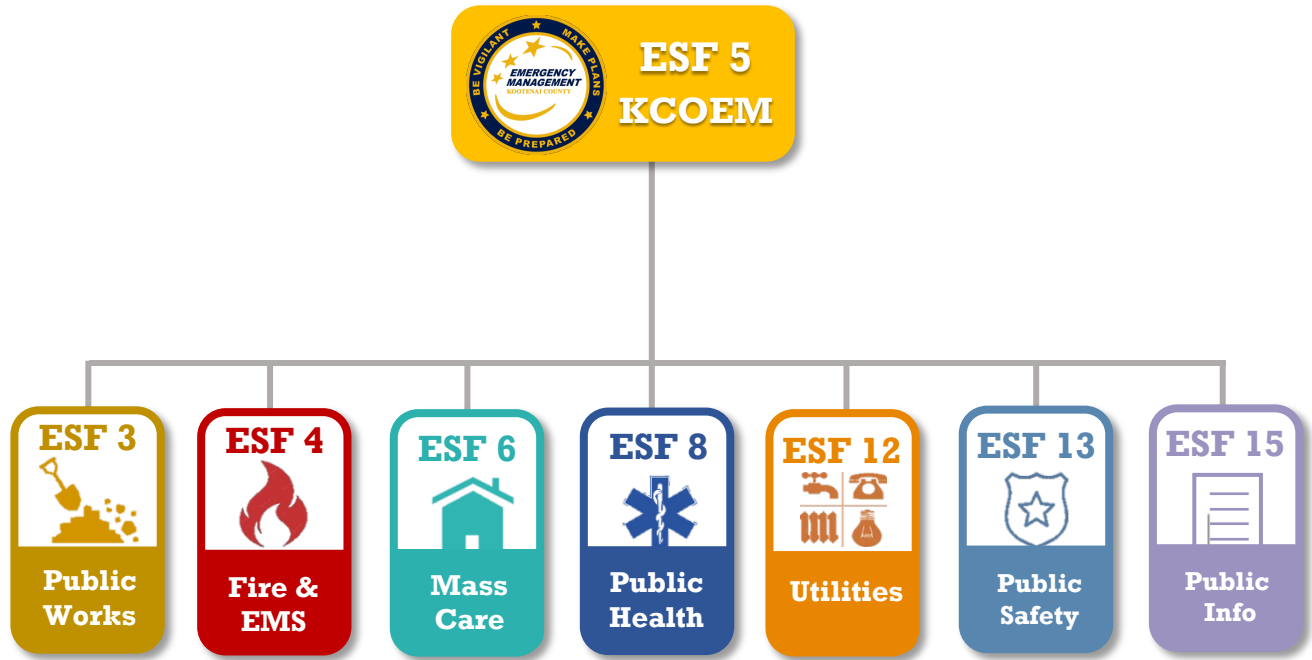
The following community lifelines are determined to be the highest at risk in the event of severe weather. For more information regarding community lifelines, reference page 14 of the Base Plan.





Roles and Responsibilities

The following sections outline the primary and support emergency support functions (ESF) that have a role in preparedness and response to severe weather events within Kootenai County. Dependent upon the situation, additional ESFs may be called upon by the impacted agency/unified command to support response.





PRIMARY ESF



ESF 5 – EMERGENCY MANAGEMENT

The Kootenai County Office of Emergency Management (KCOEM) will be responsible for coordinating efforts and supporting ESFs in response to severe weather events.

RESPONSE ACTIONS

Completed

- Set up citizen inquiry if needed to provide power outage information, shelter information, or other pertinent non-emergency information.
- Coordinate with the National Weather Service (NWS) to provide updated information to responders and the community.
KCOEM will be prepared to coordinate activities to include but not limited to the following:
 - Receive weather bulletins.
 - Situational updates, reports issued.
 - Emergency declarations.
 - Execution of Mutual Aid Agreements.
- Activate the Kootenai County Emergency Operations Center (KCEOC) as needed/requested.
- Coordinate with ESF 6 to establish the need for and activation of the opening of shelters, warming/cooling shelters or other mass care needs.
- Set up a Joint Information Center (JIC) as needed/requested.



SUPPORT ESF

ESF 3 – PUBLIC WORKS AND ENGINEERING



ESF 3 will organize and coordinate the necessary resources to repair and restore critical infrastructure. During severe weather incidents, Public Works can provide equipment, materials, and personnel for emergency maintenance and repair.

RESPONSE ACTIONS

Completed

- Coordinate resources and support for the rapid assessment, repair, and restoration of critical infrastructure such as roads, bridges, and public buildings.
- Collaborate with KCOEM for resource requests.
- Provide information on road and bridge status, to include open/closed status, damage, and detour guidance/signage.
- Coordinate warnings for travel hazards and restrictions between local and state agencies.



SUPPORT ESF



ESF 4 – FIREFIGHTING AND EMS

The Fire and EMS crews will coordinate the deployment of resources to assist with electrical hazards and fire related response to severe weather events.

RESPONSE ACTIONS

Completed

- Coordinate with utility services in response to electrical hazards.
- Consider additional staffing needs if severe weather is known to occur.
- Collaborate with Law Enforcement to assist with evacuations as needed.
- Coordinate with KCOEM if additional resources are needed.
- Request emPOWER information through KCOEM for those with accessibility needs. KCOEM will coordinate with Panhandle Health District (PHD) for information



SUPPORT ESF



ESF 6 - MASS CARE AND SHELTERING

KCOEM will coordinate with the American Red Cross, Team Rubicon, and other volunteer organizations whenever there is an immediate need to provide food, water, and shelter to victims of a severe weather event.

RESPONSE ACTIONS

Completed

- Upon request, stand up housing or warming/cooling shelters if needed.
- Assist with providing resources to displaced families related to the severe weather event.
- Assist Law Enforcement with removing hazards on roads if needed.



SUPPORT ESF



ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES

As Public Health and Medical Services Coordinator, Panhandle Health District (PHD) is responsible for the coordination of public health resource needs and services during a disaster response.

RESPONSE ACTIONS

Completed



Upon request from first responders, emergency management, or elected officials, provide emPOWER data to assist with identification of individuals on Medicare/Medicaid who may need evacuation assistance due to specific medical conditions.



SUPPORT ESF



ESF 12 - UTILITIES

Utility companies are responsible for ensuring the continuity of essential services and addressing the impact of severe weather events on critical infrastructure.

RESPONSE ACTIONS

Completed

- Provide rapid damage assessment to utility infrastructure.
- Determine the need to turn off power to affected areas in coordination with response agencies.
- Coordinate with KCOEM to inform planning and response actions needed.
- Evaluate overall county situation and work to re-establish any areas without power.
- Provide a liaison for informing the Public Information Officer (PIO) and response agencies of impacts.



SUPPORT ESF



ESF 13 – PUBLIC SAFETY AND SECURITY

Law enforcement agencies play a vital role in supporting the response to severe weather by assisting with public safety, managing evacuations, and collaborating with other emergency response organizations.

RESPONSE ACTIONS

Completed

- Manage and control traffic in impacted areas to ensure the safe movement of emergency vehicles and the public.
- Assist with the evacuation of residents from affected areas if needed.
- Provide security for evacuated areas.
- Assist with site security of any hazards as applicable.



SUPPORT ESF



ESF 15 – PUBLIC INFORMATION

Public information officers provide accurate, coordinated, timely, and accessible information to affected populations. Audiences may include governments, media, the private sector, and the public, including children, individuals with access and functional needs, and individuals with limited English proficiency.

RESPONSE ACTIONS

Completed

- Provide up to date weather information to the community and responders.
- Promote use of non-emergency contact for fallen trees and power outages to the public. Encourage to only use 9-1-1 for emergencies.
- Promote correct methods for heating in the event of a power outage.
- Disseminate information for housing and warming /cooling shelters in the county.
- Coordinate with utility companies to share updated and pertinent information.
- Coordinate with KCOEM to set up a JIC as needed.



Incident Annex: Terrorism and Civil Unrest

Introduction

The purpose of this Annex is intended to ensure an effective and coordinated response to a threatened or actual terrorist or civil unrest incidents.

This Annex will provide guidance for the effective preparedness, warning and notification, and information that is beyond the normal scope of emergency response operations.

Human-Caused Incidents are disasters that are intentionally created by humans with the intent of harming life, information, operations, the environment and/or property. They are also referred to as adversarial threats.

Terrorism is being defined as the unlawful use of force or violence against persons or property to intimidate or coerce a Government or civilian population in furtherance of political or social objectives, according to the Federal Bureau of Investigation (FBI).

Terrorism is a motivation rather than a mode of attack. Aside from the law enforcement issues of investigation, attribution, and protection from secondary events, for example, response to terrorist acts (e.g., fire, EMS, public information) is essentially the same as response to comparable events resulting from accidental hazardous materials spills or other unintentional events.

Civil Unrest can include riots, demonstrations, threatening individuals or assemblies that have become disruptive.

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SITUATION AND ASSUMPTIONS

- A terrorism event may not immediately be recognized as an act of terrorism.
- Any situation in which terrorism is suspected is considered a crime scene; preservation of evidence is critical.
- In the aftermath of terrorism/civil unrest, the demand for mental health services may be essential to support first responders and the public.
- An act of terrorism may have major consequences that can overwhelm the capabilities of local, and State resources, and may seriously challenge existing Federal response capabilities; additional response resources may have extended deployment times.



Concepts of Operations

PREPAREDNESS

- Develop procedures and policies for use in dealing with, terrorist activity, civil unrest, and other Law Enforcement intensive emergencies.
- Conduct training and exercise activities as outlined in the base plan with focus on terrorism and civil unrest response.

RESPONSE

- See task lists below for detailed response information.

RECOVERY

- See *Recovery Incident Annex* for additional information related to general recovery actions.
- Consider the potential for opening a Victim / Family Assistance Center.

Community Lifelines

The following community lifelines are determined to be the highest at risk in the event of terrorism or civil unrest. *For more information regarding community lifelines, reference page 14 of the Base Plan.*



This may include, but are not limited to:

- Government owned and operated facilities
- Financial Institutions
- Education Organizations/Facilities
- Health Care Facilities
- Transportation Networks
- Tourism Centers, Recreational/Entertainment Facilities
- Faith Based Organizations/Facilities
- Utilities (power, water systems, gas, communications)
- Natural resources such as drinking water sources, energy/gas repositories, agriculture, fisheries, etc.



Roles and Responsibilities

The following sections outline the primary and support emergency support functions (ESF) that have a role in preparedness and response to terrorism and/or civil unrest incidents within Kootenai County. Dependent upon the situation, additional ESFs may be called upon by the impacted agency/unified command to support response.





PRIMARY ESF



ESF 13 – PUBLIC SAFETY AND SECURITY

If terrorism is suspected, the FBI will be contacted and may become the lead agency and establish Unified Command, coordinating with the impacted agency(s) of jurisdiction. For civil unrest, the local law enforcement agency will be the primary ESF in response to the incident, utilizing support from surrounding agencies if needed.

RESPONSE ACTIONS

Completed

- Neutralize the threat.
- Secure scene and begin evidence preservation.
- Establish evacuation assembly points and coordinate traffic/crowd control.
- Provide situational awareness to critical facilities and notification to critical facilities to lock out or lock down as a precautionary action during a terrorist incident.



SUPPORT ESF

ESF 2 - COMMUNICATIONS



9-1-1 Communications Centers will collect information from the reporting party(s), first responders, and other information sources regarding details of the terrorist or civil unrest incident. Dispatch will disseminate information to Unified Command and responding agencies. If the responding agency requests mutual aid, ESF 2 will notify the appropriate entity.

RESPONSE ACTIONS

Completed

- Dispatch the appropriate agencies, the watch commander and law enforcement as necessary.
- Request and coordinate external resources and assistance when communication systems become overwhelmed.
- Assess damages to communication and technology systems.
 - Provide installation/restoration and repairs.
- Provide additional communication support based on incident needs.



SUPPORT ESF



ESF 3 – PUBLIC WORKS AND ENGINEERING

Provides support for infrastructure restoration, including critical infrastructure such as utilities and transportation systems that are essential for immediate response operations. ESF 3 can play a role in responding to the consequences of a terrorism incident, particularly when it involves damage to infrastructure.

RESPONSE ACTIONS

Completed

- Coordinate resources and support for the rapid assessment, repair, and restoration of critical infrastructure such as roads, bridges, and public buildings.
- Collaborate with other ESFs and agencies to support response efforts where needed.
- Coordinate resources and support for the rapid assessment, repair, and restoration of impacted utilities such as power grids, water supply systems, or communication networks.



SUPPORT ESF



ESF 4 – FIREFIGHTING AND EMS

The Fire and EMS rescue crews will provide incident response support in coordination with the primary lead law enforcement agency and rescue task forces established by Unified Command.

RESPONSE ACTIONS

Completed

- Oversee firefighting operations to suppress fires that may occur as a result of a terrorism incident.
- Coordinate with local hospitals and clinics to ensure casualties are transported to the appropriate medical facility.
- Coordinate rescue operations.
- Assists in managing mass casualty incidents, coordinating with medical teams to provide immediate care and transport for the injured. See *Mass Fatality and Mass Casualty Support Annex*
- Maintain a casualty/patient tracking system.



SUPPORT ESF



ESF 5 – EMERGENCY MANAGEMENT

Kootenai County Office of Emergency Management (KCOEM) is responsible for maintaining situational awareness of threats that may require State or Federal support. KCOEM will coordinate with response agencies to activate KCEOC as needed.

RESPONSE ACTIONS

Completed

- Coordinate with law enforcement to ensure accurate and timely information sharing.
- Facilitate interagency coordination, ensuring that all responding entities work together seamlessly.

KCEOC ACTIVATION

Completed

- Coordinate logistics support, ensuring that personnel and resources are efficiently deployed to the areas affected by the terrorism/civil unrest incident.
- Support Joint Information Center (JIC) communications operations, as requested.
- Ensure any funds expended are documented and tracked.



SUPPORT ESF



ESF 15 – PUBLIC INFORMATION

Public information officers provide accurate, coordinated, timely, and accessible information to affected populations. Audiences may include governments, media, the private sector, and the public, including children, individuals with access and functional needs, and individuals with limited English proficiency.

RESPONSE ACTIONS

Completed

- In coordination with Unified Command and/or applicable stakeholders, release pertinent information on a regular timetable to the public.
- Verify information is accurate and appropriate for release in coordination with Law Enforcement and stakeholders.
- Provide public information, identify community needs, and deliver information regarding access to potential sources of assistance.



Incident Annex: Wildland Fire

Introduction

The purpose of this Annex is to provide information and guidelines for the protection of life and property in Kootenai County during a wildland fire incident.

Successful fire suppression depends on mutual aid agreements between the local fire districts, municipal fire departments, State, Tribal, and Federal partners.

SITUATION AND ASSUMPTIONS

Situation: A centrally controlled fire district or fire department does not exist in Kootenai County. However, mutual aid and support agreements have been established between most fire services. Unincorporated areas in the County may only be protected by State and/or Federal partners.

Assumptions:

- In the event of a major incident, fire services capabilities in the County may not be sufficient. Mutual aid agreements may be exhausted and external resources may be essential.
- Communications systems may be impacted.
- State and Federal agencies will respond to fires in urban and urban interface areas when wildlands are threatened.
- Law enforcement may be challenged to coordinate and conduct notification, evacuation, and traffic management missions.

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Community Lifelines

The following community lifelines are determined to be the highest at risk in the event of a wildland fire. For more information regarding community lifelines, reference page 14 of the Base Plan.





Concept of Operations

PREPAREDNESS

- Ensure the public is well informed regarding fire potential, especially during drought conditions.
- Coordinate with fire services regarding response capability and the resources needed for incident management.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from major fires.
- Encourage hazards analysis of vital facilities.
- Educate local officials on the uses of emergency notification systems and how to initiate them to alert the public.
- Coordinate with Red Cross, public agencies, churches and/or non-governmental organizations (NGO) for shelter operations.
- Promote “Ready Set, Go!” wildland fire preparedness to residents and visitors of Kootenai County.



Create and maintain defensible space and harden your home against flying embers

Prepare your family and home ahead of time for the possibility of having to evacuate

Take the evacuation steps necessary to give your family and home the best chance of surviving a wildfire



LOCAL RESPONSE

When a wildland fire occurs, Kootenai County will respond using all available resources to minimize damage to life and property as much as possible. Should warnings for citizens be required, Kootenai County will initiate Alert! Kootenai and/or other emergency notification systems such as a Wireless Emergency Alert (WEA), see *Alerts and Warnings Support Annex for more information*. Local response units will handle day-to-day fire service emergencies.

Kootenai County has eleven fire districts, not including land managed by State and Federal partners. See *Figure 1: Kootenai County Fire Districts*.

KOOTENAI COUNTY

- SPIRIT LAKE
- TIMBERLAKE
- NORTHERN LAKES
- HAUSER LAKE
- KC FIRE & RESCUE
- COEUR D'ALENE
- MICA KIDD ISLAND
- WORLEY
- EAST SIDE
- ST. MARIES
- SHOSHONE #2

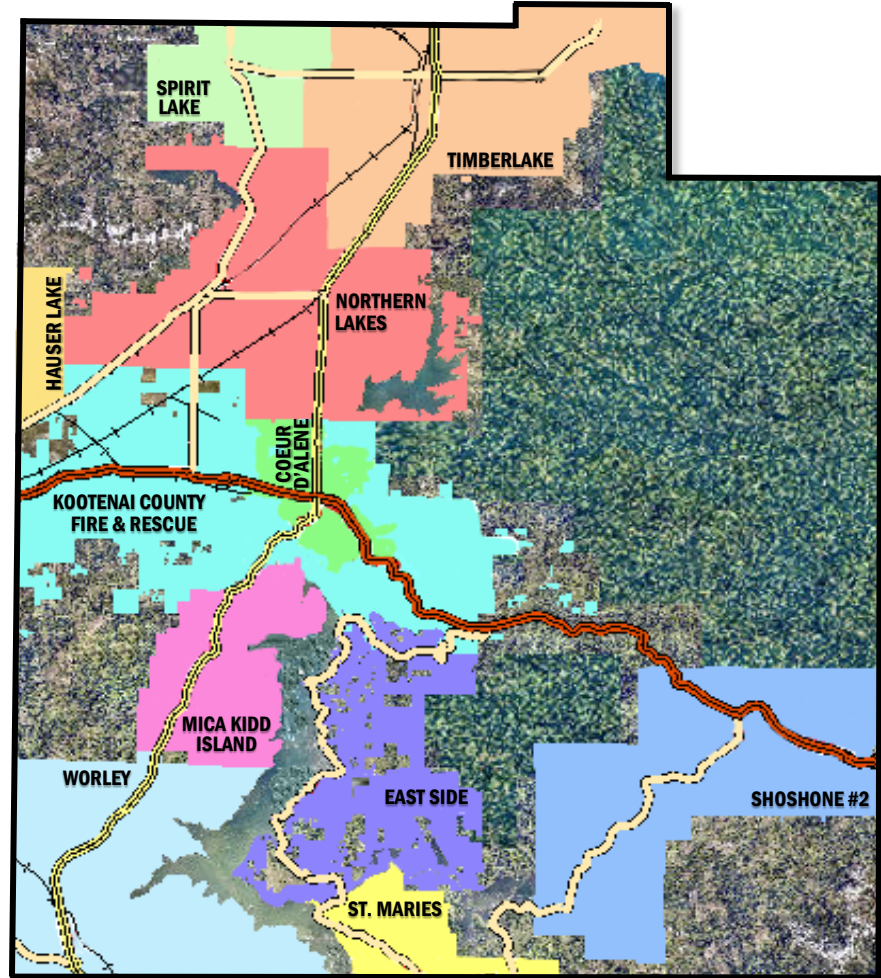


Figure 1: Kootenai County Fire Districts

STATE FIRE SERVICES

- Idaho Department of Lands (IDL)

FEDERAL FIRE SERVICES

- U.S. Forest Service Fernan Ranger District
- Bureau of Land Management

MUTUAL AID PARTNERS

- Spokane County Fire District
- Washington Department of Natural Resources (WA-DNR)
- Coeur d’Alene Tribe Natural Resources



STATE RESPONSE

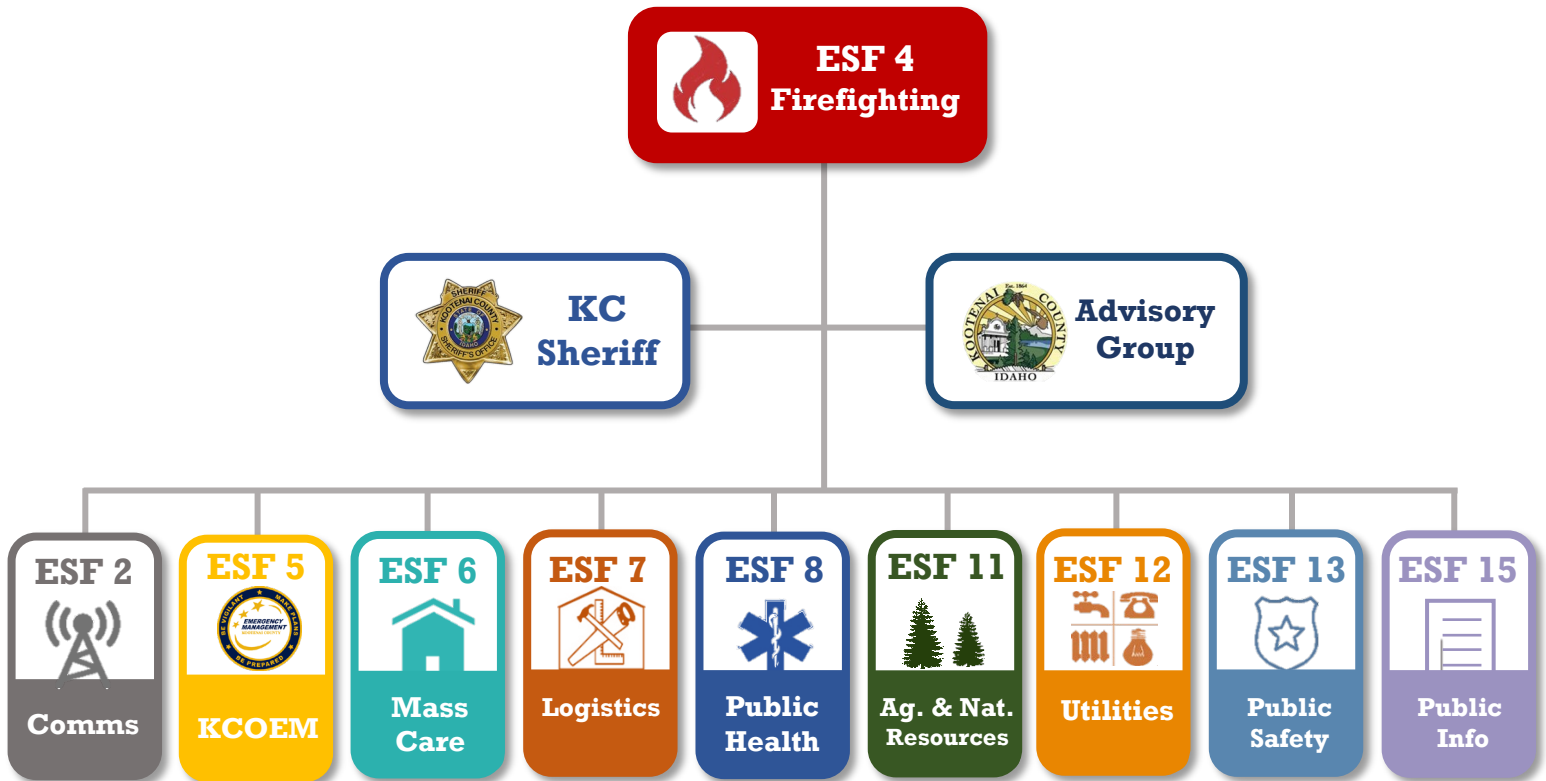
Kootenai County Office of Emergency Management (KCOEM) will coordinate with and update the Area Field Officer (AFO) for the Idaho Office of Emergency Management (IOEM). In the event that local resources have been exhausted, a request will be submitted to IOEM for assistance in accordance with established procedures. See *Disaster Declaration Process* on page 12 of the Base Plan.

RECOVERY

- Clean up burned properties; debris may contain hazardous materials such as asbestos or lead in the ash and remains of burned structures, which may require involvement of the Department of Environmental Quality (DEQ).
- Develop a recovery plan for post fire flooding and work with relevant partners to ensure landscape restoration.
- See *Recovery Incident Annex* for information related to general recovery actions.

Roles and Responsibilities

The following sections outline the primary and support emergency support functions (ESF) that have a role in preparedness and response to a wildland fire incident within Kootenai County. Dependent upon the situation, additional ESFs may be called upon by the impacted agency/unified command to support recovery efforts.





PRIMARY ESF



ESF 4 – FIREFIGHTING AND EMS

Each agency of government (Local, State, Tribal and Federal) will retain fire suppression responsibilities within its normal fire protection jurisdiction and provide firefighting resources and incident management in accordance with protocol. Priority shall be given to protecting first responders, saving lives and protecting property, in that order.

RESPONSE ACTIONS

The responsible fire jurisdiction will establish incident command and command post(s) as needed.

Completed

- Establish communications with:
 - State (IDL/IOEM)
 - Responding Agencies
 - Highway Districts
 - Utilities
 - Area Schools
 - PHD
 - Affected Businesses
- Notify KCOEM.
- Coordinate with Law Enforcement on evacuation needs and traffic control/security.
- Through communications with responding agencies, determine as quickly as possible:
 - Number of fatalities or injured (if any)
 - General boundary of impacted area
- Evaluate the general extent of fire, exposures, and threats to life safety.
- Provide 24/7 duty roster to the Kootenai County Emergency Operations Center (KCEOC) and/or command post.
- Maintain situation reports to relevant partners as needed.



SUPPORT ESF



ESF 2 – COMMUNICATIONS

Kootenai County 9-1-1 Communications Centers gather information to support public safety and the operation of government services by maintaining continuity of information and telecommunication infrastructure equipment and other technical resources.

RESPONSE ACTIONS

Completed

- Coordinate agencies and requests for mutual aid upon initial response.
- Provide communications upon request.

ALERT AND WARNING

Completed

- Issue alert and warnings based on procedure, as warranted.
See Alerts and Warnings Support Annex



SUPPORT ESF



ESF 5 – EMERGENCY MANAGEMENT

KCOEM is responsible for coordinating with partners to assist and support where needed. KCOEM will maintain situational awareness to provide resources and assistance to the KCEOC if activated.

RESPONSE ACTIONS

Completed

- Coordinate with Red Cross (or designated lead agency) to establish needed for and activation of the opening of shelters.
- Work with the Kootenai County 9-1-1 Consolidated Dispatch Center to send out timely alerts and warning.
- Coordinate with response agencies for proper documentation for financial reimbursement.

KCEOC ACTIVATION

Completed

- Prepare staff and volunteers for possible KCEOC activation.
- If needed, activate citizen inquiry lines to assist with the influx of non-emergency calls.
- Initiate Joint Information Center (JIC) or Joint Information System (JIS) in coordination with responding agencies.



SUPPORT ESF



ESF 6 - MASS CARE AND SHELTERING

KCOEM will coordinate with the American Red Cross and other volunteer organizations whenever there is an immediate need to provide food, water, and shelter to victims of a disaster.

RESPONSE ACTIONS

Completed

- Coordinate with KCOEM to provide food, water, and shelter to victims of disaster. See *Mass Care Support Annex*
- Identify and publicize shelter locations; Coordinate with KCOEM to ensure shelters are staffed and equipped with vital resources.
- Provide access and functional needs coordination services.



SUPPORT ESF



ESF 7 - LOGISTICS

KCOEM will coordinate the implementation of resource support activities with the appropriate tasked organizations.

RESPONSE ACTIONS

Completed



Coordinate with Local, State, Tribal, and Federal partners to meet logistic needs as requested.



SUPPORT ESF



ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES

As Public Health and Medical Services Coordinator, Panhandle Health District (PHD) is responsible for the coordination of public health resource needs and services during a disaster response, and also hospital and healthcare agency resource needs and services.

RESPONSE ACTIONS

Completed

- Provide medical resource support.
- Coordinate with volunteers and Medical Reserve Corps to provide basic psychological support and emergency crisis counseling.
- Upon request from first responders, emergency management, or elected officials, provide emPOWER data to assist with identification of individuals on Medicare/Medicaid who may need evacuation assistance due to specific medical conditions.
- Request Strategic National Stockpile (SNS) resources as requested.
- Provide additional shelter resources as requested.



SUPPORT ESF



ESF 11 – AGRICULTURE AND NATURAL RESOURCES

KCOEM will coordinate activities related to providing for the protection of croplands, and livestock during a declared disaster in Kootenai County and support and coordinate resources for the feeding and care of livestock if necessary.

RESPONSE ACTIONS

Completed

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Documents economic impact. Develop or generate reports for the following, as appropriate: <ul style="list-style-type: none"> • Federal Emergency Management Agency (FEMA) • State • Local elected officials • County/City/Town Managers • Others requiring or requesting reports |
| <input type="checkbox"/> | Assist with the displacement of livestock and reunifying them with their owners. |



SUPPORT ESF



ESF 13 – PUBLIC SAFETY AND SECURITY

Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within each jurisdiction. In unincorporated Kootenai County, the Sheriff will exercise police authority.

RESPONSE ACTIONS

Completed

- Evacuate effected areas in coordination with Fire agencies.
See Evacuation Support Annex
- Establish traffic control and security.
- Monitor and assist If voluntary evacuations of the population have begun.
- Enforce emergency orders.
- Provide mobile units for warning operations.



SUPPORT ESF



ESF 15 – PUBLIC INFORMATION

Public information officers provide accurate, coordinated, timely, and accessible information to affected populations. Audiences may include governments, media, the private sector, and the public, including children, individuals with access and functional needs, and individuals with limited English proficiency.

RESPONSE ACTIONS

Completed

- Provide timely and accurate notifications to the public regarding wildland fire status and risk.
- Promote the READY, SET, GO evacuation level guidance.
- Provide accurate and updated mapping of the wildland fire as well as at-risk areas.



Incident Annex: Recovery

Introduction

Recovery actions are implemented in an effort to recover a community from the effects of an emergency event and may begin concurrently with response operations. The purpose of recovery planning is to minimize adverse impacts and limit disruptions to normal operations through cooperation with citizens, businesses, and government and non-governmental organizations (NGOs).

This Annex will provide an overview of recovery functions, agency roles and responsibilities, and a broad concept of operations. It is not intended to address specific procedures of any particular entity, rather provides support in coordinating recovery efforts. Such entities are required to have their own recovery strategies.

Objectives

- Maintain Leadership
- Utilize local initiative and resources
- Maximize State / Federal programs and benefits
- Establish and maintain public information to and from citizens
- Organize reunification / recovery for disaster victims and families
- Make maximum use of damage and impact assessment for recovery planning
- Promote economic recovery

Concepts of Operations

DAMAGE ASSESSMENT

The recovery process begins with an initial damage assessment conducted by County personnel using aircraft, ground vehicles, observer call-ins, and a Windshield Assessment Team. Damage assessment is conducted in three phases: Windshield Assessment, Initial Damage Assessment, and Preliminary Damage Assessment (PDA). See the *Damage Assessment Support Annex* for more information.

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- Long-Term

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Recovery Support Functions

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 Primary ESF
 Support ESFs



RECOVERY TIMELINE

Post disaster recovery activities begin in the early stages of the response operations and may last for years. Kootenai County’s response to disaster impacts follows a “phased approach” that includes three general phases: short-term, intermediate, and long-term. (See *Figure 1: Recovery Timeline*)

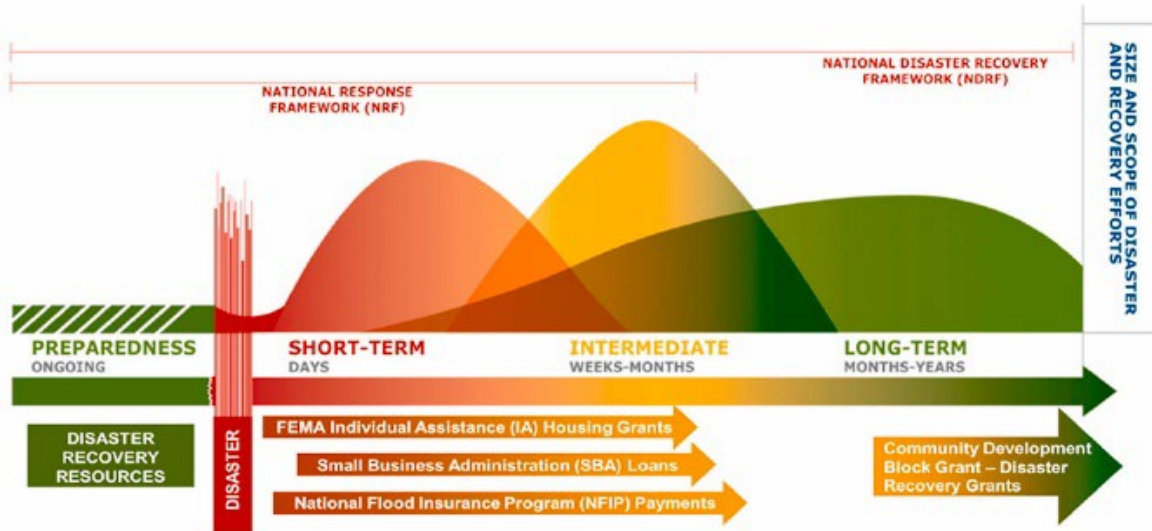


Figure 1: Recovery Timeline

Preparedness

Recovery begins before disaster strikes with preparedness activities such as planning, capability building, exercising, establishing tools and metrics to evaluate progress and success, mitigation planning and actions, economic development planning, and vital partnership building, all of which contribute to the County’s resilience.

Short-Term (Days)

As response actions wind down, short-term stabilization activities are primary. Stabilization is the process in which the immediate impacts of an event on community systems are managed and contained, thereby creating an environment where recovery activities can begin. Recovery activities can include:

- Restoration of essential services
- Safety & security
- Food, water, shelter
- Health & medical
- Energy
- Communications
- Transportation
- Hazardous materials

Intermediate (Weeks - Months)

Intermediate recovery activities involve returning individuals, families, critical infrastructure, and essential government or commercial services back to a functional, if not a pre-disaster state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.

Long-Term (Months - Years)

Long-term recovery is the process of rebuilding or relocating damaged or destroyed social, economic, natural, and built environments in a community to conditions set in a long-term recovery plan. The goal underlying long-term redevelopment is the impacted community moving toward self-sufficiency, sustainability, and resilience. Activities may continue for years depending on the severity and extent of the disaster damages, as well as the availability of resources.



Community Lifelines

The following community lifelines were identified as being essential to recovery activities. For more information regarding community lifelines, reference page 14 of the Base Plan.



Recovery Support Functions

The National Disaster Recovery Framework (NDRF) identifies six Recovery Support Functions (RSF) that support jurisdictions by facilitating problem solving, providing technical assistance, improving access to resources, building capacity and promoting community planning.

The objective of the RSFs is to facilitate the identification, coordination, and delivery of federal assistance needed to supplement recovery resources and efforts by local, state, and tribal governments, as well as private and nonprofit sectors. An additional objective is to encourage and complement investments and contributions by the business community, individuals, and voluntary, faith-based, and community organizations. These RSF activities assist communities with accelerating the process of recovery, redevelopment, and revitalization.

Infrastructure Systems	<ul style="list-style-type: none"> • Helps restore infrastructure systems and services, and improves resilience for future hazards
Economic	<ul style="list-style-type: none"> • To restore the local economy following disaster, identify County and business post-disaster roles and relationships, identify economic recovery assistance programs, and encourage the development of business preparedness and mitigation programs.
Natural & Cultural Resources	<ul style="list-style-type: none"> • To identify and implement projects or programs that restore, enhance, or protect cultural and historic resources from degradation, and to reduce impacts from disasters.
Health & Social Services	<ul style="list-style-type: none"> • Support recovery in public health, health care facilities, and essential social services.
Community Assistance	<ul style="list-style-type: none"> • Supporting and building recovery capacities and community planning resources of local, State, and Tribal governments needed to effectively plan for, manage, and implement disaster recovery activities in large, unique or catastrophic incidents.
Housing	<ul style="list-style-type: none"> • To assist displaced people, emergency workers, businesses, and the temporary workforce in locating temporary housing, and to allow and/or coordinate the placement of temporary housing



Roles and Responsibilities

INDIVIDUALS AND HOUSEHOLDS

Individuals and families need to plan and be prepared to sustain themselves in the immediate aftermath of a disaster. Individuals and households should carry adequate insurance and maintain essential levels of supplies, medication, food, and water. Resources to help individuals and families prepare are available through websites and publications of various organizations that are active in disasters, including local, state, and federal agencies.

PRIVATE SECTOR

The private sector has a critical role in recovery. When the private sector is operational, the community recovers more quickly by retaining and providing jobs and a stable tax base. Additionally, the private sector owns and operates the vast majority of the critical infrastructure, such as electric power, financial, and telecommunications systems. The private sector should: develop, test, and implement business continuity and restoration plans; implement mitigation measures and preparedness; and carry adequate insurance.

LOCAL GOVERNMENT

The County should promote personal and family preparedness planning for households and animals. During recovery the County may: establish a planning group, perform risk assessments, identify County recovery resources, establish recovery strategies and priorities, and coordinate County recovery planning and assistance to impacted communities. The County provides a conduit to local government for state and federal recovery assistance programs.

STATE

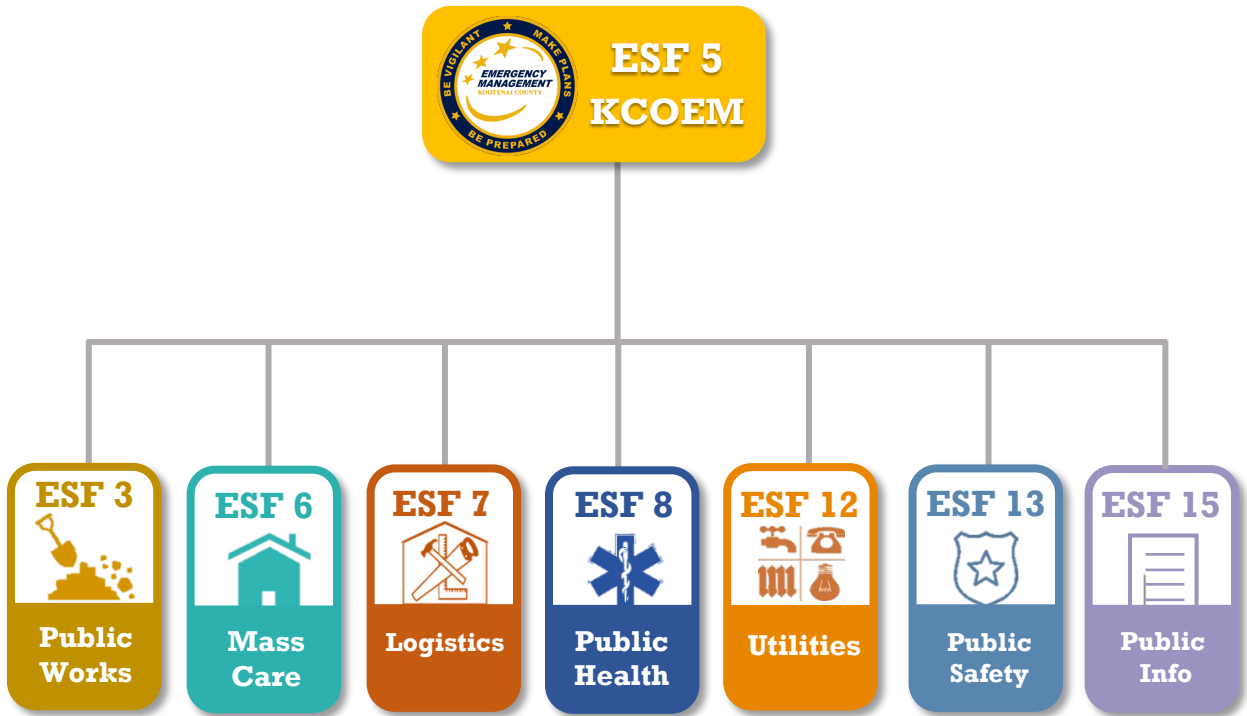
The State provides a conduit to local governments for federal recovery assistance programs. During recovery the State may: assess local government recovery needs, assist local governments with identifying recovery resources, and appoint a State Disaster Recovery Coordinator (SDRC) to lead and coordinate state recovery planning and assistance to impacted communities.

FEDERAL

FEMA promotes recovery preparedness by providing guidance to local and state governments and nongovernmental organizations on pre-disaster recovery planning. When a disaster occurs that exceeds the capacity of state resources, the federal government may use the NDRF to task available department and agency capabilities to support local recovery efforts.



The following sections outline the primary and support emergency support functions (ESF) that have a role in recovery within Kootenai County. Dependent upon the situation, additional ESFs may be called upon by the impacted agency/unified command to support recovery efforts.





PRIMARY ESF



ESF 5 – EMERGENCY MANAGEMENT

The Kootenai County Office of Emergency Management (KCOEM) assumes the lead role in recovery efforts. By taking the lead in these areas, KCOEM ensures a coordinated, efficient, and effective recovery process that supports the rebuilding and rehabilitation of communities affected by emergencies and disasters.

SHORT-TERM

Completed

- Coordinate reunification of displaced families and disaster victims.
- Request the initial damage assessments through community partners.
- Coordinate with partners to provide access and functional needs assistance.
- If needed, activate Citizen Inquiry information lines. Can coordinate with Medical Reserve Corps (MRC) for volunteers.

INTERMEDIATE

Completed

- Update hazard and risk analyses to inform recovery activities.
- Establish a post-disaster recovery prioritization and planning process.
- Ensure that critical infrastructure priorities are identified and incorporated into recovery planning.



LONG-TERM

Completed

- Identify risks that affect long-term community sustainment and vitality.
- Develop and implement disaster recovery processes and plans while coordinating with community partners.
- Address recovery needs across all sectors of the economy and community.
- Implement mitigation strategies, plans, and projects.
- Ensure there is an ongoing and coordinated effort among local, state, tribal, and federal entities to deter and detect waste, fraud, and abuse.
- Identify milestones for the conclusion of recovery for some or all non-local entities.



SUPPORT ESF



ESF 3 – PUBLIC WORKS AND ENGINEERING

ESF 3 plays a crucial role in the recovery phase by coordinating the restoration of critical infrastructure, providing engineering expertise, and ensuring the efficient deployment of resources to support the rebuilding of affected communities.

SHORT-TERM

Completed

- Conduct community wide debris removal, including clearing of primary transportation routes of debris and obstructions.
- Restore interrupted utilities, communication systems, and other essential services such as education and medical care.
- Coordinate resources and support for the rapid assessment, repair, and restoration of impacted utilities such as power grids, water supply systems, or communication networks.

INTERMEDIATE

Completed

- Conduct assessment and evaluation of critical infrastructure status.
- Restart major transportation systems.
- Repair significant damage done to critical infrastructure.

LONG-TERM

Completed

- Rebuild to appropriate resilience standards in recognition of hazards and threats.
- Rebuild educational, social, and other human services and facilities according to standards for accessible design.
- Reconstruct and/or relocate permanent facilities.



SUPPORT ESF



ESF 6 - MASS CARE AND SHELTERING

KCOEM will coordinate with the American Red Cross and other volunteer organizations to help communities rebuild by providing essential support to individuals affected by emergencies and disasters.

SHORT-TERM

Completed

- Establish temporary or interim infrastructure systems, supporting family reunification.
- Provide congregate sheltering or other temporary sheltering solutions.
- Provide food, water, and other essential commodities for those displaced by the incident.
- Coordinate Multi-Agency Resource Center (MARC).

INTERMEDIATE

Completed

- Reconnecting displaced persons with essential health and social services.
- Return displaced populations and businesses if appropriate.
- Continue to provide individual, family-centered, and culturally appropriate case management.
- Provide accessible interim housing (in or outside the affected area depending on suitability) and planning for long-term housing solutions.

LONG-TERM

Completed

- Provide accessible housing (in or outside the affected area depending on suitability).
- Provide continued community support.



SUPPORT ESF



ESF 7 – LOGISTICS

ESF 7 supports recovery efforts by ensuring that the logistics and coordination aspects of resource delivery and infrastructure restoration are well-managed and coordinated across various levels of government and partner organizations.

SHORT-TERM

Completed

- Coordinate the transportation of equipment, materials, and personnel needed for recovery efforts.
- Provide support to emergency services by ensuring they have the necessary resources to carry out their functions.
- Coordinate with community partners to distribute resources.



SUPPORT ESF



ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES

As Public Health and Medical Services Coordinator, Panhandle Health District (PHD) is responsible for the coordination of public health resource needs and services during the recovery process.

SHORT-TERM

Completed

- Coordinate Critical Incident Stress Management (CISM) and local behavioral health providers.
- Coordinate public health services such as WIC, substance abuse programs, and Environmental & Health Protection services.
- Provide MRC for personnel resources.

INTERMEDIATE

Completed

- Providing supportive behavioral health education, intervention, including continuing to provide crisis, grief, and group counseling and support.



SUPPORT ESF



ESF 13 – PUBLIC SAFETY AND SECURITY

ESF 13 supports the KCEOC when activated as the lead of the Law Enforcement Branch of the Operations Sections. It contributes to the overall recovery efforts by addressing security and law enforcement needs, promoting public safety, and helping create a secure environment for the rebuilding of affected communities.

SHORT-TERM

Completed

Providing security and reestablishing law enforcement functions.



SUPPORT ESF



ESF 15 – PUBLIC INFORMATION

Public information officers provide accurate, coordinated, timely, and accessible information to affected populations. Audiences may include governments, media, the private sector, and the public, including children, individuals with access and functional needs, and individuals with limited English proficiency.

SHORT-TERM

Completed

- Build awareness of the potential for fraud, waste and abuse, and ways to deter such activity, such as developing Public Service Announcements and publicizing ways to report allegations of waste, fraud, and abuse.
- Provide resource information to the public.

INTERMEDIATE

Completed

- Develop culturally and linguistically appropriate public education campaigns to promote rebuilding to increase resilience and reduce disaster losses.
- Provide resource information to the public.

LONG-TERM

Completed

- Provide resource information to the public.



SECTION 3: SUPPORT ANNEXES

Alerts and Warnings
Damage Assessment
Debris Management
Evacuation
Mass Fatality and Mass Casualty Management
Mass Care
Volunteer and Donations Management

The County and relevant stakeholders work to engage their staff to manage specific emergency activities through support annexes. The EOP outlines the roles that the support annexes lead and support departments/agencies have in emergency response. While basic response and the concept of operations will always remain the same, the support annexes activated will depend on the type and scope of the emergency.



Support Annex: Alerts and Warnings

Introduction

PURPOSE

This Annex sets expectations for issuing public alerts and warnings. The purpose of this Annex is to describe the coordination framework through which alerts and warnings are issued to both residents and non-residents during emergent situations in Kootenai County that may direct the public to take lifesaving actions.

SCOPE

This Annex applies to all agencies who wish to initiate alerts or warnings utilizing the County’s alerting platform. In this Annex, “alert” refers to a notification that communicates an incident is occurring or is imminent. “Warning” refers to a message that includes an expected action for the public to take, typically to evacuate, shelter in place, or boil water.

Situation and Assumptions

SITUATION

- Kootenai County Sheriff’s Office (KCSO) is the lead agency for initiating alerts and warnings.
- Based upon the circumstances and conditions that evolve during an incident, decisions will be made to select the alert type, message content, and the most effective way to release the alert or warning.
- Partnerships with Public Information Officers (PIOs) from collaborating agencies will be essential to share relevant information to their impacted populations using various methods such as websites and social media.
- Given that the public receives and processes information in different ways, multiple systems should always be used to communicate protective actions.

ASSUMPTIONS

- In any disaster, primary consideration is given to the preservation of life.
- There may not always be sufficient time to notify the public prior to an emergency but the County will make every effort to provide emergency alerts and warnings as expeditiously as possible.
- Communications infrastructure could be damaged, causing disruption to landline telephone, cell phones, radio, Internet, and other communication services. Re-establishment of communications infrastructure will be critical.
- Detailed information regarding an incident may not be available at the onset of a disaster or in the midst of a disaster depending on the nature of the event. As more information becomes available, responding agencies will distribute updates as appropriate.
- Alerts and warnings may not be accessible to the entire population.

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Concept of Operations

PREPAREDNESS

- Encourage the public to sign up for Alert! Kootenai.
- Promote information on the different alerting systems.

RESPONSE

Timely and accurate emergency alerts to the public can prevent or reduce harm. The following principles guide the process for issuing alerts and warnings in Kootenai County:

- Message clarity – describe the hazard or threat clearly and concisely.
- Indicate target audience – specify the geographic area or population affected by the alert.
- Specify actions – Have a clear expected action for the public to take (i.e.: evacuating, shelter in place, avoiding a certain area or monitoring official sources for additional information).
- Alerting Authority – identify who is initiating the notification (i.e.: KCSO, Kootenai County Office of Emergency Management (KCOEM), Fire Jurisdiction, or Municipalities).

If incident and time allow:

- Acknowledge impacts – specify what damage has occurred or is expected to occur as a result of the incident.
- Describe the response – let people know what the county and its partners are doing to manage the incident and its impacts.
- Manage expectations – provide timely updates and “all clear” messages when appropriate to inform the public when it is safe to resume normal activities.

ALERT AND WARNING AUTHORITY

Alert Authority

The following officials have Alerting Authority in Kootenai County:

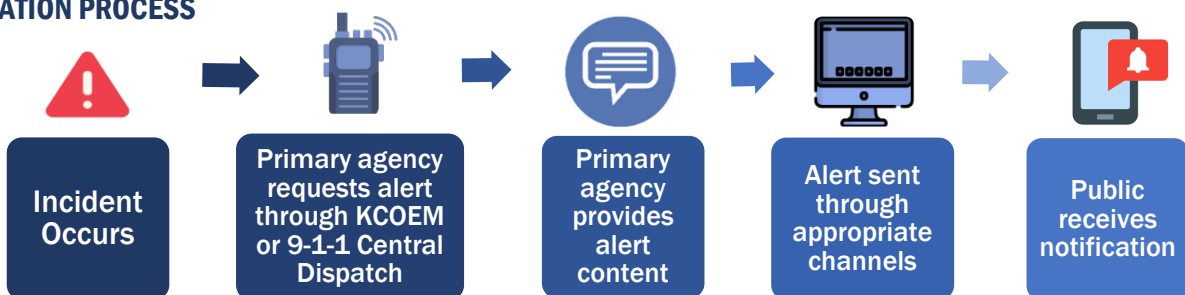
- Federal/State/Local/Tribal Authorities
- Sheriff or his/her designee (to include KCOEM)
- Incident Commander

Alert Originators

Additionally, the following officials and staff have the ability to send alerts (Alert Originators) when directed to do so by an Alerting Authority in Kootenai County:

- KCOEM Director
- KCOEM Preparedness Coordinator
- Kootenai County Dispatchers
- Post Falls Police Dispatch (within the city limits of Post Falls and Rathdrum)
- Communications Services Lead Administrator/Communication Services Administrator

NOTIFICATION PROCESS





NOTIFICATION TYPES AND USE

SYSTEM	When to Use	Notification Channels	Alert Originator	Registration	Additional Comments
EMERGENCY ALERT SYSTEM (EAS)	<ul style="list-style-type: none"> Situation is imminent Threat to life safety Expected actions 	<ul style="list-style-type: none"> TV Radio NOAA Weather Radios 	KCOEM	No registration required	Longer message content. Beneficial for vulnerable populations.
WIRELESS EMERGENCY ALERT (WEA)	<ul style="list-style-type: none"> Situation is imminent Threat to life safety Expected actions 	Text message on WEA-enabled cell phones	KCOEM KC Dispatch	No registration required	Limited characters for messaging
ALERT! KOOTENAI	<ul style="list-style-type: none"> threat to life safety Public safety and awareness Expected actions 	Alert sent by text message, phone call, email, or app	All Alert Originators	Registration required	Limited characters for messaging
NIXLE	<ul style="list-style-type: none"> For event notifications 	Text message and push notification	All Alert Originators	Must Opt In	Not targeted to a specific population or area
MEDIA RELEASES/ SOCIAL MEDIA	<ul style="list-style-type: none"> Public interest in the situation Use with other notification tools Provides detailed situational updates 	Message sent by email, news outlets, or on social media	Incident and situation dependent	Dependent on platform	Overview of situation, can be more detailed and frequent
MESSAGE BOARDS	<ul style="list-style-type: none"> Public interest in the situation Use with other notification tools Provides situational awareness 	Message boards on roads and highways	STATECOMM	N/A	Targeted to those traveling through the area
DOOR TO DOOR NOTIFICATION	<ul style="list-style-type: none"> Situation is imminent To supplement other notification methods 	<ul style="list-style-type: none"> In person notification Alerting recreational areas or public places. 	Law Enforcement, Fire, Incident Command	N/A	This may benefit those who do not have access to technology and vulnerable populations


RECOVERY

- Assure to send follow ups to notifications regarding public safety, letting the recipients know when the incident has concluded.
- See *Recovery Incident Annex* for information related to general recovery actions.




Roles and Responsibilities


ESF 1 – TRANSPORTATION

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Idaho Department of Transportation (ITD) - BNSF - Union Pacific 	<p>Update message boards.</p> <p>Provide needed information for alerts and warnings.</p>

ESF 2 – COMMUNICATIONS


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County 9-1-1 Consolidated Dispatch Center - Post Falls Police Police Dispatch - Idaho State Police Dispatch - STATECOMM - Telecommunication Providers 	<p>Issue public alerts and warnings.</p> <p>Coordinate with KCOEM to assist with emergency notifications.</p>

ESF 4 – FIREFIGHTING AND EMS


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Spirit Lake Fire District - Timberlake Fire District - Northern Lakes Fire District - Hauser Lake Fire District - Kootenai County Fire & Rescue - Coeur d’Alene Fire Department - Mica Kidd Island Fire District - Worley Fire District - East Side Fire District - St. Maries Fire District - Shoshone #2 Fire District - Idaho Department of Lands - U.S. Forest Service Fernan Ranger District - Bureau of Land Management 	<p>Request emergency notifications.</p> <p>Provide personnel for door-to-door notification.</p> <p>Provide needed information for alerts and warnings.</p>




ESF 5 - EMERGENCY MANAGEMENT

<i>Associated Agencies</i>	<i>Tasks</i>
 <ul style="list-style-type: none"> - Kootenai County Office of Emergency Management (KCOEM) - Kootenai County Emergency Operations Center (KCEOC) - Idaho Office of Emergency Management (IOEM) - Federal Emergency Management Agency (FEMA) 	<p>Coordinate with Incident Commander, Public Information Officer, and Kootenai County 9-1-1 Consolidated Dispatch Center to disseminate alerts and warnings.</p>

ESF 6 - MASS CARE AND SHELTERING


<i>Associated Agencies</i>	<i>Tasks</i>
 <ul style="list-style-type: none"> - Red Cross - Team Rubicon - Just Serve - Local Non Governmental Organizations (NGOs) 	<p>Coordinate with KCOEM/KCEOC to assure consistent and accurate information is being shared for shelters and other support services.</p>

ESF 8 - PUBLIC HEALTH AND MEDICAL SERVICES


<i>Associated Agencies</i>	<i>Tasks</i>
 <ul style="list-style-type: none"> - Panhandle Health District (PHD) - Kootenai County Emergency Medical Services System (KCEMSS) - Department of Environmental Quality (DEQ) - Local Hospitals - Healthcare agencies - North Idaho Healthcare Coalition (NIHCC) 	<p>Provide health warnings and instruction to public regarding incidents with public health impacts.</p> <p>Coordinate with Law Enforcement for emPOWER data for vulnerable population.</p> <p>Provide needed information for alerts and warnings.</p>




ESF 10 – HAZMAT

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Idaho Regional Hazardous Materials Response Team District 1 - Department of Environmental Quality - STATECOMM 	<p>Disseminate information regarding appropriate actions.</p> <p>Provide needed information for alerts and warnings.</p>


ESF 12 – UTILITIES

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Avista - Kootenai Electric Cooperative - Northern Lights Inc. 	<p>Publicize any known or expected power or gas outages or emergencies to the public.</p> <p>Coordinate with KCOEM to provide situational updates for alerts and warnings.</p>

ESF 13 – PUBLIC SAFETY AND SECURITY

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Sheriff’s Office - Coeur d’Alene Police Department - Post Falls Police Department - Rathdrum Police Department - Spirit Lake Police Department - Hayden Lake Police Department - Coeur d’Alene Tribal Police Department - Idaho State Police - FBI 	<p>Assist in warning the public.</p> <p>Direct KCEOM or 9-1-1 to issue alerts and warnings.</p> <p>Ensure documentation of any notified addresses.</p> <p>Coordinate with PHD for emPOWER data for vulnerable population.</p> <p>Provide needed information for alerts and warnings.</p>

ESF 15 – PUBLIC INFORMATION

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Organizational PIOs - Joint Information System (JIS) - Media Partners 	<p>Coordinate messaging efforts for consistent and timely notifications.</p>



Support Annex: Damage Assessment

Introduction

PURPOSE

Damage assessment is the process of identifying and quantifying damages that occur as a result of a disaster. The objective of damage assessment is to provide situational awareness to the Kootenai County Emergency Operations Center (KCEOC) about the state of critical infrastructure and essential functions to help facilitate the KCEOC move from response into recovery and make decisions to appropriately direct resources.

Additionally, the damage assessment results are used as the initial basis to justify or determine state or federal assistance. The timely evaluation, collation, and dissemination of specific information using designated forms are required in order to be eligible for post-disaster assistance.

SCOPE

Immediately following, and even during the initial response to a disaster or major emergency, it will be necessary to quickly and as accurately as possible assess the damages and impacts. The Damage Assessment Support Annex will cover a broad scope of responsibilities and potential assignments.

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Damage Assessment Teams
Recovery
<u>Roles & Responsibilities</u>

Situation and Assumptions

SITUATION

In order to have an accurate portrayal of the actual effect on population and property, a damage assessment must be conducted. Damage assessments work to define the severity and magnitude of loss to direct attention to impact areas and begin to mobilize needed resources to cope with the situation. Additionally, any county assistance request must be based on a firm, aggregate community damage/loss estimate.

ASSUMPTIONS

- The prompt and accurate assessment of damage to public and private property following a disaster will be of vital concern to local officials. A rapid response will have a direct relationship to potential recovery resources.
- Damage assessment process will be dependent upon resource availability.
- Federal and State partners may provide assistance in developing damage assessment reports to support requests for major disaster declarations.



Concept of Operations

PREPAREDNESS

- Develop system and forms for tabulating both rapid needs assessment and damage assessments.
- Develop rapid needs assessment and damage assessment teams.

RESPONSE

- See task lists below for detailed response information.

SITUATION REPORTS

Immediately following a disaster, if requested, the County Emergency Manager will develop a local situation report in conjunction with the impacted jurisdiction.

- Situation reports provide an overview of areas within the County that have been impacted.
- Situation reports may include: names of jurisdiction(s) involved, casualty estimates, areas of reported damage, probable extent of damage, category of damages (residential, business, public infrastructure), impacts to critical facilities/services, local and mutual aid resources deployed, and additional assistance needed and/or anticipated.
- Any incident may necessitate more detail in order to meet financial thresholds required for a disaster declaration.

PHASES OF DAMAGE ASSESSMENT



Windshield Damage Assessment (First 48 Hours)

The Windshield Survey is the basis for developing the incident action plan for the first few operational periods, and prioritizing assignments for the Initial Damage Assessment phase. Windshield Surveys prioritize life safety first and foremost. It provides the first description of the extent of damage following a destructive incident. Fire, Law Enforcement, and Public Works departments with field personnel plan to conduct windshield surveys of the immediate area around their facilities as well as conduct a quick “drive-through” of the County to document and report the status of streets, utilities, major external building damage, damaged or blocked roads, fires, and medical emergencies. The information from the Windshield Surveys will be collected and reported to the KCEOC.



Initial Damage Assessment (48-72 Hours)

Information from Windshield Survey phase will be used to prioritize areas requiring Initial Damage Assessments. The Initial Damage Assessment is the first step in applying for federal assistance. Information collected during the initial damage assessment phase is more detailed than information from the Windshield Survey phase, but is still an initial estimate of damages. The Damage Assessment Unit will collect and report damages to publicly owned / operated facilities for Public Assistance. It will also record the number of residential properties damaged under the Individual Assistance category. The Federal Emergency Management Agency (FEMA) categorizes damage to impacted residences into four categories:

<p>AFFECTED</p> <p>Some damage to the structure and contents, but still habitable.</p>	<p>MINOR DAMAGE</p> <p>Home is damaged and uninhabitable, but may be made habitable in a short period of time with repairs.</p>	<p>MAJOR DAMAGE</p> <p>Substantial failure to structural elements of residence (e.g., walls, floors, foundation), or damage that will take more than 30 days to repair</p>	<p>DESTROYED</p> <p>Total loss of structure, structure is not economically feasible to repair, or complete failure to major structural components (e.g., collapse of basement)</p>
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Preliminary Damage Assessment (PDA)

This PDA is done to verify the initial damage assessment (especially for state/federal assistance) and gather additional information on areas or functions that are going to require additional resources so recovery can be prioritized.

DAMAGE ASSESSMENT TEAMS

A Damage Assessment Coordinator may be appointed by the KCEOC Manager. The Damage Assessment Coordinator may appoint teams to perform the initial damage assessment. Suggested candidates for these teams may include building officials, public safety, parks and recreation employees, public works employees, utility providers, real estate appraisers, American Red Cross, chamber of commerce, facility managers and other volunteers.

Each Damage Assessment Team shall have a leader who is responsible for team safety, assignments and overall team coordination as well as reporting results to the Damage Assessment Coordinator. Each team should include an assessment specialist who is responsible for evaluations at each site to determine damage levels and a data recorder who is responsible for recording damage data and compiling summary reports.



Damage Assessment Team Guidelines

- Damage Assessment Teams may be deployed to assigned sites/areas to perform damage assessment as prescribed in the operations briefing.
- Teams shall maintain communications with the KCEOC and keep the Damage Assessment Coordinator apprised of progress.
- Team Leaders shall make contact and coordinate activities with the Incident Commander operating in that area.
- Assessments may be conducted street-by-street and property-by-property unless otherwise instructed by the Damage Assessment Coordinator.
- If teams encounter conditions that will make it unsafe to perform their assigned damage assessments, the team leader will report these conditions to the Damage Assessment Coordinator and await instructions on how to proceed.
- If areas of severe damage are encountered and public safety personnel are not on scene, the team leader shall report the situation to the KCEOC immediately, so that appropriate actions can be performed to protect life and property.
- Teams that encounter members of the public or media should not discuss potential or anticipated damage assessment outcomes. Teams should not volunteer commitments to the public concerning disaster response or assistance.
- Upon completion of assigned inspections, teams will report to the KCEOC and provide all data collected to the Damage Assessment Coordinator.

RECOVERY

- Based on the damages and community development plans, provide guidance for post emergency mitigation and redevelopment opportunities.
- Create a database to manage records of damaged buildings and provide timely reports of building status as repairs are made.
- See *Recovery Incident Annex* for information related to general recovery actions.



Damage Assessment Team Checklists

GENERAL BRIEFING	
	Provide current situation report
	Review purpose and importance of damage assessment mission
	Designate team members and assign designated team leader
	Outline geographic areas affected by the event and designated for initial damage assessment.
	Distribute prioritized list of sites/areas to be assessed
	Assign sites/areas to specific teams
	Anticipate degree of damage and destruction that may be encountered
	Designate level of detail needed for damage assessment
	Stress importance of expediting the process (objective is to obtain information as accurately as possible with as little delay as possible)
	Refer to initial damage assessment guidelines in EOP
	Guidelines for interacting with the public and media
	List of emergency shelters, recovery centers, mobile feeding sites

EQUIPMENT	
	Assign vehicles, if appropriate
	Assign team equipment
	Review damage assessment forms and guidelines
	Procedures for obtaining additional supplies if needed

COMMUNICATIONS	
	Radios, cell phones (operations check and establish check-in time frames)
	Provide contact list as needed


SAFETY & MANEUVERING	
	Unstable/Unsafe buildings, structures (identify known areas)
	Weather forecast (any potential for weather hazards)
	Potential hazards that may be encountered and how to handle, provided appropriate Personal Protection Equipment (PPE)

DAMAGE ASSESSMENT TEAM – QUICK FACTS
Conduct site by site assessments.
Report any unsafe conditions to the KCEOC.
Report severe damage with no emergency services on site.
DO NOT discuss the damage assessment with the public or the media.
DO NOT comment on possible assistance.
Maintain communications and keep the KCEOC informed.




Roles and Responsibilities


ESF 1 – TRANSPORTATION

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Idaho Department of Transportation (ITD) - BNSF - Union Pacific 	<p>Assess infrastructure.</p> <p>Advise Kootenai County Office of Emergency Management (KCOEM)/KCEOC of HAZMAT incidents.</p> <p>Report disruption of service and damage to KCOEM/KCEOC.</p>

ESF 2 – COMMUNICATIONS


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County 9-1-1 Consolidated Dispatch Center - Post Falls Police Dispatch - Idaho State Police Dispatch - STATECOMM - Telecommunication Providers 	<p>Relay situational information to KCEOC as received.</p> <p>Identify telecommunication disruptions and damage assessments.</p>

ESF 3 – PUBLIC WORKS AND ENGINEERING


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Post Falls Highway District - Lakes Highway District - East Side Highway District - Worley Highways District - Municipal Street Departments - Municipal Public Work Departments 	<p>Conduct and assist with infrastructure damage assessment.</p> <p>Provide an estimated expense of the damages.</p> <p>Provide information related to safety, inspections, damages, and repairs to roads, bridges and the storm water drainage systems.</p>



ESF 4 – FIREFIGHTING AND EMS


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Spirit Lake Fire District - Timberlake Fire - Northern Lakes Fire District - Hauser Lake Fire District - Kootenai County Fire & Rescue - Coeur d’Alene Fire Department - Mica Kidd Island Fire District - Worley Fire District - East Side Fire District - St. Maries Fire District - Shoshone #2 Fire District - Idaho Department of Lands - U.S. Forest Service Fernan Ranger District - Bureau of Land Management 	<p>Support damage assessment teams as appropriate.</p>

ESF 5 – EMERGENCY MANAGEMENT


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Office of Emergency Management (KCOEM) - Kootenai County Emergency Operations Center (KCEOC) - Idaho Office of Emergency Management (IOEM) - Federal Emergency Management Agency (FEMA) 	<p>Coordinate with Incident Command where county teams are being deployed to ensure safety and accountability.</p> <p>Prepare an initial situation map illustrating the footprint (location, size, etc.) of the affected area to aid in deploying response and recovery resources.</p> <p>Provide a consolidated, overall situation report for responding agencies/ departments.</p> <p>Coordinate with ESF 3 to establish priorities for emergency repair to roads, bridges, buildings, and debris removal.</p> <p>Coordinate PDA with state, and federal agencies as appropriate.</p> <p>Maintain records of cost and expenditures to accomplish damage assessment as appropriate.</p>




ESF 6 – MASS CARE AND SHELTERING

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Red Cross - Team Rubicon - Local Non Governmental Organizations (NGOs) 	<p>In coordination with the KCOEM/KCEOC, provide and deploy damage assessment teams to augment County damage assessment.</p>


ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Panhandle Health District (PHD) - Kootenai County Emergency Medical Services System (KCEMSS) - Department of Environmental Quality (DEQ) - Local Hospitals - Healthcare agencies - North Idaho Healthcare Coalition (NIHCC) 	<p>Provide information related to damages to health facilities and services.</p> <p>Provide consultation on PPE that may be required due to damages.</p>

ESF 12 – UTILITIES


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Avista - Kootenai Electric Cooperative - Northern Lights Inc. 	<p>Conduct infrastructure damage assessment of utility “life lines”.</p> <p>Provide estimated time of restoration of service.</p>

ESF 13 – PUBLIC SAFETY AND SECURITY

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Sheriff’s Office - Coeur d’Alene Police Department - Post Falls Police Department - Rathdrum Police Department - Spirit Lake Police Department - Hayden Lake Police Department - Coeur d’Alene Tribal Police Department - Idaho State Police - FBI 	<p>Provide security for damage assessment teams as requested.</p> <p>Relay observed damages.</p>



ESF 15 - PUBLIC INFORMATION

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Organizational PIOs - Joint Information System (JIS) - Media Partners 	<p>Communicate damage assessment reporting, progress, and applicable information.</p> <p>Public / individual resource assistance.</p> <p>Monitor social media and other outlets.</p> <p>Notification to public of hazards to avoid.</p>



Support Annex: Debris Management

Introduction

PURPOSE

The purpose of the Debris Management Annex is to coordinate the removal and disposition of debris in order to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens. Effective debris management will help to expedite recovery efforts, and address any threat of significant damage to improve public or private property.

SCOPE

This Annex guides debris management operations within Kootenai County through coordination with local municipalities, state, federal, and private sector partners. By assigning specific response functions this annex defines roles and responsibilities of response agencies that take part in debris operations regardless of the magnitude of the disaster.

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<u>Roles & Responsibilities</u>

Situation and Assumptions

SITUATION

Coordination of debris management operations will be the responsibility of the impacted jurisdiction. Debris management personnel will coordinate with local responders and the Kootenai County Emergency Operations Center (KCEOC) to ensure resources are allocated effectively. The quantity and type of debris generated from any particular disaster will be dependent on a variety of factors such as the event type, magnitude, and duration. These factors will likely influence the type of collection and disposal methods utilized to address the debris generated from the incident.

ASSUMPTIONS

- Large incidents that require significant debris removal will likely exhaust local resources and mutual aid quickly. In such events, state and federal resources may be requested to supplement the local response efforts.
- In order to combine local resources (personnel, equipment, supplies) various jurisdictions may join forces to establish a local area of operations for collecting and handling the debris.
- Private contractors may be requested to support debris removal, collection, reduction, and disposal processes in coordination with state agencies and local governments.
- Debris removal efforts will first focus on clearing routes and roadways to allow the movement of emergency vehicles, personnel, equipment, and supplies.
- Debris removal is a high priority following a disaster. It is a visible sign of action helping to restore a sense of normalcy to the impacted population.



Concept of Operations

PREPAREDNESS

- Review and update this Annex, including pre-identification of potential debris sites.
- Ensure personnel tasked with debris management roles are adequately trained and that plans and procedures are regularly exercised.
- Secure and pre-position equipment to support debris operations in the event that a potential disaster is threatening the area.
- Review and update, as appropriate, lists of qualified contractors, sample contracts, rights of entry, and other contracts necessary to conduct debris operations.

RESPONSE

- See tasks lists below for detailed response information.

RECOVERY

- Continue to carry out debris removal and the demolition of dangerous structures.
- Continue to document debris removal and disposal activities and update documentation.
- Contract for disposition of debris.
- Coordinate with State and Federal Emergency Management Agency (FEMA) representatives to ensure continued compliance with eligibility and documentation requirements.
- See *Recovery Incident Annex* for information related to general recovery actions.

PRIVATE PROPERTY

Debris Removal Guidelines for Private Residential Properties

In efforts to expedite the debris removal process, please follow these rules.

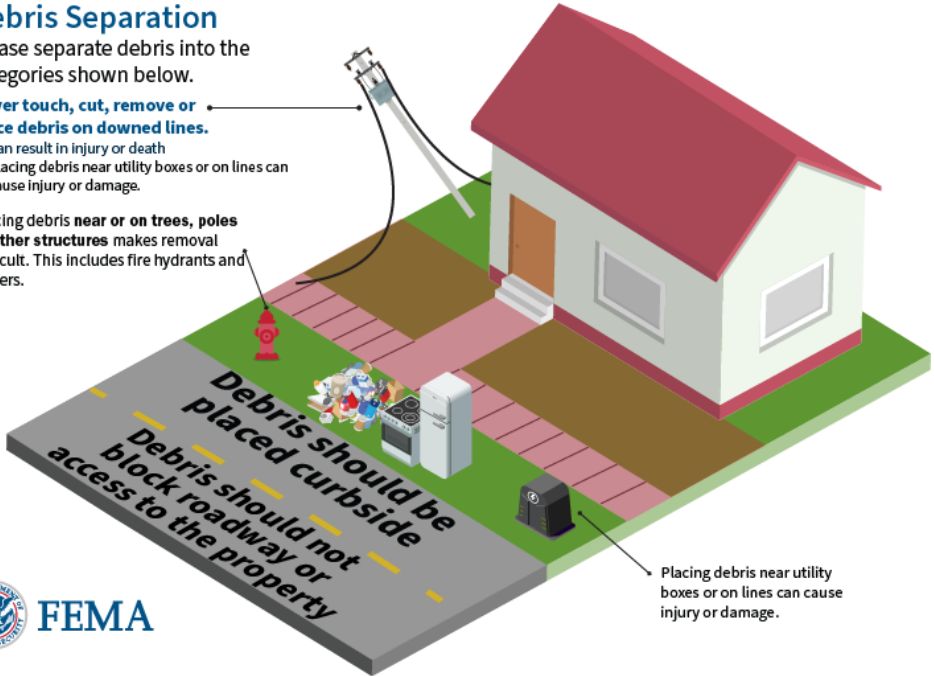
Debris Separation

Please separate debris into the categories shown below.

Never touch, cut, remove or place debris on downed lines.

- Can result in injury or death
- Placing debris near utility boxes or on lines can cause injury or damage.

Placing debris **near or on trees, poles or other structures** makes removal difficult. This includes fire hydrants and meters.



Check with your local office of emergency management for more information on debris removal.



Large Appliances
Refrigerator, washer/dryer, air conditioner, stove, water heater, dishwasher. Do not leave doors unsealed or unsecured.



Construction Debris
Building materials, drywall, lumber, carpet, furniture, plumbing.



Vegetative Debris
Tree branches, leaves, logs, plants.



Hazardous Waste
Oil, battery, pesticide, paint, cleaning supplies, compressed gas.




Electronics
Television, computer, stereo, phone, DVD player.





Roles and Responsibilities


ESF 1 – TRANSPORTATION

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Idaho Department of Transportation (ITD) - BNSF - Union Pacific 	<p>Pre-identify means of transporting the debris if normal channels are unavailable.</p> <p>Provide personnel and materials as required to facilitate transportation corridor clearing and repair.</p>

ESF 2 – COMMUNICATIONS

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County 9-1-1 Consolidated Dispatch Center - Post Falls Police Police Dispatch - Idaho State Police Dispatch - STATECOMM - Telecommunication Providers 	<p>Relay situational information to KCEOC as received.</p>

ESF 3 – PUBLIC WORKS AND ENGINEERING

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Solid Waste Department - Post Falls Highway District - Lakes Highway District - East Side Highway District - Worley Highways District - Municipal Street Departments - Municipal Public Work Departments 	<p>Request support from the KCEOC and debris management personnel.</p> <p>Perform initial damage assessments and estimating debris quantities and types.</p> <p>Document areas where debris must be removed.</p> <p>Identify locations of potentially hazardous/contaminated debris that may require state involvement for clean-up.</p> <p>Provide temporary debris staging sites and recommend disposal sites for debris.</p> <p>Assist with developing debris clearance Incident Action Plan.</p>

0 – 72 HOURS



Coordinate with damage assessment.	72 HOURS - 30 DAYS
Work with contractors to restore curbside collection.	
Maintain documentation of debris clearance, removal, and disposal activities, and provide information to the KCEOC.	
Assist as necessary on environmental and health issues.	
Remove any deceased animals.	

ESF 4 - FIREFIGHTING AND EMS


<i>Associated Agencies</i>	<i>Tasks</i>
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <ul style="list-style-type: none"> - Spirit Lake Fire District - Timberlake Fire - Northern Lakes Fire District - Hauser Lake Fire District - Kootenai County Fire & Rescue - Coeur d'Alene Fire Department - Mica Kidd Island Fire District - Worley Fire District - East Side Fire District - St. Maries Fire District - Shoshone #2 Fire District - Idaho Department of Lands - U.S. Forest Service Fernan Ranger District - Bureau of Land Management </div>	<div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;"> Assist in debris clearance and removal of hazards. </div> <div style="background-color: #e0e0e0; padding: 5px;"> Approve and supervise debris management burn sites. </div>

ESF 5 - EMERGENCY MANAGEMENT


<i>Associated Agencies</i>	<i>Tasks</i>
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <ul style="list-style-type: none"> - Kootenai County Office of Emergency Management (KCOEM) - Kootenai County Emergency Operations Center(KCEOC) - Idaho Office of Emergency Management (IOEM) - Federal Emergency Management Agency (FEMA) </div>	<div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;"> Appoint a debris management coordinator (or assume the coordinator's position). </div> <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;"> Assist with developing debris clearance Incident Action Plan. </div> <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;"> Coordinate with ESF 3 to assist with debris collection and hauling. </div> <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;"> Maintain records of cost and expenditures to accomplish debris removal. </div> <div style="background-color: #e0e0e0; padding: 5px;"> Coordinate with ESF 7 to gather personnel and equipment to assist with debris removal. </div>




ESF 7 – LOGISTICS

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Team Rubicon - Just Serve - Local Non Governmental Organizations (NGOs) 	<p>Organizations such as Team Rubicon will assist with debris removal services.</p> <p>Coordinate with KCOEM to assist with debris removal services.</p>


ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Panhandle Health District (PHD) - Kootenai County Emergency Medical Services System (KCEMSS) - Department of Environmental Quality (DEQ) - Local Hospitals - Healthcare agencies - North Idaho Healthcare Coalition (NIHCC) 	<p>Monitor debris staging, dumping, and disposal/burn sites for health concerns.</p> <p>Monitor for infectious disease spread.</p>

ESF 13 – PUBLIC SAFETY AND SECURITY

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Sheriff’s Office - Coeur d’Alene Police Department - Post Falls Police Department - Rathdrum Police Department - Spirit Lake Police Department - Hayden Lake Police Department - Coeur d’Alene Tribal Police Department - Idaho State Police - FBI 	<p>Identify locations where debris clearance and management is necessary.</p> <p>Provide traffic control where roadways must be cleared and traffic is maintained.</p> <p>Control access where debris clearance and management is necessary.</p>

ESF 15 – PUBLIC INFORMATION

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Organizational PIOs - Joint Information System (JIS) - Media Partners 	<p>Provide initial public messaging regarding safe handling of debris and not blocking public rights-of-way.</p> <p>Provide information about the regional collection strategy, including curbside debris pickup dates, disaster debris safety-related information, and other debris-related public information.</p>



Support Annex: Evacuation

Introduction

PURPOSE

The purpose of this Annex is to prepare, coordinate, and conduct the orderly and coordinated evacuation of Kootenai County residents and visitors if such action is the most effective means available for protecting the population from the effects of an emergency. This Annex identifies the main elements and associated tasks for conducting evacuation operations.

SCOPE

This Annex applies to all County departments, districts, municipalities, and agencies as well as to Non-Governmental Organizations (NGO’s), volunteer organizations, and private entities that may be asked to provide evacuation assistance in an emergency. This Annex is structured so that agencies can respond under individual authorizations or support in a collaborative effort.

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Situation and Assumptions

SITUATION

Evacuation is a process by which people are moved from a place of immediate or anticipated danger to a place of safety. Citizens may be offered appropriate temporary shelter facilities and provided with life essentials until they return to their normal activities when the threat to safety has gone. Fire and law enforcement agencies have lead responsibility for organizing and mobilizing evacuation operations, during emergencies. The Kootenai County Office of Emergency Management (KCOEM) serves as the county point of contact for setting up shelters and ensures coordination with impacted jurisdictions in the use of county resources in support of affected jurisdiction(s).

Direction and control of evacuation is primarily on-scene. The primary function of Incident Command is to confirm an incident has occurred, initiate evacuations, oversee and coordinate all phases of the evacuation process, and fulfill responsibilities deferred to them by local government.

This may include:

- Procedures to alert and warn citizens of the need to evacuate
- Providing continuous information on all phases of the evacuation process



ASSUMPTIONS

- The primary responsibility for planning and executing an evacuation rests with the local jurisdiction in which the triggering incident occurs.
- Most people at risk will evacuate using their own modes of transportation when local officials recommend they do so. However, some will refuse to leave their homes during voluntary or mandated evacuations, regardless of the threat.
- While some emergency situations may be slow to develop, others will occur without warning. In some cases there may be time for deliberate evacuation planning. In others, it is possible that an evacuation may be conducted with minimal preparation time.
- Kootenai County law enforcement agencies and fire services are limited in their resources to conduct door-to-door notification and evacuation of individuals. If notifications are made by partner organizations, appropriate identification shall be established. Preparation and conduct of evacuation is ultimately the responsibility of each resident.

Concept of Operations

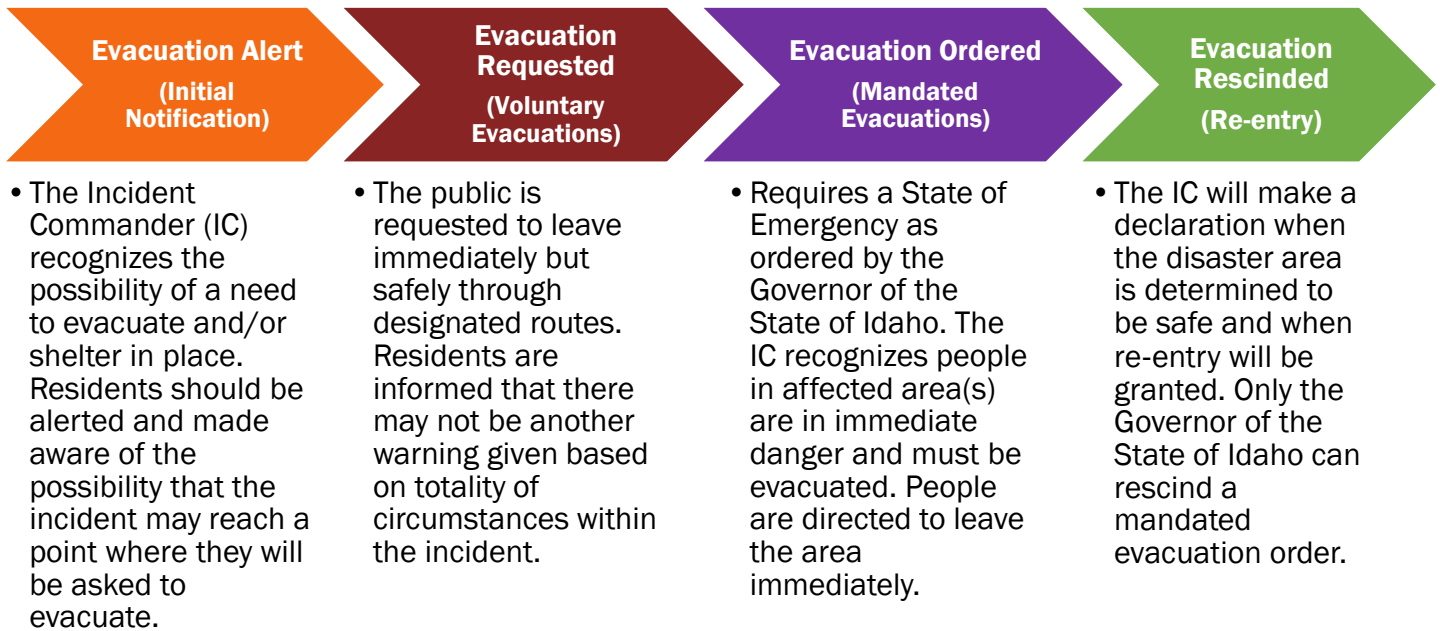
PREPAREDNESS

Hazards likely to require an evacuation in Kootenai County are found in the table below, prioritized in the order they are most likely to occur:

Hazard	Areas at Risk	Warning Time
Flood	Cataldo, Coeur d'Alene River Basin, Harbor Island, Hayden, /Hayden Lake, Hauser Lake, Spokane River area, City of Coeur d'Alene, Twin Lakes, Spirit Lake, French Gulch, Wolf Lodge, Kidd Island, Mica Bay, Latour Creek	Hours to days
Hazardous Materials: Fixed Site	Industrial parks, commercial sites, pipeline sites	No warning
Wildfire	Wildland Urban Interface, all of Kootenai County except downtown cores	Minutes to hours
Civil Unrest/ Terrorism	Gas lines, power lines, bridges, dam, large public events, schools, critical facilities	0 to hours
Winter Storms	Most of Kootenai County, highways, streets	Hours to days
Wind Storm	Kootenai County	Hours to days
Hazardous Materials: Transportation	Interstate 90, major highways and railroads	0 to hours
Landslide	Cape Horn, Highway 97, Lake Pend Oreille area, Coeur d'Alene Lake Drive, Upper Hayden to Lower Hayden Road, City of Harrison, houses on hillsides	0 to hours
Earthquake	Populated areas and infrastructure	0 to hours



RESPONSE



Voluntary Evacuation:

The Governor of Idaho, Board of County Commissioners, Kootenai County Sheriff and fire services personnel may order a voluntary evacuation order. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene IC may recommend evacuation of people at risk in and around an incident.

Evacuation Order:

Idaho Code 46-1008 provides the Governor with the authority to direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if they deems this action necessary for the preservation of life or public safety.

Refusal to Evacuate:

It should be anticipated that some persons may refuse to leave. Any refusals to evacuate should be noted and recorded through the chain of command.

- Persons who refuse to evacuate during a recommended evacuation should be left until all others have been warned. Time and safety permitting, further efforts may be made to persuade these individuals to leave.
- Those persons who refuse to comply with a Governor ordered evacuation may be arrested.
- Re-entry to evacuation zone(s) may not be permitted during a voluntary evacuation.

Shelter in Place:

Not all emergencies require evacuation. Shelter-in-place may be a viable option to protect the public by instructing citizens to remain indoors until given the “all clear” or told to evacuate. The IC must weigh the risk of the hazard danger against the risk inherent in evacuation verses protection in place.



Animal Evacuations:

Many people will not evacuate without their pets, or will delay evacuation to their own detriment in order to attempt to make accommodations for animals left behind. These refusals or delays can initiate a chain reaction which might seriously jeopardize or cause a total breakdown of the overall evacuation plan.

Animal owners bear the primary responsibility for the care, safety, and if necessary, timely evacuation of the animals in their care. In the event of an evacuation, the North Idaho Fairgrounds will be the main animal shelter location. Dependent on the situation, the Bonner County Fairgrounds or Newport Rodeo grounds may also be available to accept animals. During these times, members of the community will likely offer assistance with transporting and housing animals via social media or other community led initiatives.

Roles and Responsibilities

In the event of an evacuation, specific tasks will fall to Incident Command and therefore cannot be assigned to a certain Emergency Support Function (ESF).

INCIDENT COMMAND

Tasks

Assess the area affected by the incident and the impact on the population of that area.

Develop and issue appropriate evacuation request or orders.

Coordinate with Public Information Officer (PIO) and Kootenai County 9-1-1 Consolidated Dispatch Center regarding communication of the evacuation decision; establish an incident communications plan.

Identify, procure, and deploy resources required to support vehicle evacuation such as fuel, tow trucks, etc. Establish staging areas for incoming equipment and supplies.

Monitor evacuation traffic to identify those in need of special services.

Establish community recovery team.

RECOVERY TEAM

Tasks

Establish recovery priorities.


In coordination with Incident Command and/or Law Enforcement, decide upon full-scale or phased re-entry.

Establish a re-entry schedule.


Arrange public transportation as needed.



ESF 1 – TRANSPORTATION


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Idaho Department of Transportation (ITD) 	<p>Issue public notification of evacuation routes and road closures.</p> <p>Determine evacuation routes to be used and the Traffic Control Points required.</p> <p>Implement traffic control along evacuation routes, including law enforcement personnel and traffic control devices.</p> <p>Monitor traffic on evacuation routes and provide additional controls as needed.</p> <p>Clear debris from roads and critical facility sites.</p> <p>Restore traffic control devices (signs, signals, etc) as necessary.</p>

ESF 2 – COMMUNICATIONS


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County 9-1-1 Consolidated Dispatch Center - Post Falls Police Police Dispatch - Idaho State Police Dispatch - STATECOMM - Telecommunication Providers 	<p>Initiate public alerts and warnings as requested by alerting authority.</p>



ESF 3 - PUBLIC WORKS AND ENGINEERING


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Post Falls Highway District - Lakes Highway District - East Side Highway District - Worley Highways District - Municipal Street Departments - Municipal Public Work Departments 	<p>Determine evacuation routes to be used and the Traffic Control Points required.</p> <p>Implement traffic control along evacuation routes, including law enforcement personnel and traffic control devices.</p> <p>Monitor traffic on evacuation routes and provide additional controls as needed.</p> <p>Clear debris from roads and critical facility sites.</p> <p>Restore traffic control devices (signs, signals, etc) as necessary.</p>

ESF 4 - FIREFIGHTING AND EMS


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Spirit Lake Fire District - Timberlake Fire - Northern Lakes Fire District - Hauser Lake Fire District - Kootenai County Fire & Rescue - Coeur d'Alene Fire Department - Mica Kidd Island Fire District - Worley Fire District - East Side Fire District - St. Maries Fire District - Shoshone #2 Fire District - Idaho Department of Lands - U.S. Forest Service Fernan Ranger District - Bureau of Land Management 	<p>Identify at-risk populations and determine resources needed for evacuation assistance.</p> <p>Assist with notifications as available.</p>



ESF 5 – EMERGENCY MANAGEMENT


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Office of Emergency Management (KCOEM) - Kootenai County Emergency Operations Center (KCEOC) - Idaho Office of Emergency Management (IOEM) - Federal Emergency Management Agency (FEMA) 	<p>Initiate public alerts and warnings as requested by alerting authority.</p> <p>Assist with obtaining any required resources.</p> <p>Coordinate setting up mass transportation if requested.</p> <p>Set up citizen inquiry as needed.</p> <p>Coordinate with agencies and other community partners to provide consistent public information.</p> <p>Coordinate with ESF 6 to provide mass care and sheltering needs.</p>

ESF 6 – MASS CARE AND SHELTERING


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Red Cross - Team Rubicon - Local Non Governmental Organizations (NGOs) 	<p>Coordinate with KCOEM to establish shelter facilities and to provide other mass care services for evacuees.</p> <p>Coordinate with partners for crisis counseling as requested.</p>




ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Panhandle Health District (PHD) - Kootenai County Emergency Medical Services System (KCEMSS) - Department of Environmental Quality (DEQ) - Local Hospitals - Healthcare agencies - North Idaho Healthcare Coalition (NIHCC) - Area Agency on Aging - Disability Action Center (DAC) 	<p>Coordinate with associated agencies to determine locations of people who may need assistance with evacuations.</p> <p>Coordinate provision of medical support services for evacuating special needs populations.</p> <p>Provide Crisis Counseling for residents.</p> <p>Identify special populations, institutions (e.g., hospitals, nursing homes, correctional facilities) and locations to be evacuated.</p> <p>Upon request from first responders, emergency management, or elected officials, provide emPOWER data to assist with identification of individuals on Medicare/Medicaid who may need evacuation assistance due to specific medical conditions.</p>

ESF 9 – SEARCH AND RESCUE


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Sheriff’s Office Volunteer Search and Rescue (VSAR) - Civil Air Patrol (CAP) - Two Bear Air - IOEM - Fairchild Airforce Base 	<p>Conduct search and rescue operations as requested.</p> <p>Inform Incident Command of evacuations or refusals.</p>

ESF 10 – HAZMAT


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Idaho Regional Hazardous Materials Response Team District 1 - Department of Environmental Quality - STATECOMM 	<p>Conduct decontamination as needed.</p> <p>Provide needed information for alerts and warnings.</p>



ESF 12 - UTILITIES


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Avista - Kootenai Electric Cooperative - Northern Lights Inc. 	<p>Relay critical information regarding public utility service(s) in evacuation zones.</p>

ESF 13 - PUBLIC SAFETY AND SECURITY

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Sheriff's Office - Coeur d'Alene Police Department - Post Falls Police Department - Rathdrum Police Department - Spirit Lake Police Department - Hayden Lake Police Department - Coeur d'Alene Tribal Police Department - Idaho State Police - FBI 	<p>Implement and coordinate with other agencies for traffic control along evacuation routes.</p> <p>Determine evacuation points. Establish security at these locations to control traffic and maintain order.</p> <p>Coordinate with agencies providing emergency public information and other community partners.</p> <p>Note and report refusals to evacuate to Incident Command.</p> <p>Activate traffic control plan.</p> <p>Provide and maintain security of the evacuated area(s).</p> <p>Establish roadblocks to prevent mass entry of the population into impacted areas so as to keep rescue routes cleared.</p> <p>(Re-Entry) Establish a method for identifying authorized vehicles and individuals:</p> <ul style="list-style-type: none"> • Driver's License with local address • Company Identification • Back up : <ul style="list-style-type: none"> ○ Utility bill ○ Car registration ○ Property tax documents



ESF 15 - PUBLIC INFORMATION

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Organizational PIOs - Joint Information System (JIS) - Media Partners 	<p>Coordinate with Incident Command regarding communication of the evacuation decision; establish an incident communications plan.</p> <p>Notify other jurisdictions, agencies, and organizations that may be receiving evacuees and coordinate messaging.</p> <p>Establish a Joint Information Center as requested.</p> <p>Plan and carry out a public information strategy:</p> <ul style="list-style-type: none"> • When re-entry will begin • Full-scale or temporary re-entry • Transportation instructions • Identification instructions • Safety considerations • Emergency assistance • Instructions on permissible re-entry area activities (should restrictions be in place) • If there are curfews • Public Health Advisories • Insurance information • Establishment of Disaster Recovery Center



Support Annex: Mass Fatality & Mass Casualty Management

Introduction

PURPOSE

The purpose of this Annex is to provide guidance for mass fatality and/or mass casualty incidents that go beyond the scope of daily operations.

This Annex provides a framework for the dignified, respectful, and efficient management of fatalities during mass fatality incidents in Kootenai County. Additionally, this Annex provides guidance for the coordinated efforts of response agencies to a Mass Casualty Incident (MCI).

SCOPE

Mass Fatality

This Annex will provide guidance in regards to the dignified handling, storage, and disposition of deceased individuals. Mass fatality management includes but is not limited to, documenting deceased individuals, coordinating mortuary services, establishing temporary morgue facilities if needed, and ensuring compliance with legal and cultural considerations.

Mass Casualty

This Annex will provide direction to effectively orchestrate the planning, organizing, and decision-making efforts of multiple agencies in a common response to events exceeding the normal capabilities of emergency response agencies. This Annex encompasses emergency response, site management, coordinated transport, and tracking of victims.

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Situation and Assumptions

SITUATION

Mass fatality and mass casualty incidents can be complex and intense incidents that can easily overwhelm the current emergency response system. These incidents require coordination and communications across multiple agencies.

Mass Fatality

A mass fatality incident is one in which the number of deaths occurring overwhelms the usual capability of the jurisdiction. The actual number of deceased is not as significant as the community's resources to handle the situation. By statute, it is the responsibility of the County Coroner to identify decedents and investigate the manner of death. The Coroner's Office will work to collect forensic evidence and release the bodies back to the family or legally dispose of remains.



Mass Casualty

A mass casualty incident is defined as any incident that exceeds the system resources available and will require multiple agencies and multiple jurisdictions to mitigate. This number is based upon limitations in transport capabilities and in the number of major trauma patients that can be cared for at local medical facilities at any given time.

ASSUMPTIONS

- Mass fatality incidents will most likely be a mass casualty incident; however, not all mass casualty incidents will result in mass fatalities.
- The Incident Command System (ICS) will be used in the event of a mass fatality and/or casualty event.
- It is the policy of the County that human remains should only be removed if authorized by the County Coroner or his/her designee.
- All human remains will be treated with respect and dignity during the collection and removal process.
- Evaluation of a mass fatality and/or casualty incident site may require specialized assistance from local agencies and the state, special chemical, biological, radiological detection equipment, and personnel with personal protective equipment.
- Regional, state and federal resources may be required to effectively manage a mass fatality and/ or casualty incident.
- Under certain circumstances (e.g., commercial airline accident or terrorist act) federal agencies may perform and lead on-scene responsibilities. This will require coordination with local, state and federal agencies.

Concept of Operations

The Kootenai County Coroner holds jurisdictional responsibility for mass fatality incidents. The Coroner also holds primary accountability for conducting medicolegal investigations, overseeing recovery operations, and managing deceased individuals.

Mass Fatality Annex Objectives

- Scene preservation and evidence collection (as needed).
- To recover, identify and effect final disposition of human remains in a dignified and respectful manner.
- Provide assistance to victims' families and the community.

Mass Casualty Annex Objectives

- Provide for the safety of the victims, responders, and local citizens affected by the incident/disaster.
- Provide assistance to victims, families, and the community.
- Prevent further casualties to responding units, other on-scene personnel, or public arriving at the site.
- Stabilize the incident as resources are available.
- Provide medical response, extrication, triage, treatment, and transportation.
- Preserve property and evidence.

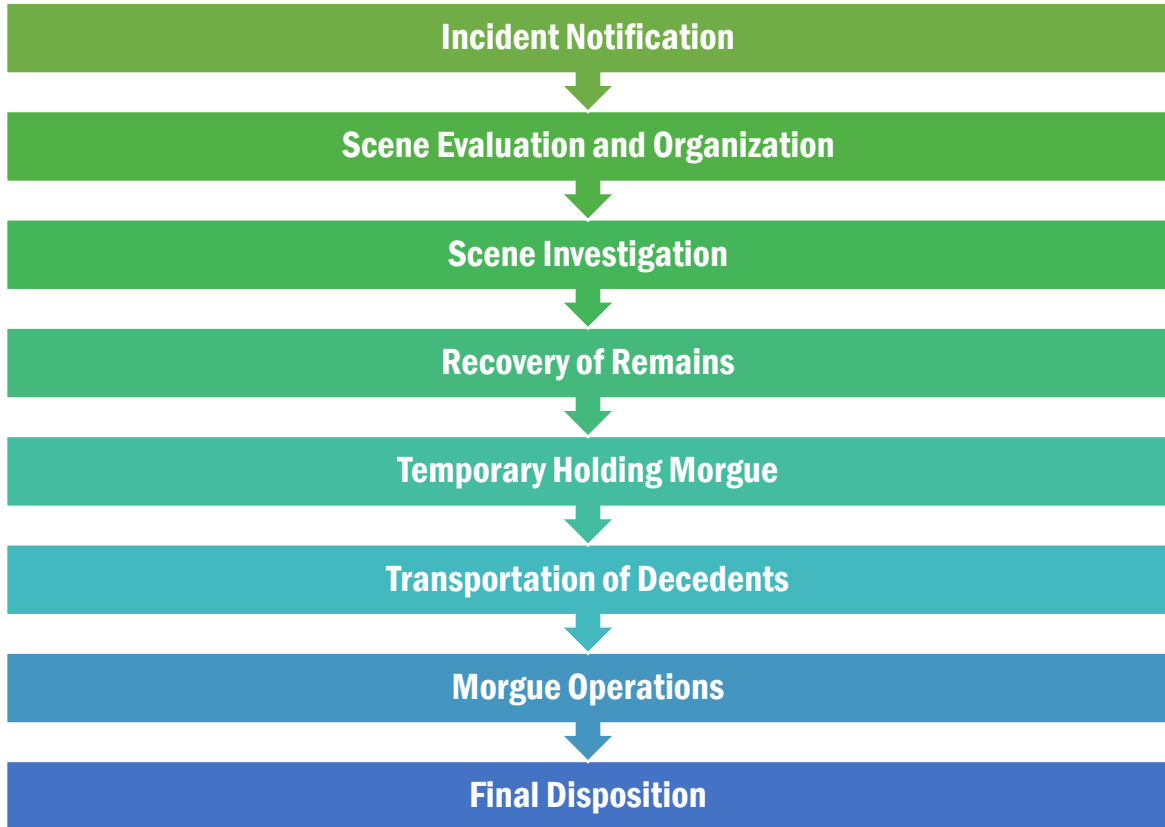


PREPAREDNESS

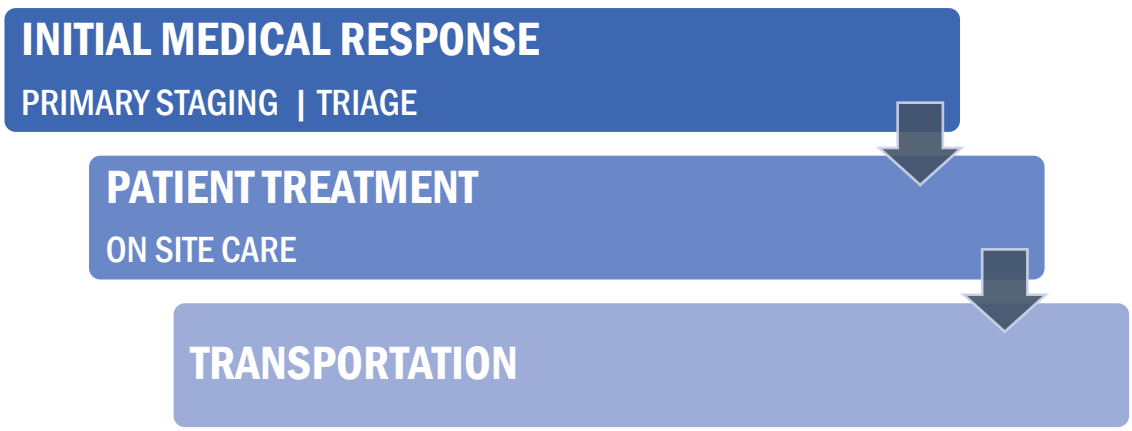
- Maintain inventories of fatality management resources and equipment.

RESPONSE

Fatality Management Process



Casualty Management Process





Triage Categories

Patients are classified into one of four groups based on severity and assigned a color code.

RED (IMMEDIATE)

- Life-threatening Illness or Injury

YELLOW (DELAYED)

- Serious But Not Life-Threatening Illness or Injury

GREEN (MINIMAL/MINOR)

- "Walking Wounded"

BLACK


- Deceased or Fatally Wounded

Roles and Responsibilities


Operational Area (Scene Dependent)	Lead Agency / Organization
Incident Commander	Law Enforcement / Fire
Scene Evaluation/Investigation	Law Enforcement / Fire
Remains Inspection/Medicolegal investigation (if applicable)	Coroner
Coroner Services Branch Director	Jurisdictional County Coroner/ or Designee
Human Remains Recovery Group	Coroner/Law Enforcement
Morgue Services Group	Coroner
Family Assistance Center	Kootenai County Office of Emergency Management (KCOEM) Coroner Volunteer Organization like Red Cross or Local Chaplains/Spiritual Care Team, Funeral Directors from Idaho Funeral Services Associate
Vital Records	Coroner, Panhandle Health District
Public Information	North Idaho Agency Public Information Officer (PIO) or Joint Information Center /System (JIC/JIS)
Security/Traffic Control	Law Enforcement/Contracted Security
Volunteer Processing	American Red Cross (ARC) for ARC Volunteers Medical Reserve Corps (MRC) for MRC Volunteers Volunteer Organizations Active in Disaster (VOAD) for other spontaneous volunteers



ESF 2 - COMMUNICATIONS


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County 9-1-1 Consolidated Dispatch Center - Post Falls Police Dispatch - Idaho State Police Dispatch - STATECOMM - Telecommunication Providers 	<p>Provide initial notifications and dispatch for the incident.</p> <p>At the request of the Incident Commander or their designee, coordinate additional resources as needed.</p>

ESF 4 - FIREFIGHTING AND EMS


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Spirit Lake Fire District - Timberlake Fire District - Northern Lakes Fire District - Hauser Lake Fire District - Kootenai County Fire & Rescue - Coeur d'Alene Fire Department - Mica Kidd Island Fire District - Worley Fire District - East Side Fire District - St. Maries Fire District - Shoshone #2 Fire District - Idaho Department of Lands - U.S. Forest Service Fernan Ranger District - Bureau of Land Management - Kootenai County Emergency Medical Services System (KCEMSS) 	<p>Assist in search and recovery.</p> <p>Triage, treatment, and transport victims.</p> <p>Provide Hazmat and decontamination services.</p> <p>Assist with site surveys.</p> <p>Districts with specialized MCI equipment are expected to respond with equipment as requested.</p>



ESF 5 – EMERGENCY MANAGEMENT


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Office of Emergency Management (KCOEM) - Kootenai County Emergency Operations Center (KCEOC) - Idaho Office of Emergency Management (IOEM) - Federal Emergency Management Agency (FEMA) 	<ul style="list-style-type: none"> Locate pre-identified incident mass fatality and/or casualty resources (including agreements, etc.). Recommend disaster declaration to Board of County Commissioners. Manage the disaster declaration and reimbursement process for the incident. Activate and manage KCEOC as requested. Coordinate requests for assistance and resources between all involved agencies. Activate Joint Information Center (JIC) upon request. Coordinate Family Assistance Center (FAC) with ESF 6 associated agencies. Coordinate with ESF 6 for donation and volunteer management. Activate citizen inquiry as requested.

ESF 6 – MASS CARE AND SHELTERING

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Red Cross - Team Rubicon - Just Serve - Local Non Governmental Organizations (NGOs) 	<ul style="list-style-type: none"> Coordinate with KCOEM to stand up a FAC or other support shelters/food services as needed. Provide spiritual care services and/or crisis counseling. Provide childcare for families receiving services at the FAC. Coordinate with KCOEM to assist with donation and volunteer management.




ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Panhandle Health District (PHD) 	<p>Provide administrative support to maintain the Regional Fatality Management Plan.</p> <p>Upon request, send agency representative to KCEOC to serve as ESF 8 liaison.</p> <p>Provide a Public Information Officer (PIO) as requested for JIC/JIS operations.</p> <p>Consult with the Coroner regarding activation of the mass fatality management plan.</p> <p>Provide assistance with issuing death certificates.</p> <p>Provide Medical Reserve Corps volunteers as requested.</p>
	<ul style="list-style-type: none"> - Kootenai Health - Northwest Specialty Hospital (NWSH) - North Idaho Advanced Care Hospital (NIACH) - Rehabilitation Hospital of the Northwest - Heritage Health - Urgent Care Centers - North Idaho Healthcare Coalition (NIHCC) - Private Healthcare Providers - Local Funeral Homes and Crematoriums - Spiritual and Behavioral Health Providers 	<p>Activate personnel for morgue and/or decedent storage, if applicable.</p> <p>Prepare and utilize storage areas:</p> <ul style="list-style-type: none"> • Hospital morgue space • Trailers/refrigerated containers for temporary storage • Body bags <p>Store remains until Coroner can take possession.</p> <p>Activate Hospital Incident Command (HICS) if needed.</p> <p>Coordinate with the hospital chaplain, KCOEM and the Coroner if there is a need to activate a FAC.</p> <p>NWSH, NIACH, and Heritage Health to serve as a secondary receiving facility for minor and delayed (green and yellow) casualties within Kootenai County if available.</p> <p>Urgent Care Centers provide treatment for minimally (green) injured.</p> <p>Coordinate spiritual care as requested.</p>




ESF 9 - SEARCH AND RESCUE

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Sheriff's Office Volunteer Search and Rescue (VSAR) - Civil Air Patrol (CAP) - Two Bear Air - IOEM - Fairchild Airforce Base 	<p>Provide search and rescue personnel as requested.</p> <p>Request Urban Search and Rescue (USAR).</p>

ESF 13 - PUBLIC SAFETY AND SECURITY

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Sheriff's Office - Coeur d'Alene Police Department - Post Falls Police Department - Rathdrum Police Department - Spirit Lake Police Department - Hayden Lake Police Department - Coeur d'Alene Tribal Police Department - Idaho State Police - FBI 	<p>Provide road blocks/secure scene.</p> <p>Document/photograph the scene.</p> <p>Investigate any potential criminal activity.</p> <p>Assist with victim identification.</p> <p>Provide or coordinate security.</p> <p>Provide chaplains for spiritual and emotional support for responders.</p> <p>Provide PIO for JIC/JIS operations.</p> <p>Assist with evacuations as needed.</p>

ESF 15 - PUBLIC INFORMATION

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Organizational PIOs - Joint Information System (JIS) - Media Partners 	<p>Provide information to public regarding FAC and support services.</p> <p>Provide incident situational updates.</p>



Support Annex: Mass Care

Introduction

PURPOSE

The purpose of the Mass Care Support Annex is to provide a framework to coordinate sheltering, mass care, emergency assistance, and human services following an emergency or disaster. This Annex aims to minimize the adverse effects of disasters or emergencies by supporting affected populations.

SCOPE

This Annex encompasses sheltering operations, food services, human services, collaboration with partner agencies and community organizations, logistics and resource management. It operates under principles of flexibility, scalability, and inclusivity, with responsibilities assigned to designated agencies and departments.

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Situation and Assumptions

SITUATION

In Kootenai County, the American Red Cross (ARC) is the lead agency for the establishment of shelters during a disaster or emergency. Kootenai County Office of Emergency Management (KCOEM) will coordinate with the ARC whenever there is an immediate need to provide food, water, and shelter to victims of a disaster. Additional mass care needs will be met through collaboration with partners in the public and private sector.

ASSUMPTIONS

- All government/Non-Governmental Organizations (NGOs)/private resources will be used as necessary to coordinate effective public/private partnerships during an emergency.
- Mass care shelters are temporary in nature and are designed for people displaced as a result of emergencies or disaster. All mass care and shelter services will attempt (but not guarantee) to meet requirements for the Americans with Disabilities Act (ADA).
- Mass Care services aim to be activated in a timely manner upon notification of an incident requiring such services.
- No services will be denied based on race, color, national origin, religion, sex, age, or disability. No special treatment will be extended to any person or group in an emergency over and above what normally would be expected in the way of government services.
- It is likely that volunteers may be necessary to support the various aspects of mass care operations. Partner organizations should work to train a qualified pool of volunteers to support these efforts.
- Mass care incidents are dynamic. An ongoing assessment of services needed should be conducted frequently and the adaptation of strategies may evolve alongside the population’s needs.



Concept of Operations

PREPAREDNESS

- Identify current County mass care inventories and resources.
- Identify vulnerable population groups requiring special assistance during an emergency.
- Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit. Promote emergency preparedness through the County website and social media.

RESPONSE

Mass Care, Sheltering, and Human Services Duties Include:

1. Identify incidents requiring mass care, sheltering, and human services resources.
2. Determine present and future need for mass care resources.
3. Obtain and coordinate mass care, sheltering, and human services resources as requested by Incident Command.

Food Services Duties Include:

1. Identifying incidents requiring food services.
2. Determining present and future need for food services resources:
 - a. Communications
 - b. Feeding facilities.
 - c. Feeding for victims and emergency workers.
 - d. Potable water.
 - e. Temporary sanitation facilities.
3. Obtaining and coordinating deployment of food services resources as requested by Incident Command.

Sheltering and Temporary Sheltering Emergency Actions Include:

1. Determining requirement for shelters for emergency victims.
2. Establishing shelter sites and ensure communications for each site.
3. Ensure a registration system is activated at each site.
4. Providing feeding for victims and emergency workers at shelters or at feeding facilities.
5. Identifying facilities that are appropriate for feeding facilities.
6. Providing first aid, medical, and nursing aid at facilities as appropriate.
7. Providing potable water.
8. Determining requirement for shelters for emergency victims.



Shelter:

1. Monitor sheltering operations.
2. Coordinate with appropriate agencies.

Access and Functional Needs Emergency Actions Include:

1. Identify locations of functional needs populations and individuals.
2. Identify sources and costs for providing for the needs of functional needs populations and individuals.
3. Coordinate resources for functional needs populations and individuals.

Shelter Recovery Services:

1. Providing information services.
2. Assessing social service needs of victims.
3. Providing counseling services.
4. Coordinate with the Family Assistance/ Reunification Center System.


Mass Care Emergency Aid Distribution Include:

1. Determine the commodities (i.e. food, water, ice, clothing, fuel) needing distribution.
2. Determine the locations of individuals needing commodities; and where to distribute needed commodities.
3. Determine resource needs for accomplishing the distribution (security, transport, storage, dispensing).
4. Schedule and inform target groups of the plans for commodity distribution.
5. Distribute food, water, ice, clothing, medicine, and other commodities.



Roles & Responsibilities

ESF 4 - FIREFIGHTING AND EMS

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none">- Spirit Lake Fire District- Timberlake Fire District- Northern Lakes Fire District- Hauser Lake Fire District- Kootenai County Fire & Rescue- Coeur d'Alene Fire Department- Mica Kidd Island Fire District- Worley Fire District- East Side Fire District- St. Maries Fire District- Shoshone #2 Fire District- Idaho Department of Lands- U.S. Forest Service Fernan Ranger District- Bureau of Land Management- Kootenai County Emergency Medical Services System (KCEMSS)	<p data-bbox="922 501 1442 606">Provide personnel, supplies, and other resources necessary to assist shelter operations.</p> <p data-bbox="922 846 1360 877">Provide transports as requested.</p>

ESF 5 - EMERGENCY MANAGEMENT

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none">- Kootenai County Office of Emergency Management (KCOEM)- Kootenai County Emergency Operations Center (KCEOC)- Idaho Office of Emergency Management (IOEM)- Federal Emergency Management Agency (FEMA)	<p data-bbox="922 1283 1438 1314">Support resource needs as requested.</p> <p data-bbox="922 1371 1403 1434">Establish and maintain contact with IOEM</p> <p data-bbox="922 1472 1458 1608">If necessary, provide an alternative communications link between the mass care and shelter facility and the KCEOC. (i.e.: <i>Amateur Radio</i>)</p>



ESF 6 – MASS CARE AND SHELTERING



Associated Agencies

- American Red Cross
- Just Serve
- Area Churches and Civic Groups
- Other Non Governmental Organizations (NGOs)

Tasks

- Support ESF 5 in the management and coordination of sheltering, feeding, and emergency first aid services.
- Identify and maintain the list of locations/capacities for mass care facilities and shelters.
- Provide volunteers to assist with mass care needs and support services.
- Provide facilities as requested.
- Provide volunteer support.
- Support mass care, emergency assistance, sheltering, and human service functions.
- Assist with information dissemination.

ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES



Associated Agencies

- Panhandle Health District (PHD)


Tasks

- Respond to notification of infectious disease.
- Provide Agency Representative to the KCEOC for ESF 8.
- Provide WIC services as needed.
- Inspect temporary shelters that exceed 48 hours and mass feeding sites, and advise Shelter Managers and the KCEOC of ways to improve safety and sanitation (sanitary conditions, solid waste handling, food handling, safety aspects, etc.)



<ul style="list-style-type: none"> - Idaho Department of Health and Welfare (IDHW) 	<p>Administer the Supplemental Nutrition Assistance Program (SNAP), formerly known as the food stamp program for qualified applicants.</p> <p>Provide assistance to individuals for disaster programs as part of the IDHW non-disaster programs (i.e., D-SNAP, WIC, Case Management, Medicare/ Medicaid, Child Services, and Crisis Counseling).</p> <p>Provide referral services for individuals needing help to find public health and social services during a disaster.</p>
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ESF 13 - PUBLIC SAFETY AND SECURITY

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Sheriff's Office - Coeur d'Alene Police Department - Post Falls Police Department - Rathdrum Police Department - Spirit Lake Police Department - Hayden Lake Police Department - Coeur d'Alene Tribal Police Department - Idaho State Police - FBI 	<p>Provide security.</p> <p>Provide traffic control as requested.</p>

ESF 15 - PUBLIC INFORMATION

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - All impacted entities 	<p>Provide information to public regarding shelter information and support services.</p>



Support Annex: Volunteer and Donations Management

Introduction

PURPOSE

The Volunteer and Donations Management Annex sets forth a framework for setting up a Volunteer Reception Center (VRC) to assist with unmet community needs and/or managing an influx of donations. VRCs may be required in an emergency where a large number of citizen spontaneous volunteers express a desire to volunteer in the incident’s response.

SCOPE

Volunteers: Offers of assistance can potentially overwhelm ongoing response efforts by the County unless a mechanism exists for managing citizen volunteers. VRCs serve to channel the energy of these potential volunteers by quickly identifying qualifying skills and experience that can be deployed to supplement ongoing response efforts in a meaningful way. This Annex will help to identify the mechanisms in place to expedite this process.

Donations: This Annex serves as a guide for the coordination of donations for the benefit of those affected by the disaster in Kootenai County. This Annex does not supersede the established protocols of voluntary agencies regarding their respective procedures for soliciting goods and services. However, in a County emergency, voluntary agencies and community based organizations are expected to abide by this document in order to ensure a consistent disaster relief and volunteer system.

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Donations

Situation and Assumptions

SITUATION

Volunteers: Kootenai County has a limited number of organizations with sufficient manpower in terms of paid staff or volunteers. KCOEM may be tasked with the responsibility of standing up a VRC however; in a situation where KCOEM has been asked to activate the Kootenai County Emergency Operations Center (KCEOC) there may be insufficient volunteers to staff a VRC, or space within KCOEM to house the VRC. Other organizations within the County, or in a neighboring county, may be asked to take the lead or assist with the activation of a VRC both with manpower and/or with location.

Donations: During emergencies, unplanned deliveries of donated goods and services can disrupt distribution channels and overwhelm local government and volunteer agencies personnel. Kootenai County will coordinate its donation management efforts with volunteer organizations. These organizations will collect, process, and distribute donations to disaster victims.



ASSUMPTIONS

- Requests for a VRC will be made to KCOEM in consultation with authorized officials, the Kootenai County Sheriff's Office (KCSO) and the Kootenai County Board of Commissioners (BOCC) for approval.
- The management of volunteers and donations requires a united and cooperative effort during all phases of disaster by local government, Non-Governmental Organizations (NGOs), community and faith-based organizations, the business sector, and the donor community.
- The impact of a catastrophic disaster triggers an influx of donations, both solicited and unsolicited. These donations may be monetary or goods and services.
- There may be limitations in terms of physical space, storage capacity, and handling capabilities for donated items.
- All activities, functions, and services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.

Concept of Operations

PREPAREDNESS

Volunteers:

- Identify potential sites for VRCs.
- Develop procedures for coordinating a VRC.

Donations:

- Develop procedures for receiving, storing, sorting, and distributing donated goods.

RESPONSE

Volunteers: A VRC should be established away from the disaster site to process unsolicited volunteers. Volunteers will follow the instructions of the supervisors and adhere to the safety precautions provided to them. The County does not accept responsibility for risk taking and negligent actions by volunteers.

All agencies involved should maintain logs and journals on all activities regarding financial matters, trip reports, matters of institutional knowledge and concern, recordings of vital data, and after action reports or critiques (lessons learned).

Donations: Kootenai County encourages donations to established non-profit voluntary or community based organizations tasked to provide response/recovery services. Donors will be discouraged from sending unsolicited donations directly to the disaster site. Under no circumstances will pharmaceutical supplies, other medications or prepared foods be accepted from the public.

RESPONSE

- Continue to assess the need for recovery donated goods and services, while updating the community about donation status.
- See *Recovery Incident Annex* for information related to general recovery actions.



Roles and Responsibilities

Due to the fact the assembly of a VRC is not assigned to a specific entity, the following task lists are considerations for resources needed when setting up a VRC. See the tasks lists associated with the Emergency Support Functions (ESFs) for potential resource support.

VOLUNTEER RESOURCE CENTER

Location Considerations:	<ul style="list-style-type: none"> • Space • Parking • Facility Hours 	<ul style="list-style-type: none"> • Waiting area • Restroom • Public Accessibility 	<ul style="list-style-type: none"> • Facility Needs (e.g. phone, internet) 	<ul style="list-style-type: none"> • Kitchen • Staff Accessibility
Potential Positions:	<ul style="list-style-type: none"> • VRC Manager • VRC Liaison 	<ul style="list-style-type: none"> • Registration • Interviewers 	<ul style="list-style-type: none"> • Data Entry • Safety /Security Officer 	<ul style="list-style-type: none"> • Legal Counsel • IT
Forms:	<ul style="list-style-type: none"> • Registration 	<ul style="list-style-type: none"> • Volunteer Agreement 	<ul style="list-style-type: none"> • Release of Liability 	
Materials / Equipment:	<ul style="list-style-type: none"> • Tables • Chairs • Phones 	<ul style="list-style-type: none"> • Office Supplies • Forms 	<ul style="list-style-type: none"> • Whiteboards • Laptops and printer 	<ul style="list-style-type: none"> • ID Maker • Signage

Tasks

- Implement procedures to track volunteer service offers and their status.
- Screen, evaluate, and assign volunteers.
- Coordinate provision of food, water, and shelter for volunteer workforce.
- Appoint a Volunteer Coordinator to liaison with relief agencies and State Volunteer Coordinator to meet needs and avoid duplication of efforts.
- If needed, through KCOEM, set up citizen inquiry to receive offers of volunteer assistance.
- Maintain records of cost and expenditures.



DONATIONS MANAGEMENT

Tasks

Assess the need for donations. Determine present and future needs for donated goods (type and approximate numbers).

Appoint a Donations Coordinator to liaison with relief agencies and State Donations Coordinator to meet needs and avoid duplication of efforts.

Coordinate location(s) and set up of collection site(s). Consider establishing staging areas at recreation centers and parks.

Determine location(s) for distribution center site(s). *Distribution sites will be established as close to the disaster area as safely possible for disaster victims to obtain needed items that may be available.*

Request transportation resources from Logistics or KCOEM to facilitate the movement of needed items to staging areas or into the emergency area.

Receive offers of donated goods and services; match offers to needs.

Develop and distribute public information (through PIO) describing items needed, where to send them, etc. Periodically update public information concerning needed/not needed items.


Implement procedures for disposing of unneeded or unusable items. Unsuitable and unneeded donations must be disposed of properly. Unusable items will be recycled if possible. Usable goods will be redistributed to non-profit organizations if possible.

Implement cash management policies/procedures to insure accountability for all cash donations received by the County during the emergency.


Maintain records of cost and expenditures.



ESF 3 – PUBLIC WORKS AND ENGINEERING

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Post Falls Highway District - Lakes Highway District - East Side Highway District - Worley Highways District 	<p>Provide signage indicating routes to donation centers, VRC, or other locations.</p>

ESF 4 – FIREFIGHTING AND EMS

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Spirit Lake Fire District - Timberlake Fire - Northern Lakes Fire District - Hauser Lake Fire District - Kootenai County Fire & Rescue - Coeur d’Alene Fire Department - Mica Kidd Island Fire District - Worley Fire District - East Side Fire District - St. Maries Fire District - Shoshone #2 Fire District - Idaho Department of Lands - U.S. Forest Service Fernan Ranger District - Bureau of Land Management 	<p>Assist in the coordination of volunteers.</p>

ESF 5 – EMERGENCY MANAGEMENT

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Office of Emergency Management (KCOEM) - Kootenai County Emergency Operations Center (KCEOC) - Idaho Office of Emergency Management (IOEM) - Federal Emergency Management Agency (FEMA) 	<p>Coordinate with ESF 6 with the recruitment and organization of volunteer resources.</p> <p>Assist with any resource requests for the VRC.</p> <p>Provide available volunteers in support of volunteer and donation initiatives.</p>




Upon request, locate and secure warehouse space for donated goods and transportation resources for the movement of needed goods to affected areas.


Coordinate development of donated goods management plans and policies as requested.

Coordinate with ESF 6 for donation management.

ESF 6 – MASS CARE AND SHELTERING


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Red Cross - Team Rubicon - Local Non Governmental Organizations (NGOs) 	<p>Provide food, water for the volunteer workers (as applicable).</p> <p>Provide volunteers to assist in managing donated goods and services.</p> <p>Provide personnel, supplies, and other resources necessary to assist with acceptance, sorting, storage, and distribution of donated goods.</p> <p>Coordinate with KCOEM for accepting and distribution of donations.</p>

ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES


	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Panhandle Health District (PHD) 	<p>Provide Environmental & Health Protection to conduct inspections related to perishable donations intended for human consumption.</p> <p>Ensure health standards, including food, sanitation and water, are maintained at all donations, volunteer, and points of distribution sites.</p> <p>Provide Medical Reserve Corps volunteer assistance for recruiting, registering and processing volunteers.</p>



ESF 13 – PUBLIC SAFETY AND SECURITY

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Kootenai County Sheriff’s Office - Coeur d’Alene Police Department - Post Falls Police Department - Rathdrum Police Department - Spirit Lake Police Department - Hayden Lake Police Department - Coeur d’Alene Tribal Police Department - Idaho State Police - FBI 	<p>Provide security and traffic control at donation centers and staging areas.</p> <p>Provide security, access, and traffic control at VRC.</p>

ESF 15 – PUBLIC INFORMATION

	<i>Associated Agencies</i>	<i>Tasks</i>
	<ul style="list-style-type: none"> - Organizational PIOs - Joint Information System (JIS) - Media Partners 	<p>Coordinate with KCOEM and ESF 6 partners to develop information for public distribution describing items needed, where to send them, etc.</p> <p>Periodically update public information concerning needed / not needed items.</p> <p>The preference for cash donations as opposed to physical donations should be stressed.</p> <p>Provide information to the media concerning the proper method(s) of offering volunteer services.</p>



ACRONYMS
-
GLOSSARY
-
REFERENCES



Acronyms

Acronym	Description
AAR	After Action Report / Review
ADA	Americans with Disabilities Act
AFO	Area Field Officer
AHMP	All Hazard Mitigation Plan
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
BOCC	Board of County Commissioners
CAP	Civil Air Patrol
CBRNE	Chemical, Biological, Radiological, Nuclear, or Explosive
DEQ	Department of Environmental Quality
DHS	Department of Homeland Security (U.S.)
DMORT	Disaster Mortuary Operational Response Team
EAS	Emergency Alert System
EM	Emergency Manager or Emergency Management
EMPG	Emergency Manager Performance Grants
EMS	Emergency Medical Services
EMSS	Emergency Medical Services System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ERG	Emergency Response Guide
ERP	Emergency Response Plan
ESF	Emergency Support Function
FAC	Family Assistance Center
FBI	Federal Bureau of Investigation
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FSE	Full Scale Exercise
GIS	Geographic Information System
HAZMAT	Hazardous Material
HICS	Hospital Incident Command
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan



Acronym	Description
IC	Incident Command
ICS	Incident Command System
IDAVOAD	Idaho Volunteer Organizations Active in Disasters
IDEOP	Idaho Emergency Operations Plan
IDHW	Idaho Department of Health and Welfare
IDL	Idaho Department of Lands
IDNG	Idaho National Guard
IDWR	Idaho Department of Water Resources
IOEM	Idaho Office of Emergency Management
IPAWS	Integrated Public Alert and Warning System
IRC	Idaho Response Center
IT	Information Technology
ITD	Idaho Department of Transportation
JIC	Joint Information Center
JIS	Joint Information System
KC	Kootenai County
KCEOC	Kootenai County Emergency Operations Center
KCOEM	Kootenai County Office of Emergency Management (county)
KCSO	Kootenai County Sheriff's Office
LEPC	Local Emergency Planning Committee
LERA	Local Emergency Response Authority
MACS	Multi-Agency Coordination Systems
MARC	Multi-Agency Resource Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NIACH	North Idaho Advanced Care Hospital
NIHCC	North Idaho Health Care Coalition
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
NWSH	Northwest Specialty Hospital
PDA	Preliminary Damage Assessment



Acronym	Description
PHD	Panhandle Health District
PIO	Public Information Officer
PPE	Personal Protection Equipment
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SHSP	State Homeland Security Program
SNS	Strategic National Stockpile
SOP	Standard Operating Procedure
SPR	State Preparedness Report
StateComm	Idaho State Communications Center
THIRA	Threat and Hazard Identification Risk Assessment
TTX	Table-top Exercise
UC	Unified Command
USACE	United States Army Corps of Engineers
USFS	United States Forest Service
VOAD	Volunteer Organizations Active in Disasters
VRC	Volunteer Reception Center
VSAR	Volunteer Search and Rescue
WEA	Wireless Emergency Alerts
WMD	Weapons of Mass Destruction



Glossary

Accessible:	Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.
Access and Functional Needs:	Persons who may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; live in institutionalized settings; are seniors; are children; are from diverse cultures; have limited English proficiency or are non-English speaking; or are transportation disadvantaged.
Agency:	A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.
Agency Administrator/Executive:	The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.
Agency Dispatch:	The agency or jurisdictional facility from which resources are sent to incidents.
Agency Representative:	A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.
All-Hazards:	Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.
Allocated Resource:	Resource dispatched to an incident.
Area Command:	An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.



Assessment:	The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision making.
Available Resource:	Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

- B - C -

Branch:	The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
Cache:	A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.
Certifying Personnel:	The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.
Chain of Command:	The orderly line of authority within the ranks of the incident management organization.
Check-In:	The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
Chief:	The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).
Command:	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
Command Staff:	The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required.
Communications / Dispatch Center:	Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.
Complex:	Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.
Continuity of Government:	A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).



Continuity of Operations:	An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.
Cooperating Agency:	An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.
Coordinate:	To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.
Corrective Actions:	The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.
Critical Infrastructure:	Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

- D - E -

Delegation of Authority:	A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)
Demobilization:	The orderly, safe, and efficient return of an incident resource to its original location and status.
Deputy:	A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.
Director:	The Incident Command System title for individuals responsible for supervision of a Branch.
Dispatch:	The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.
Division:	The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.
Emergency:	Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.



Emergency Management/Response Personnel:	Includes Federal, State, territorial, tribal, sub state regional, and local governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)
Emergency Medical Services System:	Includes the County's emergency medical services capabilities comprised of county, district, municipal, tribal, NGOs, private sector-organizations, and all other organizations and individuals who assume an emergency medical services role.
Emergency Operations Center (EOC):	The physical location at which the coordination of information and resources to support incident management (on scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.
Evacuation:	The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Event:	See Planned Event.

- F - G - H -

Federal:	Of or pertaining to the Federal Government of the United States of America.
Finance/Administration Section:	The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.
Function:	One of the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).
General Staff:	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.
Hazard:	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.



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Incident:	An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
Incident Action Plan:	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Incident Command:	The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.
Incident Commander (IC):	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Command Post (ICP):	The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.
Incident Command System (ICS):	A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
Incident Management:	The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.
Incident Objectives:	Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.



Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

- J - K - L -

Joint Information Center (JIC):	A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.
Joint Information System (JIS):	A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
Jurisdiction:	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).
Jurisdictional Agency:	The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.
Liaison:	A form of communication for establishing and maintaining mutual understanding and cooperation.
Liaison Officer:	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.
Local Government:	Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or intrastate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107 296, 116 Stat. 2135 (2002).
Logistics:	The process and procedure for providing resources and other services to support incident management.
Logistics Section:	The Incident Command System Section responsible for providing facilities, services, and material support for the incident.



– M –

Management by Objectives:	A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.
Manager:	Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).
Mitigation:	Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage.
Mobilization:	The process and procedures used by all organizations—Federal, State, tribal, and local—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
Multiagency Coordination (MAC) Group:	A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.
Multiagency Coordination System (MACS):	A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.
Multijurisdictional Incident:	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under a Unified Command.
Mutual Aid Agreement or Assistance Agreement:	Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.



- N - O -

National:	Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.
National Essential Functions:	A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.
National Incident Management System:	A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.
National Response Framework:	A guide to how the Nation conducts all-hazards response.
Nongovernmental Organization (NGO):	An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.
Officer:	The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.
Operational Period:	The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.
Operations Section:	The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.
Organization:	Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.



- P -

Planned Event:	A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).
Planning Section:	The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
Preparedness:	A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.
Prevention:	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
Private Sector:	Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.
Protocol:	A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.
Public Information:	Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).
Public Information Officer:	A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.



- R -

- Recovery:** The development, coordination, and execution of service-and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
- Recovery Plan:** A plan developed to restore an affected area or community.
- Reimbursement:** A mechanism to recoup funds expended for incident-specific activities.
- Resource Management:** A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.
- Resource Tracking:** A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.
- Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.
- Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.
- Risk:** The estimated impact that a hazard would have on people, services, facilities, and structures in a community; the likelihood of a hazard event resulting in an adverse condition that causes injury or damage. Risk is often expressed in relative terms such as a high, moderate, or low likelihood of sustaining damage above a particular threshold due to a specific type of hazard event. It also can be expressed in terms of potential monetary losses associated with the intensity of the hazard (FEMA 2001 (August), a-6).

- S -

- Safety Officer:** A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.



Section:	The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/ Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.
Situation Report:	Confirmed or verified information regarding the specific details relating to an incident.
Span of Control:	The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.
Special Needs Population:	A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.
Staging Area:	Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.
Standard Operating Procedure:	A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.
State:	When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Status Report:	Information specifically related to the status of resources (e.g., the availability or assignment of resources).
Strategic National Stockpile:	The Strategic National Stockpile (SNS) is part of the federal medical response infrastructure and can supplement medical countermeasures needed by states, tribal nations, territories and the largest metropolitan areas during public health emergencies.
Supervisor:	The Incident Command System title for an individual responsible for a Division or Group.
Supporting Agency:	An agency that provides support and/or resource assistance to another agency. See Assisting Agency.
System:	Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.



- T -

Tactics:	The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.
Task Force:	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
Terrorism:	As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.
Threat:	Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.
Tools:	Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
Tribal:	Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
Type:	An Incident Command System resource classification that refers to capability. Type1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

- U - V - W - X - Y -

Unified Approach:	The integration of resource management, communications and information management, and command and management in order to form an effective system.
Unified Area Command:	Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.
Unified Command (UC):	An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.
Unit:	The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.



- Unit Leader:** The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.
- Unity of Command:** An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.
- Vital Records:** The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).
- Volunteer:** For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.
- Vulnerability Assessment:** A vulnerability assessment presents “the extent of injury and damage that may result from a hazard event of a given intensity in a given area. The vulnerability assessment should address impacts of hazard events on the existing and future built environment”. (FEMA 2001 (August), 7)



References

- American Red Cross Shelter Plan
- American Red Cross Shelter Policy and Generic Shelter Forms
- FEMA Course IS-288.A: The Role of Voluntary Organizations in Emergency Management
- FEMA Course L489: Management of Spontaneous Volunteers in Disaster
- FEMA CPG-101 version 3
- FEMA Integrated Public Alert and Warning System (IPAWS)
- FEMA Planning Considerations for Cyber Incidents
- FEMA Preliminary Damage Assessment Factsheet
- FEMA Wireless Emergency Alerts (WEA)
- Idaho Code sec. 46-1008, the Governor and Disaster Emergencies chapter of the State Disaster Preparedness Act
- Idaho Code sec 46-1011 the Local Disaster Emergencies chapter of the State Disaster Preparedness Act. (Note: local evacuation would be pursuant to 46-1011)
- Idaho Emergency Operations Plan Support Annex #4, Volunteer and Donations Management, 2017
- Idaho Hazardous Materials/WMD Incident Management and Response Support Plan
- Idaho Office of Emergency Management (IOEM) – Communications Plan
- Inland Northwest Emergency Alert System Plan
- Inland Northwest Local Emergency Communications Committee (INW LECC) – Emergency Alert System (EAS) Plan
- Mass Fatality Management Plan of North Idaho
- National Disaster Recovery Framework
- National Incident Management System (NIMS)
- National Response Framework
- National VOAD Long Term Recovery Guide (2012) – Available at <https://www.nvoad.org/>
- Panhandle Health District Mass Care, Medical Needs Shelter Plan
- Regional HAZMAT Response Team Standard Operating Procedure
- Resolution No. 96-40 Sheriff designated as Incident Commander 8/27/1996
- State of Idaho Emergency Operations Plan
- Statement of Understanding between the Federal Emergency Management Agency and the American National Red Cross, October 2010
- Statement of Understanding between the Salvation Army and American National Red Cross, October 18, 1984