



# Emergency Operations Plan

A guide for County Officials to provide alert and warning information, protection, response, and recovery actions to protect the lives, property, economy, and the environment for the residents of the County.

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# County Hazards Analysis

## I. NATURAL HAZARDS

### 1. WINTER STORM

Winter storms are a relatively common experience for residents of the County. Temperatures down to 30 degrees below zero and high winds can combine to close roads, threaten disruption of utilities, limit access to rural homes, impede emergency services delivery, and close businesses. Such storms also create hazardous travel conditions, which can lead to increased vehicular accidents and threaten air traffic. Additionally, stranded motorists due to closed roads and highways may present a shelter problem.

### 2. FLOOD

Disastrous flooding has caused significant damage in the county, but is uncommon. Spring runoff flooding, sheet flooding or flooding caused by canal breaks, remain a possibility and increased development along streams and rivers also have increased the possibility of damaging floods.

### 3. DAM FAILURES

Dam failure is uncommon, but we have seen it happen. We are down stream from the Island Park, Grassy Lake, and other dams on area rivers and streams. Problems or failures at any of these facilities could have a substantial impact on our county.

### 4. HIGH WINDS

Strong winds are common to the county. When combined with blowing dirt or snow, the winds cause a threat to traffic and can damage homes, businesses, crops and utilities. Likewise, the threat of small tornadoes and microburst remains, although historically damage has been minor, damaging winds still should be considered in emergency planning.

### 5. FIRES

Wildland, field, and forest fires are common and pose a threat in the rural areas of the County. A large fire in residential areas could spread with high winds.

### 6. EARTHQUAKE AND SEISMIC ACTIVITY

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

### 7. OTHER NATURAL DISASTERS

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

## **II. TECHNOLOGICAL AND MAN MADE HAZARDS**

### **1. POWER FAILURE**

A long-term power outage could create havoc for the public. Home, as well as congregate care is immediately impacted, as is industry and business. Crops and livestock can become threatened and communications hampered. This type of incident should be considered a major threat to our communities and should be a considerable emergency planning effort.

### **2. HAZARDOUS MATERIALS RELEASE**

The County has a treat from a release of hazardous materials from both fixed and transportation incidents. Hazmat has become an ordinary part of our life, with its transport, storage and use in all parts of our county. Hazards range from a small spill on a rural farm road to a major release in a populated city. Emergency Service Agencies are not funded, equipped, trained, nor ready for a major life threatening release. The closest Hazmat Team, with the equipment and personnel to assist, is the Jefferson-Bonneville Counties Hazmat team. On a major incident we would need all the help we could get and the best-trained and equipped unit in Southeast Idaho is the State Hazmat Team from Pocatello. This team would take a minimum of 2-3 hours to respond.

### **3. CIVIL DISOBEDIENCE**

Although in the strictest sense, civil disobedience is uncommon in the area, other activities such as major sporting events, parades, celebrations, and even major sales can be treated as civil disobedience events. The same problems can occur as with protests or riots. Therefore emergency planners should not overlook civil disobedience.

### **4. TERRORISM**

Terrorist events can occur in the County, with the county as the target or an accident while passing through. Law Enforcement is the lead agency in dealing with terrorism and should lead the emergency planning effort and assist local agencies in preparing to deal with acts of terrorism.

## CONCEPT OF OPERATIONS

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

The sequence of events that would require Emergency Operations Center (EOC) activation would normally be:

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

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

Specific functions are described and detailed in the following sections. Response to specific hazards associated with the county area outlined in the appendices. Forms, lists, sample declarations, and checklists are included at the index.

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

**ELECTED OFFICIALS**  
**(County Commissioners, Mayors, etc.)**

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**RESPONSIBILITIES**

**I. PREPARATION**

1. Set policy for the Emergency Response Organization
2. Authorizes mitigation strategy.
3. Identifies by title or position the individuals responsible for serving as coordinators.
4. Identifies EOC staff.
5. Coordinates with adjacent jurisdictions or State and Federal jurisdictions.

**II. RESPONSE**

1. May activate the EOC.
2. When notified, serves in the EOC.
3. As appropriate, directs implementation of protective actions for public safety.
4. Declares an emergency/disaster if appropriate.
5. Specifies authority for warning and may direct warning be issued.
6. May serve as spokesperson before media or delegates and supports that function.
7. Gives final approval to release emergency information/instructions/media releases.
8. Make evacuation decisions.
9. Authorizes procurement of resources.

**III. RECOVERY**

1. Authorizes mitigation strategy.

# EMERGENCY MANAGEMENT DIRECTOR

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## RESPONSIBILITIES

### I. PREPARATION

1. Direct and/or coordinate the efforts of the jurisdiction and various response forces.
2. Coordinate with the response efforts of other jurisdictions.
3. Train the EOC staff.
4. Assist the EOC Manager in preparing the EOC.
5. Identify resources needs and provide resources.
6. Assure appropriate warning to the public is accomplished.
7. Coordinate publication of mass care locations/procedures.

### II. RESPONSE

1. Analyze the emergency situation and decide how to respond quickly, appropriately, and effectively.
2. Coordinate with the response efforts of other jurisdictions.
3. Activate the EOC as required.
4. Notify the Commissioners of the emergency situation and brief them upon their arrival at the EOC.
5. Activate call out list and notify EOC staff of emergency.
6. Assist the EOC Manager in managing the EOC.
7. Assure significant events log is maintained.
8. Collect and disseminate damage assessment information.
9. Submit Situation Reports and Damage Assessment Information to BDS.
10. Assist with logistical support and resource delivery.
11. Implement emergency communications procedures as required.

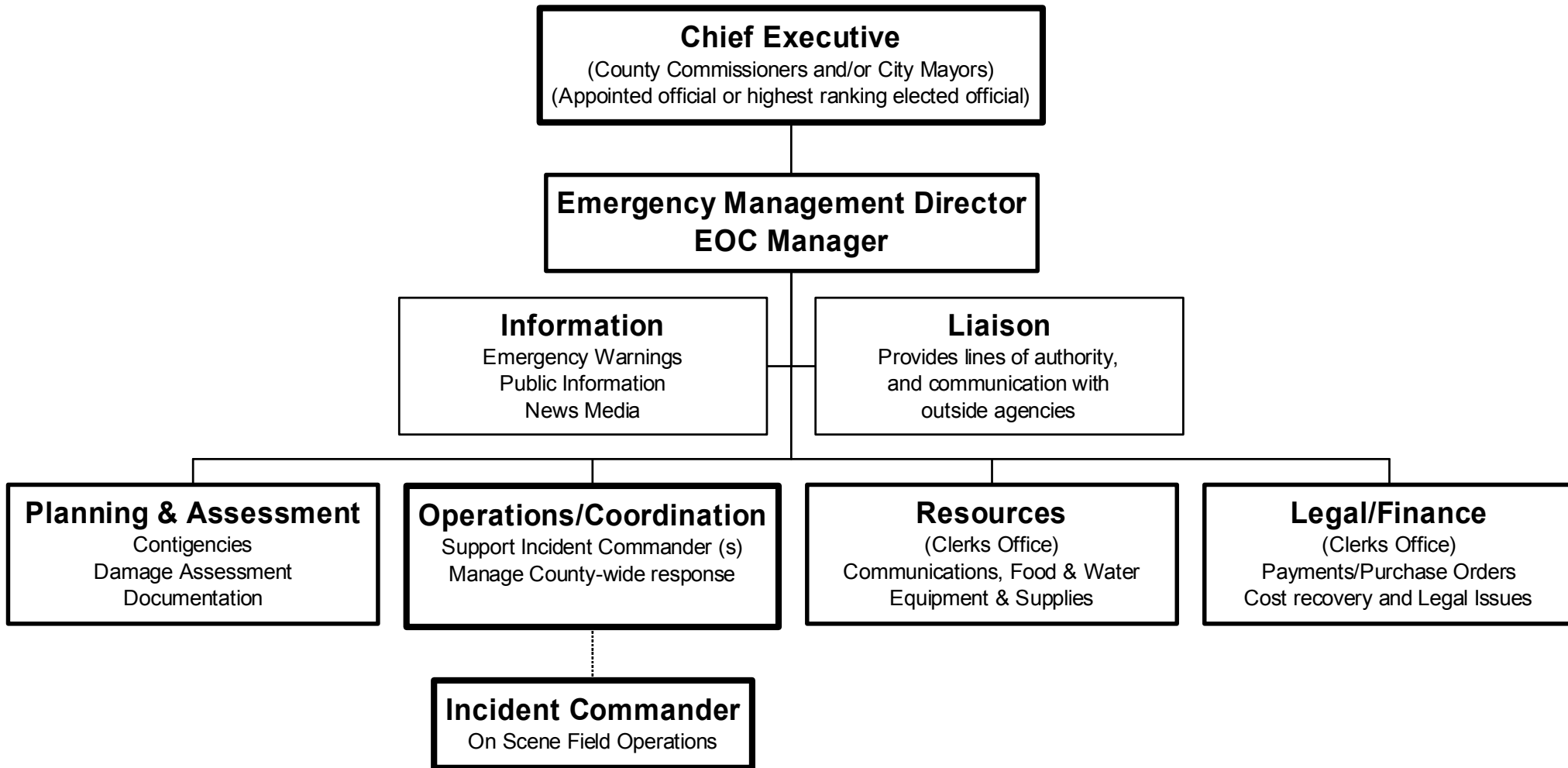
12. Report to BDS or Regional EOC, if activated and requested.
13. Activate public information function and assist PIO with information gathering/release.
14. Make recommendations concerning evacuation.
15. Request American Red Cross assistance with mass care/shelter.
16. Coordinate publication of mass care locations/procedures.
17. Coordinate with Resource Manager on needs/procurement and delivery of resources.

### **III. RECOVERY**

1. Assure significant events log is maintained.
2. Collect and disseminate damage assessment information.
3. Submit Situation Reports and Damage Assessment Information to BDS.
4. Coordinate logistical support and resource delivery.
5. Implement emergency communications procedures as required.
6. Report to BDS or Regional EOC, if activated and requested.
7. Activate public information function and assist PIO with information gathering/release.
8. Coordinate publication of mass care locations/procedures.
9. Coordinate with Resource Manager on needs/procurement and delivery of resources.
10. Coordinate with BDS on administration of State and Federal assistance program delivery.

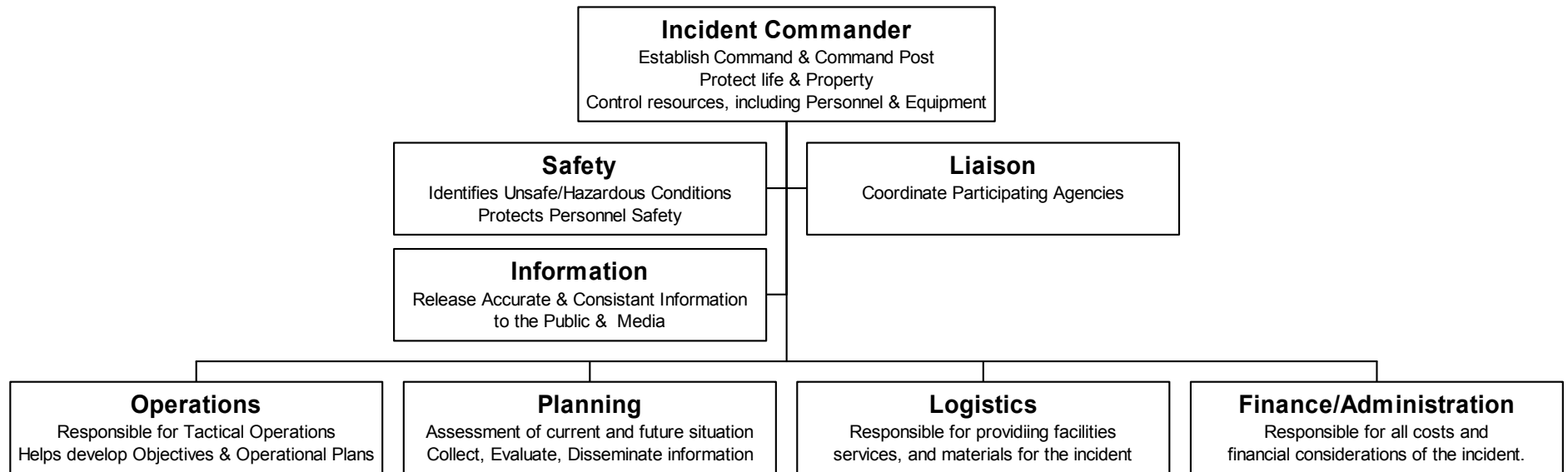
# County Emergency Operations Center

(Structure expands or contracts as situation requires)



# INCIDENT COMMAND SYSTEM

(For on Scene Command and Control)



# **EOC MANAGER**

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## **CONCEPT OF OPERATIONS**

The county concept of emergency operations is to have a central command and control center for managing emergency response when it exceeds the capabilities of the Incident Commander or if multiple locations are involved. The EOC must have someone to see that it is staffed and managed to see that required functions are being completed.

## **RESPONSIBILITIES**

### **I. PREPARATION**

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

### **II. RESPONSE**

1. Activate the EOC as required
2. Activate call out list and notify EOC staff of emergency.
3. Notify the Commissioners of the emergency situation and brief them upon their arrival at the EOC.
4. Develop Staffing plan to maintain extended or 24-hour operations if needed.
5. Makes sure the EOC runs smoothly.
6. Oversees the administrative staff and ensures that clerical help is available during activation.

### **III. RECOVERY**

1. Transition EOC into Recovery Coordination Center.
2. Develops Recovery staffing plan.

# INFORMATION OFFICER

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## CONCEPT OF OPERATIONS

The county concept of operations for emergency public information is that there shall be a sole spokesperson for all emergency information, whenever possible. This person will be the PIO (Public Information Officer) or designee. The PIO may elect to utilize other personnel to act as spokesperson, depending upon the circumstances, technical information and political consideration. The residents and local media take precedence over national media.

## RESPONSIBILITIES

### I. PREPARATION

1. Develop public education programs.
2. Maintain current media lists, appropriate plans and SOP's and participate in county exercises.
3. During response and recovery, the PIO will counsel the county commissioners in emergency information releases, response and all public information.

### II. RESPONSE

1. Report to EOC.
2. Coordinate with Emergency Management Director and County Commissioners on all emergency information releases.
3. Unless required do not withhold information from the public. This erodes public trust and confidence.
4. Whenever possible put a positive spin on reports (Make County officials and responders look good).
5. Reassure the public that officials are working to resolve the situation.
6. Monitor media and public reports for accuracy and effectiveness.
7. Be prepared to provide warning to the public.
8. Respond to media queries in a timely fashion.
9. Provide information regarding locations of mass care and shelter, and aid centers.

10. Establish rumor control procedures.
11. Prepare timely, accurate news releases as required.
12. Maintain a chronological record of events.
13. Utilize other personnel to act as spokesperson, depending upon the circumstances, technical information and political consideration.

### **III. RECOVERY**

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

# LIAISON OFFICER

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## CONCEPT OF OPERATIONS

The Liaison Officer is the point of contact for assisting or coordinating agencies. This function is assigned to prevent officials from being overloaded by questions from the numerous assisting agencies that some incidents involve.

### **I. PREPARATION**

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

### **II. RESPONSE**

1. Acts as the point of contact for assisting or coordinating agencies and organizations.
2. Provide lines of authority, responsibility, and communications.
3. Acts as a diplomat, working out interagency conflicts.
4. Works with private contractors and organizations to address needs.
5. Operates from specific location (easy to find).

### **III. RECOVERY**

1. Same as response.
2. Remember that people will be tired and frustrated. Your job is to keep the peace.

# PLANNING & ASSESSMENT

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## CONCEPT OF OPERATIONS

The Planning and Assessment Section, headed by the Planning Section Chief, is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. Planning must include an assessment of the present and projected situation and projected situation, constantly considering contingencies (remember Murphy's Law). Proactive incident management depends on an accurate assessment of the incidents potential and a prediction of likely outcomes.

### **I. PREPARATION**

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

### **II. RESPONSE**

1. Gathers information and analyzes the situation as it progresses.
2. Records the status of resources, including those already committed to the incident, anticipated needs, and the projected impact of additional resources responding to the incident.
3. Generate action plan for the next operational period.
4. Records and protects all documents relevant to the incident. (Incident reports, communication logs, injury claims, and status reports).
5. Activate appropriate technical experts/specialists to assist in developing action plans.

### **III. RECOVERY**

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

4. Responsible for the after action reports.

# OPERATIONS/COORDINATION

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## CONCEPT OF OPERATIONS

Establish the EOC as a central location where government at any level can provide interagency coordination and executive decision making for managing response and recovery. Provide direction and control (broad guidance, not tactical). This function handles personnel and equipment from the various responding agencies in the county. (Law enforcement, Fire, Rescue, Public Works, Medical, Welfare & shelter).

### RESPONSIBILITIES

#### I. PREPARATION

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

#### II. RESPONSE

1. Is responsible for coordinating the County wide emergency response.
2. **Do not** micro manage the Incident Commander(s).
3. Help the Incident Commander(s) with span-of control problems.
4. Assist the IC in developing objectives for the incident.
5. Develop operational plans.
6. Consult with the IC & Chief Executives about the overall incident action plan.
7. Keep the EOC staff informed of the situation and resource status.
8. Work with the Staging Area Manager.
9. Assign priorities for resources.

#### III. RECOVERY

1. Same as response only with recovery objectives.

# RESOURCE MANAGEMENT

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## CONCEPT OF OPERATIONS

The Resource Manager oversees operational supply functions including; 1) Donated goods and services; 2) Maintains contact between government and the various private, commercial, and industrial organizations that provide resources in the emergency operation; 3) Provides logistical support to the ICS, including all actions necessary to ensure the availability of resources required to support the operation; 4) Acts as “supply sergeant” for the incident and manages services and support resources.

## RESPONSIBILITIES

### I. PREPARATION

1. Provide a complete picture of resources available.
2. Maintain a resource inventory of locally available resources.
3. Is aware of resources available through mutual aid agreements.

### II. RESPONSE

1. Coordinates with Operations regarding needs and priorities.
2. Identifies facilities and sites available for resource storage, staging and provides for security.
3. Coordinates the acquisition and deployment of resources.
4. Monitors potential resources shortages and advises Operations.
5. Seeks outside resources when local resources are not adequate.
6. Meets critical resource needs despite interruptions or damage to the infrastructure.
7. Sees that all responders have, food, water, toilet facilities, and can get warm and dry.
8. Provides communication resources.

### III. RECOVERY

1. Maintain accountability of the jurisdiction's use of resources.

# LEGAL & FINANCE

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## CONCEPT OF OPERATION

To ensure the protection of the rights of citizens and to see that all actions and expenditures are carried out according to proper protocol and statutes. To limit liability and reduce litigation.

### RESPONSIBILITIES

#### I. PREPARATION

1. Know the state and local statutes concerning disaster and emergency operations.
2. Reviews County emergency plans for compliance with legal statutes.
3. Know the policies, laws, procedures, and resources for emergency expenditures.

#### II. RESPONSE

1. Is responsible for all legal considerations of the incident.
2. Prepares disaster declaration as required.
3. Advises all members of response operation of any legal ramification of actions they may or may not take.
4. Is responsible for all costs and financial considerations of the incident.
5. Handles purchase orders, future payments, budgeting, cost documentation, etc.

#### III. RECOVERY

1. Is responsible for legal documentation
2. Is responsible for cost recovery.

## ***STANDARD OPERATING GUIDELINE***

### **ANY TYPE OF INCIDENT**

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

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

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

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

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

#### **3. Determine Objectives.**

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

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

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

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

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

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

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

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

## ***STANDARD OPERATING GUIDELINES***

### **BOMB THREAT CIVIL DISOBEDIENCE**

In the event of a bomb threat or civil unrest, the jurisdiction could be seriously impacted. The concept is that the EOC will activate as needed.

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

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

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

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

#### **3. Determine Objectives.**

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

**4. Identify needed resources.**

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

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

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

**6. Take action.**

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

## ***STANDARD OPERATING GUIDELINE***

### **EARTHQUAKE**

In the event of a strong earthquake building damage, collapse or a utility outage could cause serious problems, especially during cold weather. The concept is that the EOC will activate as needed.

#### **Notify State Communications Center .....1-800-632-8000**

They will be able to contact the Bureau of Disaster Services, notify the BDS Area Field Officer, and give you information about the location and magnitude of the earthquake, in addition to calling out other emergency responders.

If phone lines are out they can be reached by radio on EMS Emergency Medical Services Radio frequencies.

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

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

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

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

#### **3. Determine Objectives.**

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

**4. Identify needed resources.**

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

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

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

**6. Take action.**

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

## STANDARD OPERATING GUIDELINE

### FLOOD

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

#### **Bureau of Disaster services**

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

**BDS Area Field officer** can be paged by calling State Communications Center. 1-800-632-8000

BDS Boise Office ..... 1-208-334-3460  
Fax..... 1-208-334-2322

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

Office ..... 1-509-527-7700

Fax..... 1-509-527-7804

**Primary contact: James Wood Office..... 1-509-527-7141**

Fax..... 1-509-527-7821

Home..... 1-509-525-1542

Alternate: Herb Bessey ..... 1-509-527-7144

Fax..... 1-509-527-7821

Home..... 1-509-337-8894

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

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

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

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

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

- ◇ What could make the situation worse? (Weather?)

- ◇ The water will come how can we redirect or divert it to minimize or prevent damage.
- ◇ If the water lasts a long time will dikes or sandbags fail?
- ◇ If our original plan fails what is our fallback plan, or option plan.
- ◇ Can someone be injured or killed? Flood damage is insignificant compared to health and safety of citizens or responders. If you flood the whole county but no one is injured or killed you have succeeded.

### **3. Determine Objectives.**

- ◇ Decide what you want to do. Is the damage potential less than the cost of a flood fight?
- ◇ Who is responsible for the flood fight? County or Private individuals?
- ◇ Will the county protect public facilities (roads etc.) and private property owners must protect themselves?
- ◇ Objectives may change as the incident progresses.

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

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

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

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

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

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

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

## ***STANDARD OPERATING GUIDELINE***

### **HAZARDOUS MATERIALS**

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

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

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

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

**2. Notify StateCom at 1-800-632-8000**

*StateCom will provide the following services:*

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

**3. EOC FUNCTIONS**

- ◇ How can we help the IC to save lives and prevent injuries?
- ◇ Are there victims? If yes, do family members need assistance?
- ◇ Rumor control by monitoring the media and providing correct information.
- ◇ Review the Incident Commanders action plan.
- ◇ Identify contingencies.
- ◇ Determine community wide objectives, develop an action plan, identify and provide needed resources, complete a damage assessment.
- ◇ Declare a disaster if needed.
- ◇ Update Bureau of Disaster Services of County situation.

## ***STANDARD OPERATING GUIDELINE***

### **POWER FAILURE**

In the event of a wide area, extended or during cold weather a power outage could cause serious problems. The concept is that the EOC will activate as needed.

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

- ◇ How large of an area is affected?
- ◇ How long will the power be out?
- ◇ Are emergency services functioning? (Fire, EMS, Police)
- ◇ What is the status of: water, sewer, communications, and heating, in the affected area?
- ◇ Is any one in danger? (Home heating, migrants, elderly, electric medical equipment etc.)

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

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

#### **3. Determine Objectives.**

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

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

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

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

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

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

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

## **STANDARD OPERATING GUIDELINES**

### **SEVERE WEATHER**

Winter storms are common in Idaho and the County. However, in the event of an extremely severe or extended winter storm citizens and agencies may need assistance in coping with the emergency. We also have the potential for damaging winds, Microburst, Tornado's, lightning, and heavy rain or hail. The concept of operations is to scale EOC activation to the needs as dictated by the event. Weather warnings and information can be obtained from the National Weather Service in Pocatello.

#### **National Weather Service Pocatello Office:**

Front Desk.....	232-9306
Fax.....	233-2417
Forecast Desk.....	232-9316
<b>Direct Line to forecast desk (24 hour service).....</b>	<b>233-0834</b>
800 number .....	1-800-877-1937
Internet address .....	<a href="http://www.wrh.noaa.gov/pocatello">http://www.wrh.noaa.gov/pocatello</a>

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

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

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

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

#### **3. Determine Objectives.**

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

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

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

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

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

6. **Take action.**

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

## ***STANDARD OPERATING GUIDELINES***

### **TERRORISM WEAPONS OF MASS DESTRUCTION**

The most likely type of terrorism incident would involve explosives. If the event involves a biological or chemical agent, determination that the event has occurred may not be for hours or weeks afterward.

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

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

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

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

#### **3. Determine Objectives.**

- ◇ What do we need to do to save lives and prevent injuries?
- ◇ What services can we provide?
- ◇ Write our objectives down and prioritize.
- ◇ Monitor media reports.
- ◇ Declare a disaster if needed.
- ◇ Notify BDS Area Field Officer of County situation.

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

**4. Identify needed resources.**

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

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

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

**6. Take action.**

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

## ACRONYMS

<b>EMD</b>	Emergency Management Director
<b>PIO</b>	Public Information Officer
<b>BDS</b>	Bureau of Disaster Services
<b>EOP</b>	Emergency Operating Plan
<b>EOC</b>	Emergency Operations Center
<b>IC</b>	Incident Command, Incident Commander
<b>ARC</b>	American Red Cross
<b>EMS</b>	Emergency Medical Services
<b>H/M</b>	Health/Medical
<b>ICS</b>	Incident Command System
<b>SOP</b>	Standard Operation Procedure
<b>COE</b>	Corps of Engineers
<b>NWS</b>	National Weather Service
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>PDA</b>	Preliminary Damage Assessment
<b>BHM</b>	Bureau of Hazardous Material