BINGHAM COUNTY EMERGENCY OPERATIONS PLAN

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Base Plan

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Preface

The Bingham County Emergency Operations Plan (EOP) is a set of guidelines and procedures to assist in the emergency response effort. It is to be used by those responsible for the safety and security of the citizens of Bingham County.

All previous Bingham County Emergency Operations Plans are obsolete upon signature date of this plan. It parallels the National Response Plan (NRP) and incorporates guidance from the Federal Emergency Management Agency (FEMA) as well as lessons learned from disasters and emergencies that have threatened Bingham County. The plan is in compliance with the National Incident Management System (NIMS), which is the Federal Governments system of ensuring a uniform method of typing resources and integrating multiple agencies, jurisdictions, and disciplines into a coordinated response and relief effort.

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

All agencies and departments are responsible for developing and maintaining current internal plans and procedures for carrying out the assigned emergency functions described in the EOP. The coordination of these plans and procedures with the EOP is an ongoing process through regular training and exercises. Implementation of the EOP will require extensive cooperation, collaboration, and training. I ask for your continued cooperation and assistance as we implement our updated EOP. I thank you and look forward to working with you in continuing to improve our ability to protect our citizens.

R. Scott Reese
Emergency Management Director
Bingham County, Idaho

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Letter of Adoption

The Bingham County Emergency Operations Plan December 2022 is hereby authorized to be the Official Plan for Bingham County's intergovernmental emergency operations pursuant to Chapter 10, Title 46, and Idaho Code. This plan supersedes all previous plans.

The signatories to this EOP concur with the concepts, requirements, and assignments. The plan is not an unqualified commitment to resources. It is essentially a "mutual aid" agreement which provides for collaboration on the deployment of resources. As a "mutual aid" agreement, this plan operates under the fundamental principle that the first priority of each Jurisdiction is to provide for the basic life safety of its residents. In the event that the Jurisdiction Having Authority and the County disagree on the resources that need to be committed, the Jurisdiction Having Authority will ultimately control the final disposition of such resources.

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

Signature: _Whitney Manwaring_ *(signature on file)*
Chairman, Bingham County Board of Commissioners

Signature: _Mark R. Bair_ *(signature on file)*
Commissioner

Signature: _Eric Jackson_ *(signature on file)*
Commissioner

Adopted by the Bingham County Board of Commissioners on the 21st day of March 2023.

Attest: _Pamela Eckhart_ *(signature on file)*
Clerk

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Notice of Acceptance and Participation
In the Bingham County Emergency Operations Plan

The following signatories hereby accept the Bingham County Emergency Operations Plan dated December 2022. We agree to coordinate planning, preparedness, response and recovery efforts and to offer reasonable assistance in times of a disaster emergency.

Our participation in the EOP shall not be construed to increase our liability in any manner except for our own conduct or as otherwise specifically agreed within the context of the EOP.

City of Aberdeen

Larry Barrett (*signature on file)*   April 10, 2023

Mayor   Date

City of Basalt

Larry D. Wagoner *(signature on file)*   May 11, 2023

Mayor   Date

City of Blackfoot

M. Carroll *(signature on file)*   May 18, 2023

Mayor   Date

City of Firth

<u>Brandon Jolley</u> *(signature on file)*   <u>June 1, 2023</u>
Mayor   Date

City of Shelley

<u>Stacy Pascoe</u> *(signature on file)*   <u>July 10, 2023</u>
Mayor   Date

Approval and Implementation

The Bingham County Emergency Operations Plan (EOP) is effective upon signing by the jurisdictions represented on the letter of acceptance.

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

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

Ongoing Plan Management & Maintenance

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

Record of Changes & Review

When posting changes:

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

Change #	Date Posted	By (Print)	Signature

Record of Review

Review Date	Reviewed by	Signature

Record of Distribution

Organization	Name	Quantity	Date

A Master Copy to be maintained in the Bingham County Administration Building, Blackfoot, Idaho.

Introduction

Purpose

The purpose of the Bingham County Emergency Plan is to develop a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency, preserve life, minimize damage, respond during emergencies, provide necessary assistance, and establish a recovery system, in order to return the community to its normal state of affairs.

This plan attempts to define clearly who does what, when, where, and how, it also includes the legal authority to act in order to mitigate, prepare for, respond to, and recover from the effects of war, natural disaster, technological accidents and other major incidents.

Scope and Limitations

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

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

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

Community Description

Bingham County is located in southeastern Idaho. It ranks 7th among Idaho counties in population and 12th in area. The federal government owns over 29 percent of the county. Agriculture and food processing are the primary industries with services, trade, and government also providing major employment. Annual average total civilian employment grew 1.91 percent from 2016 to 2017. Major employers include Premier Technology, Basic American Foods, Nonpareil Corporation, Idaho Supreme Potatoes, Inc., State Hospital South, Bingham Memorial Hospital, J.R. Simplot Company, Sho-Ban Gaming, Spudnik Equipment Company, Wal-Mart, and Wada Farms, Inc.

Location

Bingham County is located in Southeastern Idaho. The Blackfoot Mountain Range covers the eastern part of the County, and the Snake River plain lava fields stretch across the western half of the County. Bingham County is bordered by Bannock, Bonneville, Caribou, and Butte Counties.

Topography and Geography

Bingham County covers a vast area, much of it on the Snake River Plain and the foothills of the Blackfoot Mountains on the east. Irrigated farms on both sides of the Snake River make Bingham County and Blackfoot the center of Idaho potato production. Beyond the irrigated farms to the northwest is the sagebrush desert of the Snake River Plain and the area around Atomic City, where dryland wheat farming was attempted in the 1920s.

In the northwestern panhandle of the county is a portion of the Idaho National Engineering and Environmental Laboratory, and two of the three buttes, landmarks on the Snake River Plain. Both Middle Butte and East Butte are rhyolite domes, but Middle Butte has not breached its Pleistocene basalt cap. In the southeast of the county, in the hanging wall of the Meade thrust fault, near Mt. Taylor, is phosphate mining country, including the now-closed Gay Mine, on the Fort Hall Indian Reservation.

Demographics

Bingham County has experienced a steady population growth over the past three decades. The population has increased from just fewer than 30,000 in 1970 to over 40,000 in 2005. This is a thirty-five year increase of 14.79%. Between 2016 and 2017 the population of Bingham County grew from 45,261 to 45,369 a 0.239% increase. The outlook for Bingham County is for continued moderate growth.

There is a general trend of growth for most of the cities. Aberdeen had a large amount of growth from 1990 to 2000 and a decline in the following six years. Atomic City has remained stagnant, while Shelley and Blackfoot growing steadily.

Hazard Analysis Summary

The Bingham County Multi-Jurisdiction All Hazard Mitigation Plan 2013 is a complete revision of the 2009 Bingham County Multi-jurisdiction All Hazard Mitigation Plan. The entire Hazard and Vulnerability Assessment was updated. The hazard ranking was changed, and a new format deployed that ranks the hazards according to five indices; 1) historical occurrence, 2) probability, 3) vulnerability, 4) spatial extent, i.e. the extent of impact based on geography, and 5) the magnitude, which looks specifically at the loss of life, injuries, and economic impact.

While the focus of this Plan is on County-wide mitigation activities, it was developed through an integrated effort by representatives from many County, State, and Federal jurisdictions. The Cities of Blackfoot, Basalt, Firth, Shelley, Aberdeen, and Atomic City also participated in the development of this Plan.

Mitigation Actions have been reviewed, and a status was then provided by the Mitigation Committee. Goals and Objectives developed in the initial planning process were maintained, and additional mitigation actions were added to the Plan. The mitigation actions were reviewed and analyzed using the STAPLEE Method with each action given H, M, or L ranking.

Hazard	Historical Occurrence	Probability	Vulnerability	Spatial Extent	Magnitude	Total	Rank
Wildfire	3	4	3	3	4	17	H
River Flooding	3	4	3	3	4	17	H
Severe Winter Storms	3	4	3	4	2	16	H
Hazardous Materials	3	4	2	2	4	15	H
Flash Flooding	3	4	2	2	3	14	M
Drought	2	4	3	3	2	14	M
Severe Weather	3	4	2	2	2	13	M
Structure Fire	3	4	1	1	4	13	M
Communicable Disease	1	2	4	3	3	13	M
Dam Failure	1	1	4	3	4	13	M
H5N1 Bird Flu	0	1	4	4	4	13	M
Nuclear Event	0	1	4	4	4	13	M
West Nile Virus	3	4	1	1	3	12	M
Earthquake	2	4	1	4	1	12	M
Terrorism	0	1	3	2	4	10	L
Landslide	0	1	2	1	2	6	L
Riot/Demonstration/Civil Disobedience	0	1	2	1	2	6	L
Avalanche	0	1	1	1	1	4	L

Mitigation Overview

The Bingham County Multi-Jurisdiction All Hazard Mitigation Plan was formally adopted by the County on August 5, 2014 and approved by FEMA Region 10 on August 27, 2014. It contains information relative to the hazards and vulnerabilities facing Bingham County. The jurisdictions participating in this Plan include Bingham County and the cities of Aberdeen, Atomic City, Basalt, Blackfoot, Firth, and Shelley. This Plan is designed to interface with the State of Idaho Multi-Hazard Mitigation Plan revision published in 2018.

The Multi-Jurisdiction All Hazard Mitigation Plan seeks to identify hazards that may affect the County and its cities, and understand their potential impact on vulnerable populations and infrastructure. With that understanding, the Plan sets forth solutions that, if implemented, have the potential to significantly reduce threats to life and property. The Plan is based on the premise that hazard mitigation works! With increased attention to managing hazards, communities can reduce the threats to citizens and, through proper land use, and emergency planning, can avoid creating new problems in the future.

There are several mitigation projects identified in the AHMP that if successfully implemented will reduce risks within the County. The projects were prioritized by the Mitigation Committee. The following are three high priority projects:

1. Protect Engineered River Channel West of Blackfoot's Jensen Grove
2. Protect Blackfoot Golf Course Levee
3. Change Stream Flow on Snake River near Archery Range to Protect Road and I-15

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

Planning Assumptions & Considerations

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

- *The responsibility for preparedness and response lies first with individual citizens, second families, third local jurisdiction, and finally Bingham County.*

- *Individual Citizens should be prepared to provide for their own needs during the first 96 hours of a disaster event.*

- Incident management activities will be initiated and conducted using the principles contained in the NIMS Incident Command System.

- Incidents, where possible, will be managed locally with support from Bingham County.

- The combined expertise and capabilities of the municipalities, Bingham County and the State of Idaho, will be required to prevent, prepare for, respond to, and recover from emergencies.

- Top priorities for incident management are to:
  - ❑ Save lives of both the responders and the public.
  - ❑ Ensure security.
  - ❑ Protect and restore critical services.
  - ❑ Protect property
  - ❑ Facilitate recovery

Concept of Operations
General

It is the responsibility of Bingham County Government to undertake comprehensive emergency management in order to protect life and property from the effects of hazardous events. Local government has the primary responsibility for initial emergency management activities. When the emergency exceeds the local government's capability, supplemented by mutual aid to respond, assistance will be requested from the State Government. The Federal Government will provide assistance to the State when appropriate and when requested by the governor.

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

Day-to-day functions that do not contribute directly to the emergency operation may be suspended or reduced for the duration of the emergency as directed by upper management. This will require addressing those activities with a constitutional mandate. The efforts that would normally be required for those functions will be redirected to accomplish the emergency task by the agency concerned.

A comprehensive emergency management plan is concerned with all types of hazardous situations that may develop. It is more than an operations plan in that it accounts for activities before, during, and after emergency operations.

Phases of Management

- **Mitigation:** Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. These functions are not part of this planning effort; however, Bingham County Emergency Management will continue to address mitigation issues within the County.

- **Preparedness:** Preparedness activities develop the response capabilities needed if an emergency should arise. Planning, training, and exercises are among the activities conducted under this phase.

- **Response:** Response is the actual provision of Emergency Management during a crisis. These activities help to reduce casualties and damage, and to speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

- **Recovery:** Recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, condition. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be provision of temporary housing and food, restoration of vital government services, and reconstruction of damaged areas.

Organization and Assignments of Responsibilities

The responsibility for preparedness and response lies first with individual citizens, second families, third local jurisdiction, and finally Bingham County. Individual Citizens should be prepared to provide for their own needs during the first 96 hours of a disaster event. The elected officials are responsible for all policy-level decisions. They are also required to be the approving agency for public information releases to the public. During response operations, the elected officials will be available to their constituents to handle non-routine problems.

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

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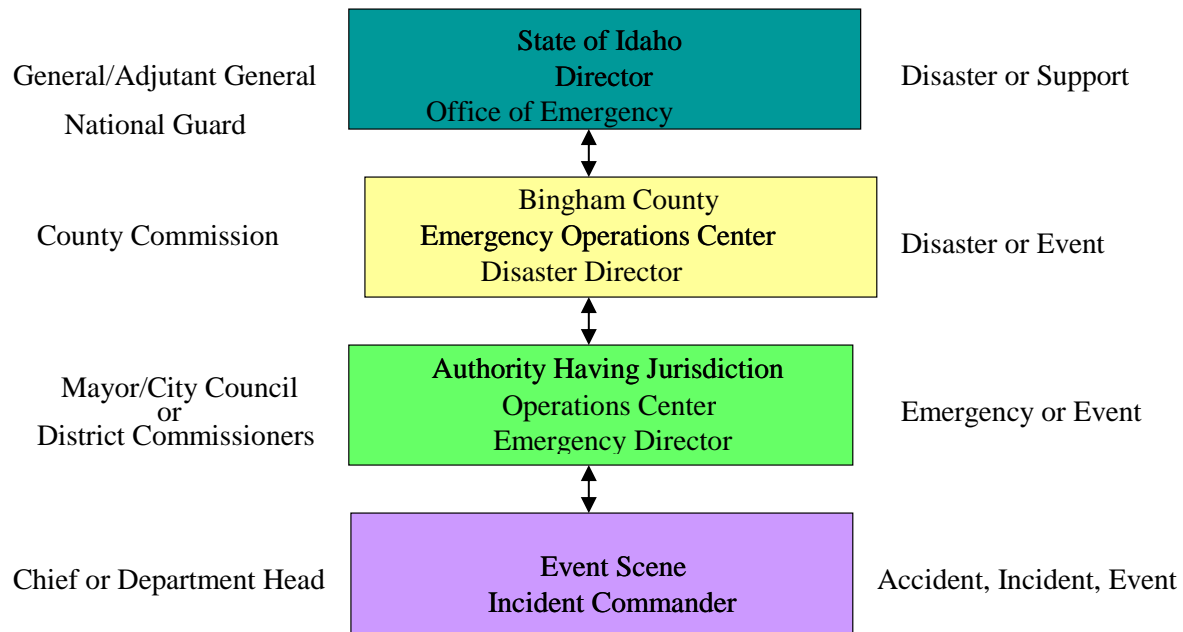
Direction, Control, and Coordination

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

Bingham County – Integrated Response

Emergency Response Organization
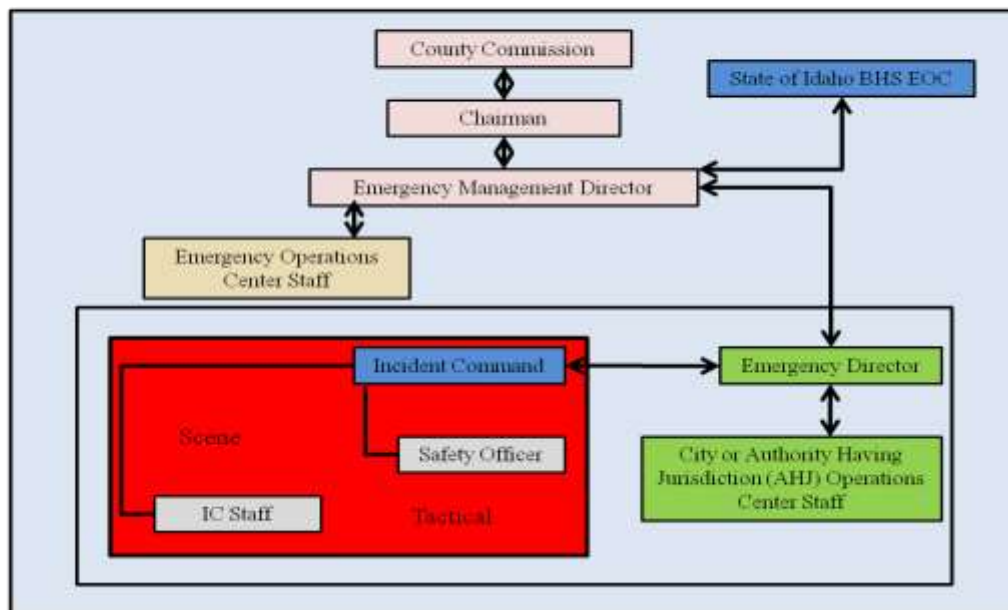
Continuity of Government
Succession of Command

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

Disaster Declaration Process

The provisions of this plan are applicable, but not limited, to all disasters that require a Disaster Declaration by the County in support of local emergency activities. Requests for disaster assistance will be made in accordance with the following procedures:

City

- Emergency responders from the Cities will respond to an emergency within their City limits and coordinate activities in accordance with their standard operating procedures and mutual aid agreements.

- When an emergency situation is, or is likely to be, beyond the scope of control of the City, the mayor or City council may proclaim an emergency. Their proclamation of emergency and any requests for assistance should be forwarded to the Bingham County Emergency Management Director in an expedient manner, i.e., by voice followed by hard copy.

- When a local emergency has been proclaimed, the mayor will govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the City.

Bingham County

- Upon receipt of the proclamation of a local emergency, the Bingham County Chairman of the Board of County Commissioners will:

  ❑ Provide available assistance requested to contain the incident (i.e., sheriff, public works, health, etc.)

  ❑ Notify the Idaho Office of Emergency Management that a situation exists which may require the declaration of County disaster.

- In the event a situation exists in the unincorporated portions of the County that may affect lives and property, the County will take necessary measures to bring the situation under control, utilizing all County government resources.

- If the situation, either in an incorporated or unincorporated portion of the County is beyond the capability and resources of the County to control, the Chairman of the Board of County Commissioners may declare a local disaster in accordance with Idaho Code 46-1011.

- The Bingham County Emergency Management Director will notify the Idaho OEM that the County has declared a disaster emergency, and that the County has implemented its Emergency Operations Plan. The notification should also state that the County has committed all available county resources to the response. If State supplemental assistance is needed to assist the County's response effort, the type of assistance should be clearly stated. The declaration and request for State assistance may be provided orally, and then submitted in writing to the Idaho Office of Emergency Management. (See Attachment 1)

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

Information Collection and Dissemination

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

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

Communications

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

Administration Finance and Logistics

Training and Exercises

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

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

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

Plan Maintenance

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

Preservation of Records

In order to develop after-action reports, all messages and logs will be maintained and submitted to the Bingham County Director of Emergency Management, or his designee, immediately after deactivating emergency operations. Consideration must be given to the protection of records critical to the operation of government and those of historical note.

Authorities and References

- Federal Civil Defense Act of 1950, Public Law 81-920 as amended.
- The Disaster Relief Act of 1974, Public Law 93-288, as amended.
- FEMA Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101 Version 2.0, November 2010.
- Superfund Amendments and Reauthorization Act, Title III, 1986 relating to Local Emergency Response Committees.
- U.S. Department of Homeland Security National Response Framework Third Edition June 2016.
- U.S. Department of Homeland Security National Incident Management System, December 2008.
- Comprehensive Preparedness Guide (CPG) 201, third Edition for Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR).
- Robert P. Stafford Disaster Relief and Assistance Act, Public Law 93-288, as amended.
- Sandy Recovery improvement Act of 2013.
- Chapter 10 Title 46 of the Idaho Code; The Idaho Disaster Preparation Act of 1975, as amended.
- Bingham County All Hazard Mitigation Plan (2014)
- Bingham County Resolution establishing a local disaster preparedness organization.
- Southeastern District Health Public Health Preparedness Plan
- Southeastern District Health Emergency Public Information Plan

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Attachment 1: Disaster Declaration

WHEREAS, there is threat to life and property in **Bingham County,** as the result of

_____,

Which occurred on _____ 20___; and

WHEREAS, the resulting _____ is threatening structures, roadways, infrastructures, public utilities, and other lines of communications as well as

_____.

WHEREAS, a disaster emergency as defined in Section 46-1002, Idaho Code, is in existence in **Bingham County,** due to the imminent threat to life and property created by

_____, and

WHEREAS, Section 46-1011, Idaho Code, authorizes the Commissioners of **Bingham County,** Idaho to declare a disaster emergency to authorize the furnishing of aid and assistance, thereunder;

NOW THEREFORE, be it resolved, and declared by the **Bingham County**, Idaho Board of Commissioners, as follows:

1. A disaster emergency is hereby declared to exist within **Bingham County**, created by _____ creating an imminent threat to life and property; and,

2. These conditions require the activation of the response and recovery aspects of all applicable local disaster emergency plans; and,

3. Such disaster may require State emergency assistance to supplement local efforts to protect, rehabilitate, and replace public property and to provide a coordinated multi-agency effort to mitigate, avert and lessen the threat and impact of the disaster.

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

COUNTY BOARD OF COMMISSIONERS

_____

Chairman

_____

Member

_____

Member

ATTESTED:

_____

Clerk

COUNTY BOARD OF COMMISSIONERS

Attachment 2: EOC Activation Levels

Level I: This is typically a "monitoring" phase. Emergency management will staff the EOC to monitor the situation and/or coordinate requests for outside assistance.

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

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

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Attachment 3: NIMS Adoption Resolution

BINGHAM COUNTY
RESOLUTION NO. 2005-04

A RESOLUTION ADOPTING THE NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)

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

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

WHEREAS, the Department of Homeland Security has asked all government and emergency entities to adopt the National Incident Management System (NIMS) so that all entities are tied to the system;

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

ADOPTED this 2nd Day of March 2005.

ATTEST:

Sara J. Staub
Bingham County Clerk

BINGHAM COUNTY COMMISSION

Wayne T. Brower, Chairman

Cleone Jolley, Commissioner

Errol Covington, Commissioner

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Roles and Responsibilities

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Bingham County
Emergency Response Organization

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                    County Commission

                       Chairman

              Emergency Management Director

              Emergency Operations
                  Center Staff

     Safety Officer              Operations

       Liaison                    Planning

   Public Information             Logistics

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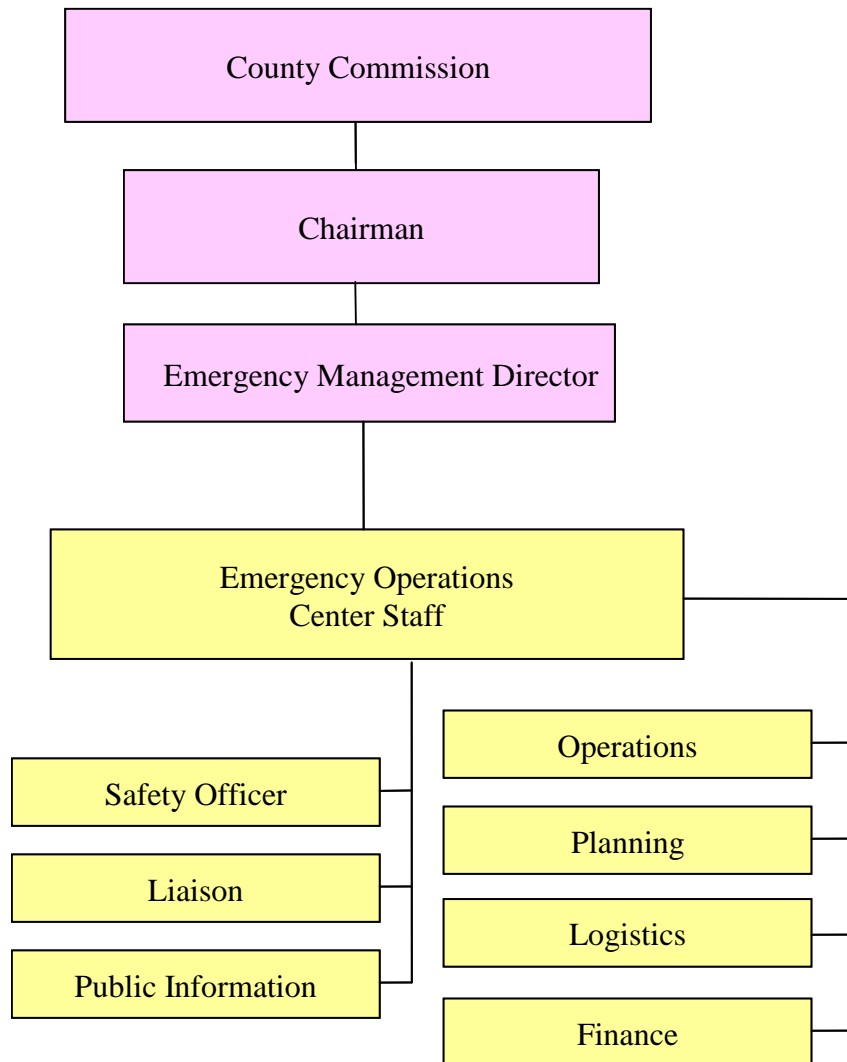
The Bingham County Emergency Operations Center (EOC) will be staffed according to the ICS structure above. The following roles and responsibilities can be used as checklists during EOC activation.

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Elected Officials

Responsibilities

I. Preparation

☐ Set policy for the Emergency Response Organization.

☐ Authorize mitigation strategy in coordination with the State of Idaho.

☐ Identify by title or position the individuals responsible for serving as Coordinators.

☐ Identify EOC staff.

☐ Coordinate with adjacent communities and the State of Idaho.

II. Response

☐ Activate the EOC if needed. (See Attachment 2)

☐ When notified, serve in the EOC.

☐ As appropriate, directly implement protective actions for public safety.

☐ Issue a disaster declaration if appropriate. (See Attachment 1)

☐ Specify authority for warning and may direct warning be issued.

☐ Serve as spokesperson before media or delegate and support that function.

☐ Approve emergency information/instructions/media releases.

☐ Make evacuation decisions.

☐ Authorize procurement of resources.

III. Recovery

☐ Authorize mitigation strategies.

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Emergency Management Director

Responsibilities

I. Preparation

- ☐ Direct the development of a County response capability.

- ☐ Coordinate with response efforts of other jurisdictions.

- ☐ Train the EOC staff.

- ☐ Assist the EOC Manager in preparing the EOC.

- ☐ Identify resources needs and provide resources.

- ☐ Assure appropriate warning to the public can be accomplished.

- ☐ Publicize mass care locations/procedures.

II. Response

- ☐ Analyze the emergency situation and decide how to respond quickly, appropriately and effectively.

- ☐ Coordinate with the response efforts of other jurisdictions.

- ☐ Activate the EOC as required. (See Attachment 2)

- ☐ Notify the Commission of the emergency situation and brief them upon their arrival at the EOC.

- ☐ Activate EOC staff.

- ☐ Assist the EOC Manager as requested.

- ☐ Ensure significant events log is maintained.

- ☐ Work with ESF 3 Public Works and Engineering to collect and disseminate damage assessment information.

- ☐ Submit Situation Reports and Damage Assessment Information to OEM.

- ☐ Assist with ESF 7 Resource Support and logistics delivery.

- ☐ Implement ESF 2 Emergency Communications and Warning procedures.

- ☐ Act as, or designate an ESF 15 Public Information Public Information Officer.

- ☐ Make evacuation recommendations.

- ☐ Direct the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator to activate mass care/shelter.

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

- ☐ Ensure significant events log is maintained.

III.   Recovery

☐ Activate Annex A and collect and disseminate damage assessment information.

☐ Submit Situation Reports and Damage Assessment Information to OEM.

☐ Coordinate with OEM on administration of State and Federal assistance program delivery.

EOC Manager

Responsibilities

I.   Preparation

☐ See that supplies and equipment in the EOC are stocked, maintained, and ready for an event.

☐ Work with all EOC staff so that they are trained in their duties and responsibilities.

II.   Response

☐ Activate the EOC. (See Attachment 2)

☐ Activate call out list and notify EOC staff and ESF Coordinators of emergency.

☐ Notify the Commissioners of the emergency situation and brief them upon their arrival at the EOC.

☐ Develop staffing plan to maintain extended or 24-hour operations if needed.

☐ Ensure the EOC runs smoothly.

☐ Oversee the administrative staff and ensure that clerical help is available during activation.

III.   Recovery

☐ Transition EOC into Recovery Coordination Center.

☐ Develop Recovery staffing plan.

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Safety Officer

Responsibilities

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

I. Preparation

☐ Have a good working knowledge of local Emergency Operations Center (EOC) and Incident Command System (ICS) structures, policies, and procedures

☐ Have a working knowledge of the Hazards facing the County

☐ Participate in disaster training, exercises, and tabletops

II. Response

☐ Report to Emergency Operations Center (EOC)

☐ Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer

☐ Oversee the monitoring and assessing of hazardous and unsafe situations

☐ Identify hazardous situations associated with the incident; ensure that the Emergency Operations Center (EOC) Staff is protected

☐ Work with the Operations and Planning Sections to ensure that appropriate protective actions are being taken to protect the public

☐ Identify potentially unsafe acts within the Emergency Operations Center (EOC)

☐ Identify corrective actions and ensure implementation; coordinate corrective action with Command and Operations

☐ Ensure adequate sanitation and safety in food preparation

☐ Assist in the preparation of the Incident Action Plan Safety and Risk Analysis

☐ Participate in Planning and Operations Meetings

☐ Listen to strategic options being considered; if potentially unsafe, assist in identifying options, protective actions, or alternate strategies

☐ Discuss accidents/injuries to date; make recommendations on preventative or corrective actions

☐ Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary

☐ Document all activity on Log

III.   Recovery

☐ Personnel being demobilized must be debriefed before being released

☐ Stress counseling may be necessary following a traumatic incident

☐ Responsible for the after action reports

Public Information Officer

Responsibilities

I.   Preparation

☐ Develop public education programs.

☐ Maintain current media lists, appropriate plans and SOP's, and participate in County exercises.

☐ During response and recovery, the PIO will counsel the Commissioners in emergency information releases, response, and all public information.

II.   Response

☐ Report to EOC.

☐ Coordinate ESF 15 Public Information activities with the Commissioners and participating agencies on all emergency information releases.

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

☐ Reassure the public that officials are working to resolve the situation.

☐ Monitor media and public reports for accuracy and effectiveness.

☐ Be prepared to provide warning to the public.

☐ Respond to media queries in a timely fashion.

☐ Provide information regarding locations of mass care and shelter, and aid centers as requested by ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.

☐ Establish rumor control procedures.

☐ Prepare timely, accurate news releases as required.

☐ Maintain a chronological record of events.

☐ Utilize other personnel to act as spokesperson, depending upon the circumstances, technical information, and political consideration.

III.   Recovery

☐ Establish rumor control procedures.

☐ Advertise aid and recovery centers locations and services.

☐ Prepare timely, accurate news releases as required.

☐ Schedule news conferences, interviews, and other media access.

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Liaison Officer

Responsibilities

I.   Preparation

☐ Have a good working knowledge of local EOC and ICS structures, policies, and procedures.

☐ Learn what area agencies and organizations might assist in an event, and what their roles, responsibilities, and needs would be.

II.   Response

☐ Report to EOC upon notification.

☐ Act as the point of contact for assisting or coordinating agencies and organizations.

☐ Ensure lines of authority, responsibility, and communications.

☐ Resolve interagency conflicts.

☐ Work with private contractors and organizations to address needs.

III.   Recovery

☐ Same as response.

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

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Planning and Assessment

Responsibilities

I.   Preparation

☐ Know the capabilities of your local Emergency Response Organizations.

☐ Study incidents reported in the media to learn what can happen and how other agencies handle different situations.

II.   Response

☐ Report to EOC upon notification.

☐ Gather information and analyze the situation as it progresses.

☐ Record the status of resources, including those already committed to the incident, anticipated needs, and the projected impact of additional resources responding.

☐ Generate action plan for the next operational period.

☐ Record and protect all documents relevant to the incident. (Incident reports, communication logs, injury claims, and status reports).

☐ Activate appropriate technical experts/specialists to assist in developing action plans.

III.   Recovery

☐ In incidents requiring a major resource commitment, adequate planning is needed to ensure an effective, safe, and cost-effective demobilization and return of resources to service.

☐ Personnel being demobilized must be debriefed before being released.

☐ Stress counseling may be necessary following a traumatic incident.

☐ Responsible for the after action reports.

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Operations/Coordination

Responsibilities

I.   Preparation

☐ Know the capabilities of your local emergency response organizations.

☐ Study incidents reported in the media to learn what can happen and how other agencies handle different situations.

II.   Response

☐ Is responsible for coordinating the City wide emergency response.

☐ **Do not micro manage the Incident Commander(s).**

☐ Help the Incident Commander(s) with span-of control problems.

☐ Assist the Emergency Management Director in developing protective action measures for the general public.

☐ Develop operational plans for emergency actions to be taken outside of the incident scene.

☐ Consult with the IC and/or the Emergency Management Director about the overall incident action plan.

☐ Keep the EOC staff informed of the situation and resource status.

☐ Work with the Resource/Logistics Manager, ESF 4 Firefighting, ESF 9 Search and Rescue, ESF 10 Oil and Hazardous Materials or ESF 13 Public Safety and Security as required.

☐ Assign priorities for resources.

III.   Recovery

☐ Same as response only with recovery objectives.

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Resource Management/Logistics

Responsibilities

I.   Preparation

☐ Provide a complete picture of resources available by working with ESF 7 Resource Support.

☐ Maintain a resource inventory of locally available resources.

☐ Is aware of resources available through mutual aid agreements.

II.   Response

☐ Report to EOC upon notification.

☐ Coordinate with Operations regarding needs and priorities.

☐ Identify facilities and sites available for resource storage, staging, and provides for security.

☐ Coordinate the acquisition and deployment of resources.

☐ Monitor potential resources shortages and advise Operations.

☐ Seek outside resources when local resources are not adequate.

☐ Meet critical resource needs, despite interruptions or damage to City services.

☐ See that all responders have food, water, toilet facilities, and can get warm and dry.

☐ Provide communication resources.

III.   Recovery

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

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Legal and Finance

Responsibilities

I.   Preparation

☐ Know the State and local statutes concerning disaster and emergency operations.

☐ Review County emergency plans for compliance with legal statutes.

☐ Know the policies, laws, procedures, and resources for emergency expenditures.

II.   Response

☐ Is responsible for all legal considerations of the incident.

☐ Prepare disaster declaration as required.

☐ Is responsible for all costs and financial considerations of the incident.

☐ Handle purchase orders, future payments, budgeting, cost documentation, etc.

III.   Recovery

☐ Is responsible for legal documentation.

☐ Is responsible for cost recovery.

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Standard Response Guides

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Incident Action Plan Development

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

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

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

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

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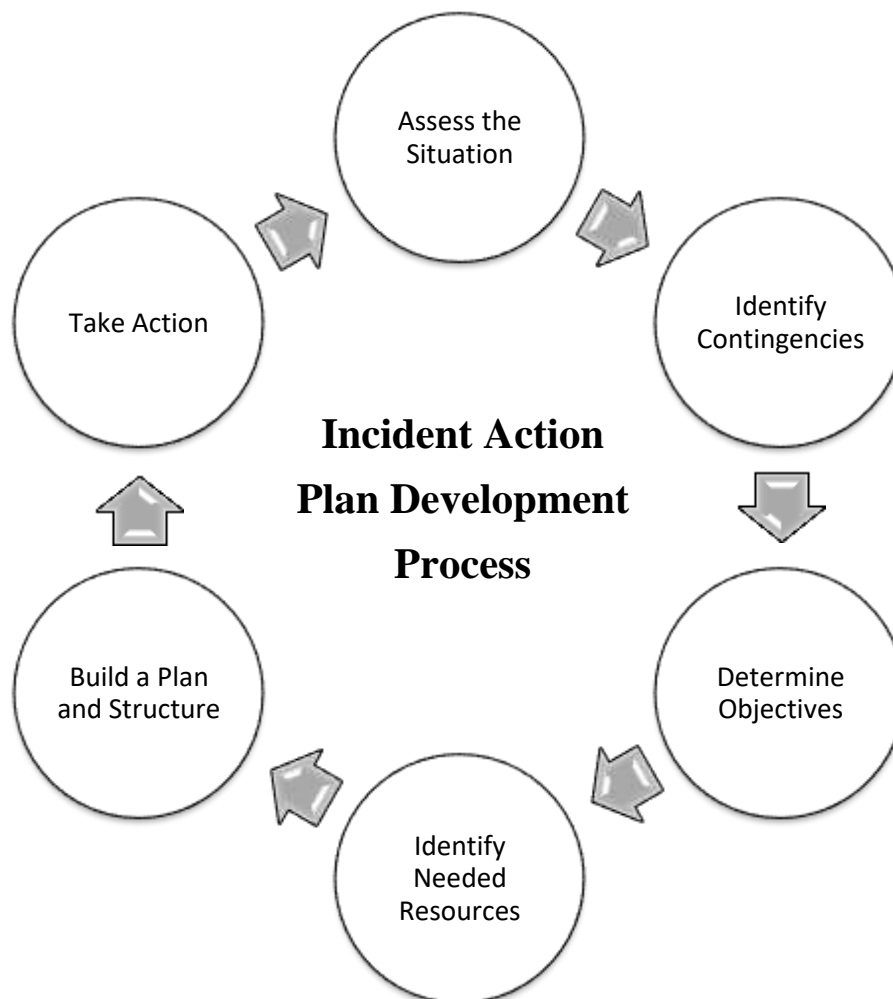
The development of an Incident Action Plan follows the following steps:

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

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

INCIDENT ACTION PLAN

Be brief and concise with your entries

Location	Control Level	Operational Period
		From: **To:**

SITUATION	Geographic Extent
	Estimated Duration
CONTINGENCIES	Response
	Public Safety
OBJECTIVES	

RESOURCES NEEDED

PERSONNEL	EQUIPMENT

RESPONSIBILITIES & TASKS

ROLE	TASKS	COORDINATING INSTRUCTIONS

CHAIN OF COMMAND

COORDINATION ISSUES

OTHER

ATTACHMENTS	
PLAN DEVELOPERS	
APPROVAL	

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Emergency Operations Center Activation, Operations, and Deactivation Checklist

Purpose

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

Objectives

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

- Protection of life, property, and the environment

- Overall management and coordination of emergency operations

- Restoration of operations and services

- Coordination and liaison with appropriate federal, state, and other local governmental agencies and private sector resources

- Management of mutual aid

- Establishment of response priorities and the completion of action plans

- Collection, evaluation, and dissemination of information and other essential data

- Disseminating emergency public information to the general public and the employees

- Control media attention and press releases

- Maintain a legal presence through-out the incident

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

   ☐ Minimum Staffing

      o Elected Officials
      o Emergency Coordinator
      o Safety Officer
      o Operations Coordinator
      o Planning Coordinator
      o Logistic/Resources Coordinator
      o Finance/Legal Coordinator
      o Public Information Officer
      o County Clerk/Secretary

2. **Begin development of Incident Action Plan**
   ☐ Establish Strategic Goals
   ☐ Develop Tactical Objectives

Incident Priorities
1. Life Safety
2. Incident Stabilization
3. Environmental Protection
4. Property Conservation

3. Develop Strategic Goals

☐ Establish Command and Control of the Incident
☐ Assemble Incident Information:
  o Develop an Incident Action Plan
  o Estimate the potential course and harm considering the following:
    ▪ Magnitude of the incident
    ▪ Spread of fire or hazardous materials
    ▪ Life hazards
    ▪ Vulnerable exposures
    ▪ Impact on population
    ▪ Impact on the environment
    ▪ Safety factors and considerations
☐ Isolate the Area:
  o Establish perimeter and control zones
  o Deny entry to non-essential personnel
☐ Provide Protection to the Public:
  o Activate area evacuations as necessary.
☐ Conduct Notification (Crisis Communications)
☐ Procure and Manage Equipment
☐ Approve activation of Specialized Operations:
  o Refer to Hazard Specific Response Guides
  o Determine in advance the actions required to mitigate the situation
  o Determine and gather the resources necessary to accomplish tactical objectives
☐ Establish Recovery and Termination Criteria:
  o Establish a plan for returning all conditions to pre-incident status.

4. Evaluate the Incident Action Plan

☐ Verify that Strategic Goals are appropriate
☐ Verify that Tactical Objectives are correct
☐ Review the Safety Plan for accuracy
  Continue to Evaluate the Process throughout the Incident

5. Incident Termination

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

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

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

☐ Emergency response personnel are accounted for before leaving the incident scene

☐ Personnel have been properly briefed on the signs and symptoms of exposure to toxic materials or special decontamination that may be required off-site

☐ Correct information has been obtained concerning the specific hazards personnel have been exposed to, and exactly which personnel have received the exposure

☐ Critical data and information have been recorded for use during the incident critique, post incident analysis, investigations, etc.

Debriefing

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

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

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

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

☐ **Exposure -** Inform all responders exactly what hazardous materials they were (possibly) exposed to and their signs and symptoms. The debriefing person should instruct personnel to immediately notify the Medical Coordinator and report to a hospital emergency room if signs or symptoms occur within 48 hours of the incident.

☐ **Equipment Damage -** Identify equipment that may have been damaged and unsafe conditions requiring immediate attention, or isolation for further evaluation. Responsibility for damaged equipment shall be assigned to a specific individual at the incident scene. The status of damaged equipment shall be reported in the shift log.

☐ **Information Gathering -** Assign information-gathering responsibilities for records, command checklists, etc. to a specific individual.

☐ **Summarize Activities –** Provide a very brief summary of what occurred at the incident so that personnel leave the scene with accurate information. Note that this should not be a critique.

☐ **Closing Comments -** Reinforce the positive aspects of the incident and assure personnel that problems will be addressed during the critique.

Post-Incident Analysis

Many individuals and outside agencies will have a legitimate need for information concerning emergency response. These may include mutual aid companies, regulatory agencies, the media, insurance companies, accident investigators, police agencies, etc. While

it is appropriate to share information with legitimate organizations that have a "need to know", all such releases shall be approved by the County Commission.

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

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

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

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

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

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

Critique:

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

The objective of the critique will be to:

- ☐ Improve the safety and health of emergency responders
- ☐ Promote a self-correcting system where specific problems are identified and corrected in a timely manner
- ☐ Promote teamwork among emergency response personnel
- ☐ Continue improving response training, skills, and techniques
- ☐ Revise and improve command checklists

☐ Improve preplanning for specific hazards and risks
☐ Strengthen and improve the Incident Command System, outside agency coordination, etc.

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

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

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

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Any Type of Incident

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

1. Size up (or assess) the situation.

☐ What is the nature of the incident?

☐ What hazards are present?

☐ How large of an area is affected?

☐ How can the area be isolated?

☐ What location would make a good staging area?

☐ What routes would be good for the flow of response personnel and equipment?

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. (Incident Stabilization)

☐ Objectives are measurable, used to monitor progress, and establish priorities, based on size-up and contingencies.

4. Identify needed resources.

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

☐ Where will you get them? How long will it take them to get here?

☐ What other agencies need to be involved? (Local, State, and/or Federal)

5. Build a plan and structure.

☐ Responsibilities and tasks: Who will do what?

☐ The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)

☐ Coordination issues: How will different groups work together, and how will they communicate?

6. Take action.

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

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

Bomb Threat/Civil Disobedience

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

    ☐ What is the nature of the incident?

    ☐ What hazards are present?

    ☐ What hazards exist for response personnel and the public?

    ☐ Are there secondary events (fire, structural collapse, etc.)?

    ☐ Do warnings need to be issued?

    ☐ Are there injured people who need to be treated or assisted?

    ☐ Is evacuation required?

    ☐ How large of an area is affected?

    ☐ Are Emergency Management functioning? (Fire, EMS, Police)

    ☐ Has the incident effected communications, transportation, or other services?

    ☐ Will the area be isolated?

    ☐ Where will you establish a Command Post and Staging Area? Are multiple sites needed?

    ☐ Consider and establish entrance and exit routes for flow of response personnel and equipment.

2. **Identify contingencies.**

    ☐ Is this a terrorist act?

    ☐ Are additional incidents/threats anticipated?

    ☐ Are additional security/enforcement personnel required?

    ☐ Are area medical facilities sufficient?

    ☐ Is airlift or ground transportation 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 OEM Area Field Officer of situation.

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

4. Identify needed resources.

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

☐ Is technical expertise or specialized resources required (bomb squad, chemical specialists, Search & Rescue)?

☐ Where will you get them? How long will it take them to get here?

☐ What other agencies need to be involved? (FBI is lead Federal agency for investigation of terrorist incidents).

5. Build a plan and structure.

☐ Responsibilities and tasks: Who will do what?

☐ The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)

☐ Coordination issues: How will different groups work together, and how will they communicate?

6. Take action.

☐ Establish command structure.

☐ Mobilize resources.

☐ Set up staging.

☐ Isolate the area.

☐ Treat/assist injured.

☐ Establish entrance and exit routes.

☐ Establish safe zones/routes.

☐ Issue warnings.

☐ Initiate evacuation as required.

☐ Establish liaison with necessary agencies (Cities, State, military, FBI, etc.).

☐ Deploy emergency communications assets as required.

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

Earthquake

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

The State Communications Center County will be able to contact the Office of Emergency Management, notify the OEM 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 Management functioning? (Fire, EMS, Police)

   ☐ What is the status of: water, sewer, communications, and heating, in the affected area?

   ☐ Is anyone in danger? (Home heating, migrants, elderly, electric medical equipment, etc.)

   ☐ After shocks will cause more damage and could cause damaged buildings to collapse and endanger rescuers.

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

   ☐ How long before emergency and essential services will be restored or overwhelmed?

   ☐ How long before the public will be seriously impacted?

   ☐ How do we get fuel for emergency vehicles?

   ☐ What secondary damage will result? (Fire, flooding, etc.)

   ☐ Do we need to set up a community shelter?

3. **Determine Objectives.**

   ☐ What do we need to do to save lives and prevent injuries?

   ☐ What services can we provide?

   ☐ Write our objectives down and prioritize.

   ☐ Monitor media reports.

   ☐ Declare a disaster if needed.

☐ Notify OEM Area Field Officer of situation.

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

4. Identify needed resources.

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

☐ Where will you get them? How long will it take them to get here?

☐ What other agencies need to be involved?

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

☐ Responsibilities and tasks: Who will do what?

☐ The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)

☐ Coordination issues: How will different groups work together, and how will they communicate?

☐ If buildings or structures have been damaged, how will you control access? Who will inspect buildings for safety?

6. **Take action.**

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

Flood

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

Office of Emergency Management

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

OEM Area Field officer can be paged by calling

State Communications Center	1-800-632-8000
OEM Boise Office	1-208-422-3040
Fax	1-208-334-2322

Army Corps of Engineers, Walla Walla District

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

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

Fax   1-509-527-7821

National Weather Service (NOAA)

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

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

    ☐ What is the cause of the flooding?

    ☐ How long will it last? How much water will there be?

    ☐ What hazards are present besides flooding?

    ☐ How large of an area is affected?

    ☐ How can the area be isolated and protected?

    ☐ What location would make a good staging area?

    ☐ What routes would be good for the flow of response personnel and equipment?

    ☐ Are any vital services or facilities threatened?

2. **Identify contingencies.**

    ☐ What could make the situation worse? (Weather?)

    ☐ The water will come; how can we redirect or divert it to minimize or prevent damage.

☐ If the water lasts a long time, will dikes or sandbags fail?

☐ If our original plan fails, what is our fallback plan, or option plan.

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

3. Determine Objectives.

☐ Decide what you want to do. Is the damage potential less than the cost of a flood fight?

☐ Who is responsible for the flood fight? City, County, or Private Individuals?

☐ Will the County protect public facilities (roads etc.), and private property owners must protect themselves?

☐ Objectives may change as the incident progresses.

☐ Declare a disaster if needed.

☐ Notify OEM Area Field Officer of situation.

4. Identify needed resources.

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

☐ Where will you get them? How long will it take them to get here?

☐ What other agencies need to be involved?

5. Build a plan and structure.

☐ Responsibilities and tasks: Who will do what?

☐ The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)

☐ Coordination issues: How will different groups work together, and how will they communicate?

6. Take action.

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

☐ Flooding requires continued monitoring and damage assessment.

☐ The damage and damage potential are vital in getting assistance in your flood fight.

☐ **Water is powerful and dangerous. Life safety is the most important issue!**

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

Hazardous Materials

Response to a hazardous materials incident should be cautious and tiered to scale up to the incident for safety purposes. Local responders have limited equipment and experience in dealing with HazMat and must rely upon the State teams located in Pocatello and Idaho Falls, with response times in excess of one hour. The County responders are to stabilize and contain the situation, <u>not dangerous chemicals</u>. 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).

<u>THE FOLLOWING ITEMS SHOULD BE DONE!</u>

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

   ☐ How large of an area is affected?

   ☐ Effects on people, animals, and the environment?

   ☐ Container types, markings, placards, and labels. (Use the "North American Emergency Response Guidebook")

   ☐ Signs of any released or discharged materials or any odors? Move if you detect odors and you are not sure it is safe.

   ☐ Observe and report the distance and direction of nearby dwellings, other occupied buildings, and surface water.

   ☐ Do not enter an area where you may become a victim, **even to rescue another**.

2. **<u>Notify StateCom at 1-800-632-8000</u>** - *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 Commander's action plan.

   ☐ Identify contingencies.

☐ Determine community wide objectives, develop an action plan, identify and provide needed resources, complete a damage assessment.

☐ Declare a disaster if needed.

☐ Notify OEM Area Field Officer of situation.

Utility Failure

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

   ☐ How large of an area is affected?

   ☐ How long will the power be out?

   ☐ Is Emergency Management functioning? (Fire, EMS, Police)

   ☐ What is the status of: water, sewer, communications, and heating in the affected area?

   ☐ Is anyone in danger? (Home heating, migrants, elderly, electric medical equipment, etc.)

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 OEM Area Field Officer of situation.

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

4. **Identify needed resources.**

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

   ☐ Where will you get them? How long will it take them to get here?

   ☐ What other agencies need to be involved?

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

   ☐ Responsibilities and tasks: Who will do what?

   ☐ The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)

☐ Coordination issues: How will different groups work together, and how will they communicate?

6. Take action.

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

Severe Weather

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

National Weather Service Pocatello Office:

Front Desk..233-0137

Fax...233-2417

Direct Line to forecast desk (24 hour service)   233-0834

800 number   1-800-877-1937 ext. 2

Internet address ....http://www.weather.gov/pocatello

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 anyone in danger? (Home heating, migrants, elderly, electric medical equipment, etc.)

   ☐ What indirect damage or complications must be considered?

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

   ☐ How long before emergency and essential services will be impacted?

   ☐ How long before the public will be seriously impacted?

   ☐ What property damage will result from this weather?

   ☐ Do we need to set up a community shelter?

3. **Determine Objectives.**

   ☐ What do we need to do to save lives and prevent injuries?

   ☐ What services can we provide?

   ☐ Write our objectives down and prioritize.

   ☐ Monitor weather reports and forecasts reports.

   ☐ Declare a disaster if needed.

☐ Notify OEM Area Field Officer of situation.

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

4. Identify needed resources.

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

☐ Where will you get them? How long will it take them to get here?

☐ What other agencies need to be involved?

5. Build a plan and structure.

☐ Responsibilities and tasks: Who will do what?

☐ The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)

☐ Coordination issues: How will different groups work together, and how will they communicate?

☐ How will warnings be disseminated? (See ESF 2 Communications and Warning Attachment 3)

6. Take action.

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

Wildfire

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

1. Size up (or assess) the situation.

☐ How large of an area is affected?

☐ Where is the fire located?

☐ Threat assessment should be done in two phases:

1.   An assessment of the entire County with emphasis on areas that require lifesaving response. Data must be gathered to set priorities and request help.

2.   An assessment of Bingham County to determine lifesaving response.

☐ Are Emergency Management functioning? (Fire, EMS, Police)

☐ What is the status of water, power, sewer, communications, and heating, in the affected area?

☐ Is anyone in danger? (Residents, Visitors, workers, elderly)

☐ Smoke may cause more damage and will cause more of an area to be impacted.

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

☐ How long before emergency and essential services will be restored or overwhelmed?

☐ How long before the public will be seriously impacted?

☐ How do we get fuel for emergency vehicles?

☐ What secondary damage will result? (traffic accidents, medical)

☐ Do we need to set up a community shelter?

3. Determine Objectives.

☐ What do we need to do to save lives and prevent injuries?

☐ What services can we provide?

☐ Write our objectives down and prioritize.

☐ Monitor media reports.

☐ Declare a disaster if needed.

☐ Notify OEM Area Field Officer of situation.

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

4. Identify needed resources.

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

    ☐ Where will you get them? How long will it take them to get here?

    ☐ What other agencies need to be involved?

5. Build a plan and structure.

    ☐ Responsibilities and tasks: Who will do what?

    ☐ The chain of command: Who will report to whom? (Incident Command, Emergency Support Functions, Annex Coordinators, Outside Agencies)

    ☐ Coordination issues: How will different groups work together, and how will they communicate?

    ☐ If buildings or structures have been damaged, how will you control access? Who will inspect buildings for safety?

6. Take action.

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

INL Incidents

(Idaho National Laboratory)

Facilities at the INL have/use Radiological and chemical materials. Should an emergency take place at one of the facilities they would notify the County Sheriff via phone with a follow up FAX. The faxed form would indicate the type of emergency and list any protective actions that need to be taken. Both the Office of Emergency Management and the Oversight Program have representatives in the INL EOC and will provide general and technical guidance and information to the County about the incident. Fires occur on the site and may pose a threat to surrounding communities and may require INL, BLM, County and State crews to extinguish.

The following chain of events should occur during an emergency at the INL:

- ☐ When an incident occurs, the facility with the accident notifies the Warning Commutations Center (WCC)
- ☐ If it is determined that it is an emergency, State Com, ISP, and Adjacent Counties are notified.
- ☐ The County Sheriff receives a verbal notification and a faxed notification form describing the event and protective actions needed.
- ☐ Conference calls are set up with State Com. to exchange information and establish an action plan and coordination between INL, State, and Counties.
- ☐ County Officials must determine what action will be taken in the County using the advice and recommendations of the INL and State Agencies.

Should this system fail the following contacts should help to get the information the County needs.

State Communications Center (State Com.)………………………1-800-632-8000

Office of Emergency Management Northeast Field Officer:

☐ Office	745-8641
☐ Cell	589-0754

OEM at the INL EOC   **526-1799**

☐ Boise Office	(208) 422-4030
☐ Boise Fax	(208) 334-2322

INL Oversight Program, Idaho Falls Office   **528-2600**

☐ OP INL EOC phone		526-9381
☐ OP command center	525-7082	528-2622

INL Warning Communications Center   **526-5750**   **526-1515**

Fax	526-1929

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Communicable Diseases

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

1. Size up (or assess) the situation.

☐ How many people are infected?

☐ How does the disease spread?

☐ What can be done to slow or stop the spread of disease?

☐ What is needed to treat the disease?

2. Identify contingencies.

☐ How long before the public will be seriously impacted?

☐ How will the hospital handle the increase in incoming patients?

☐ Will we need increased security at the hospital or at other treatment areas?

☐ Do we need to set up additional facilities?

3. Determine objectives.

☐ What do we need to do to save lives and prevent further spread of the disease?

☐ What services can we provide to assist the Health Department?

☐ Is there a need for quarantine? The Health Department is the only one that has authority to quarantine however; they will need our assistance to enforce it.

☐ Write our objectives down and prioritize.

☐ Set up a Joint Information System (JIS) with the Health Department.

☐ Monitor media reports.

☐ Declare a disaster if needed.

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

4. Identify needed resources.

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

☐ Will the Health Department be opening a point of dispensing clinic (POD)? If so, please refer to the Annex D.

☐ Where will you get them? How long will it take them to get here?

☐ What other agencies need to be involved?

5. Build a plan and structure.

☐ Responsibilities and tasks: who will do what?

☐ The chain of command: who will report to whom?

☐ Coordination issues: how will different groups work together, and how will they communicate?

6. Take action.

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

Agriculture

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

1. Size up (or assess) the situation.

☐ What is the type of hazard?

☐ What are the contaminated areas?

☐ How is the disease spread?

☐ Are human lives in immediate danger?

2. Identify contingencies.

☐ How many crops or livestock could be affected?

☐ How fast can the disease spread?

☐ Will animals or crops need to be destroyed?

☐ How long before the public will be seriously impacted?

☐ Do we need to consider quarantine?

3. Determine objectives.

☐ What do we need to do to save lives and prevent exposure to the disease?

☐ What services can we provide?

☐ Is there a need, and can we provide facilities to destroy animals?

☐ Decontamination facilities must be set up at the exits of contaminated areas.

☐ Write our objectives down and prioritize.

☐ Monitor media reports.

☐ Declare a disaster if needed.

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

4. Identify needed resources.

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

☐ Where will you get them? How long will it take them to get here?

☐ What other agencies need to be involved?

5. Build a plan and structure.

☐ Responsibilities and tasks: who will do what?

☐ The chain of command: who will report to whom?

☐ Coordination issues: how will different groups work together, and how will they communicate?

6. Take action.

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

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?

☐ Is airlift or other evacuation assistance required?

☐ Can additional damage or injury be expected?

☐ Do we need to set up a community shelter?

3. Determine objectives.

☐ What do we need to do to save lives and prevent injuries?

☐ What services can we provide?

☐ Write our objectives down and prioritize.

☐ Monitor media reports.

☐ Declare a disaster if needed.

☐ Notify IOEM 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, 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.).

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

Emergency Support Functions

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ESF 1 Transportation

Primary Agencies: County Road Department

Support Agencies: Municipal Street Departments
School Districts
Airport
County Sheriff's Office
Idaho Transportation Department (ITD)
INL

Introduction

Purpose:

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

Scope:

ESF 1 Transportation support includes:

- Processing all transportation assistance requests and tasks received in the EOC.

- Prioritizing transportation resources for the transportation of people, materials, and services.

- Performance of, and assisting with, evacuation and re-entry.

- Making temporary repairs and/or removing debris that is blocking transportation routes.

Policies

The Bingham County Road Department is the primary ESF 1 agency. The Department will prepare and maintain call lists for contact personnel, transportation services, repair equipment inventory, local vendors, and evacuation maps of the County. ESF 1 will keep the Emergency Management Director and EOC staff apprised of activities, actions, and status.

Situation

Disaster Condition:

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

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

Planning Assumptions:

- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being told to do so.

- Some people will refuse to evacuate no matter what the threat. Evacuation will be primarily in family groups using private vehicles.

- Public transportation will also be required.

- Roughly 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels, rather than use government mass care facilities.

- Evacuation in emergency situations that occur with little or no warning will be implemented on an as needed basis. The individual responsible for implementing evacuation in this situation is the incident commander at the scene of the emergency, with support arranged through the EOC as necessary. Evacuation instructions will be based on known or assumed health risks associated with the hazard.

- Roadways may be damaged making it difficult to evacuate areas at risk.

- Landslides and/or avalanches may block evacuation routes.

Concept of Operations/Responsibilities

General:

The Supervisor, Bingham County Road Department, or designee, will head ESF 1. ESF 1 will notify the transport services agencies to prepare to relocate vulnerable populations. ESF 1 and city public works and engineering departments will provide assistance to temporarily repair or clear designated evacuation routes.

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

Organization:

- The Chief Elected Official(s) will direct the Bingham County Emergency Management Director to activate ESF 1.

- The Bingham County Emergency Management Director will coordinate all evacuation route repair work and relocation of residents and visitors with ESF 1, ESF 3 Public Works and Engineering, and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.

- Bingham County Road Department, as ESF 1 will, in coordination with Incident Commander, make recommendations to the Chief Elected Official on the need to relocate vulnerable populations and will assist in maintaining evacuation routes by removing debris and conducting temporary repairs.

- The Snake River School District #52, the Aberdeen School District #58, the Blackfoot School District #55, the Shelley Joint School District #60, and the Firth School District #59

Transportation Coordinators will assist with the relocation of students, residents, and visitors as requested by ESF 1.

- Law Enforcement, functioning as ESF 13, will provide traffic control during evacuee movement to mass care facilities.

- The ESF 15 Public Information Officer, in coordination with ESF 1, will make public announcements about status of the transportation system.

Notification:

- ESF 1 will be notified by the County 911 Dispatch Center through pager, telephone, radio, or email.

- ESF 1 will notify support agencies on an as needed basis.

- ESF 1 will notify ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 13 Public Safety and Security, and ESF 15 Public Information (External Affairs) for assistance.

Response Actions:

Initial

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

  - Assess the situation and, in coordination with the Incident Commander and Evacuation Coordinator, determine the number of persons to be relocated based on the following:
    - Location, extent, and nature of the hazard or disaster
    - Locations in relation to evacuation routes
    - Availability of evacuation routes
    - Services available in the area
    - Input from the EOC Staff
  - As directed by the Chief Elected Official, coordinate the transportation of vulnerable populations by:
    - Identifying passable evacuation routes.
    - Requesting the dispatch of transport vehicles by the Secondary Agencies.
    - Notification of ESF 6 to open Mass Care Facilities.
    - Coordinate with the ESF 15 Public Information Officer to facilitate dissemination of information to the public on the need to relocate, the means of transportation, the place for pickup, and the location of mass care facilities.

- ESF 6 the Mass Care Facility Manager will coordinate the opening of the facility(s), receiving of evacuees, and provision for their health and welfare.

- ESF 3 Public Works and Engineering will ensure that evacuation routes are passable.

- ESF 13 Public Safety and Security will provide traffic control during evacuee movement to mass care facilities.

- The ESF 15 Public Information Officer, in coordination with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, will make public announcements about locations and availability of mass care facilities.

Continuous

- ESF 3 Public Works and Engineering will continue to remove debris and maintain access to evacuation routes.

- The ESF 15 Public Information Officer will make public announcements through the media regarding the status of transportation routes and alternate transportation services.

- At the appropriate time ESF 1 will coordinate the transportation of evacuees to their homes, or to temporary housing.

Agency Resources

Agency Name	Agency Resources
School Districts	Busses, Drivers, Support Equipment
County Road Department	Road Repair & Maintenance Equipment with Operators
Sheriff's Office	Traffic Control
Local Contractors	Heavy Equipment & Operators
City/County	Heavy Equipment & Operators
Airport	Snowplow
INL	Heavy Equipment & Operators
Private Individuals	Farm Equipment, Private Planes

ESF 2 Communications and Warning

Primary Agencies: Bingham County Sheriff's Department

Support Agencies: Bingham County PIO

Introduction

Purpose:

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

Scope:

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

Policies

ESF 2 will:

- Acquire, organize, coordinate, and deploy communications equipment, personnel, and resources to reestablish and/or restore communications/telecommunications capabilities following a disaster impact. Critical facilities shall be given priority service.

- Identify communications facilities, equipment, and personnel located in and outside the affected area(s) that could be made available to support recovery efforts.

- Identify actual and planned actions of local communications/telecommunications companies and providers to restore services.

Situation

Disaster Condition:

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

Planning Assumptions:

Communications:

- Communications needs during a disaster will exceed normal capabilities.

- Telephone and Teletype service may be interrupted or terminated.

- Radio communication assistance may be available through other public agencies.

- Geographic and weather conditions can limit communications.

- Radio reception is good throughout the County and can be relied upon for public warning.

- The County command and coordination base station is located in Bingham County Sheriff's Department communication room. A portable unit is available for use by incident commanders to ensure communication with the EOC.

- The Bingham County Emergency Management also has portable, battery-supported VHF/UHF radios that can monitor and talk with police, fire, school, road and bridge, and public works units throughout the County.

- Bingham County Emergency Management Services also participates in the IDAHO SECURE HF Radio Network. This allows radio communication outside the County via the OEM net using an HF radio on Upper Sideband frequencies 7477.0 and 5135.0.

- The Idaho Law Enforcement Teletype (ILETS) and telephone communications are available, but are vulnerable to outages as they depend upon fixed lines.

- The County Emergency Operations Center (EOC) has dedicated telephone lines. Cellular phones are also available.

Warning:

- Time available for warning may vary from ample to none.

- The extent of the warning is dependent on the scale of the emergency.

Concept of Operations/Responsibilities

General:

Communications:

- The telephone, fax, Internet, and County UHF/VHF, and 700 MHz radio systems will be primary means of emergency communications.

- During most emergency conditions, tactical radio communications will emanate from the County 911 Center.

- Radio nets of the Idaho State Police, Idaho Department of Transportation, Department of Fish and Game, U.S. Forest Service and the Bureau of Land Management may be utilized if additional radio systems are needed.

- Cellular telephones may be needed to supplement existing communications resources and free tactical radio frequencies.

Warning:

- When time permits the Bingham County Emergency Management Director will discuss implementation of appropriate warning systems with commissioners and/or mayors.

- To facilitate dissemination of warning, the State of Idaho has established official warning points. The Idaho Communications Center in Meridian Idaho is the official warning point. The backup for Bingham County is the ISP District Office No. 5, in Pocatello.

- Warning for catastrophic, widespread disasters, and national emergencies will be relayed from the ISP District 5 Office via ISP radio and the Idaho Law Enforcement Telecommunications System (ILETS) to the County 911 Dispatch Center.

- National Weather Service warning will be received by direct telephone link, by the National Oceanic Atmospheric Agency (NOAA) weather radio, by ILETS, television, and/or commercial radio.

- Warnings for hazardous material incidents/accidents such as oil, chemical, or radiological material spills, when the incident presents a hazard to the public, will be announced on radio/TV as well as through the EAS.

- Dissemination of warnings will be through the most expedient means available, including telephone, radio, television, public address systems, and/or fire and law enforcement personnel.

- As necessary, the County 911 Dispatch Center will notify affected cities, institutions, and resident state and federal agencies, request all law enforcement agencies and/or fire departments to disseminate warning to their municipality, alert officials to warn their staff, and contact and warn all major employers and schools who may be affected by the emergency.

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

Organization:

- The Chief Elected Official(s) authorizes use of all County Communication and Warning resources to support emergency response operations and augmentation of the communications network as required.

- The Bingham County Sheriff's Office, as ESF 2, manages the emergency communications section of the EOC and supervises the personnel assigned to it.

- The EOC will be activated and ESF 2 will provide communication and warning support and coordination within the EOC.

- ESF 2 is responsible for altering primary and support personnel/agencies.

- ESF 2 will establish and maintain liaison with the other ESFs.

- ESF 2 will coordinate communications and warning activities with federal and state EOCs.

Notification:

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

- If communications with the Bingham County Emergency Management Manager cannot be established, or if there is not adequate time, dispatch personnel are authorized to sound the warning devices.

Response Actions:

Initial

Communications:

- The Chief Elected Official(s) will:
  - ❑ Authorize use of all County communication resources to support emergency response operations
  - ❑ Authorize augmentation of the communications network as required
  - ❑ Authorize use of County employees to support the EOC communications requirements
- ESF 2 Bingham County Sheriff's Office will:
  - ☐ Manage the emergency communications section of the EOC and supervise the personnel assigned to it
  - ☐ Determine the status of communications systems and brief the EOC staff as needed
  - ☐ Activate the EOC message system
  - ☐ Coordinate activation of supplemental communications systems if required
  - ☐ Coordinate activation of communications links between the EOC and mass care shelters and other emergency operating locations.
  - ☐ Ensure the communications section of the EOC has the capability to sustain 24-hour operations if required
- Communications Operators will:
  - ☐ When notified, report to the EOC, and operate the communications system.
  - ☐ Follow established procedures and radio protocol for voice transmissions and message handling.
  - ☐ Screen and log information when appropriate and route incoming messages to the appropriate sections in the EOC, using the manual or computerized system.

Continuous

- All Tasked Organizations will:

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

  - ❑ Maintain their existing equipment and follow normal communications procedures. All organizations should maintain a communications link with the EOC. This will normally be accomplished through UHF/VHF radios in the EOC.
  - ❑ Provide a backup communications link between the EOC and mass care facilities as needed.
  - ❑ Provide backup communications capabilities for the EOC
  - ❑ Maintain emergency communications systems support as long as necessary
  - ❑ Phase down operations as necessary

Initial/Continuous

Warning:

- The Chief Elected Official(s) will:

  - ❑ Specify who has authority to direct activation of the warning systems, to include the EAS.
  - ❑ Authorize EAS activation requests.
- ESF 2 Bingham County Emergency Management Services will:

- ❑ Implement steps to alert emergency responders or provide situation updates.
- ❑ With the approval of commissioners/mayors, activate public warning systems to include the EAS.
- ❑ Implement contingency plans to provide warnings if established system fails.
- ❑ Coordinate with the ESF 15 Public information Officer to ensure pertinent warning information is provided to the media.
- ❑ Issue cancellation of the warning notice, or otherwise ensure emergency responders and the public are aware of the fact that the emergency is terminated.
- • All Tasked Organizations will:

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

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

Agency Resources

Agency Name	Agency Resource
County Sheriff	Dispatch Center with Trained Personnel, Website
Religious Organizations	Ability to Contact their Congregations
Telephone Companies	Telephone Service Restoration Equipment Personnel
School Districts	Ability to Contact Students and Parents
Private Individuals	Ham Radios
Local Media	TV and Radio Stations, Newspapers
Bingham County	Trained Public Information Officer, Website

Attachments:
Attachment 1: Emergency Alert System Activation Procedures
Attachment 2: Disaster Messages
Attachment 3: Bingham County Amber Alert Activation Procedures

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Attachment 1: Bingham County Emergency Alert System (EAS) Activation Procedures

To activate the EAS take the following steps.

Activation Sources

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

If unable to contact CAC, EAS activation may be requested through:

> The Idaho State Police (ISP) District 5 Dispatch Center in Pocatello at (208) 236-6066 or 6067. EAS message text may be faxed to the ISP at (208) 233-7451. ISP has a radio and microwave link with State Communications Center. If the links are down they cannot activate EAS at their location.

> If unable to contact ISP, EAS activation may be requested through the National Weather Service (NWS) Pocatello Forecast Office at (208) 233-0834 or 1-800-877-1937 x2. EAS message text may be faxed to the NWS at (208) 233-2417.

NOTE: The National Weather Service will encode and activate the EAS directly from their facility at the Pocatello Airport.

EAS activation procedures

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

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

(Note that Authenticator Codes are no longer required.)

Sample EAS Message forms are located in Attachment 2.

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

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

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

Bingham County Commissioners

Bingham County Sheriff/Director of Emergency Management

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Attachment 2: Disaster Messages

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

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

WARNING MESSAGE

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

_____

_____

_____

_____

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

_____

_____

_____

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

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

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

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

_____

Stay tuned to this station for updates."

SHELTER IN PLACE MESSAGE

At **(Time)** _____today, local officials reported a potentially serious
condition involving (description of situation)

_____

_____

_____

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

_____

_____

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

_____

_____

_____ _____

are advised to take the following protective actions:

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

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

_____

Stay tuned to this station for updates."

PREPARE TO EVACUATE MESSAGE

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

_____

_____

_____

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

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

should stay indoors and prepare to evacuate.

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

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

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

Stay tuned to this station for updates."

EVACUATION MESSAGE

At **(Time)** _____ today, local officials reported an incident involving **(Description of Danger)** _____

_____

_____ .

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

_____

_____

_____ .

"We are advising people within **(Distance)** radius of **(Name Area or Location)** ____

_____

_____ .

to evacuate the area in an orderly manner.

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

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

_____

_____ .

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

Public shelters will be set up at _____

and _____

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

1.   Leave as soon as possible.

2.   Take the following items with you:

- special medications or dietary needs.
- personal items.
- infant's needs.

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

4.   Keep your car windows and vents closed while traveling. Turn off your heater or air conditioner. Drive slowly and carefully obeying traffic laws and officials directing.

5.   Before leaving your home or business:

- Turn off all lights and electrical appliances.
- Turn down heating systems (or turn off air conditioners).
- Secure your home or business.

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

_____

Stay tuned to this station for updates."

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ESF 3 Public Works and Engineering

Primary agency: County Public Works Department
                        City Public Works Departments

Support agencies: County Road Department
                        County Planning & Zoning
                        Cities Planning & Zoning
                        Red Cross
                        Fire Departments
                        County/City Building Inspectors

Introduction

Purpose:

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

Scope:

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

- Debris clearance and providing emergency ingress and egress to affected area(s).

- Clearing, repair, or expedient construction of damaged emergency access routes necessary for the transportation of rescue personnel and supplies.

- Emergency restoration of critical public services and facilities.

- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.

- Provision of technical assistance and damage assessment.

Policies

The Bingham County Public Works Department is the primary ESF 3 agency. The Department will prepare and maintain call down lists for contact personnel, equipment inventory, local vendors, and maps of the County. All other supporting agencies will cooperate with the County Public Works Department. ESF 3 will keep the Bingham County Director of Emergency Management and staff apprised of activities, actions, and status.

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

Situation

Disaster Condition:

- A major or catastrophic disaster will cause unprecedented property damage to structures, homes, public buildings, bridges, and other facilities. Many may have to be destroyed or reinforced, demolished or isolated, to ensure safety. Streets, highways, and other forms of transportation will be damaged or unusable, with significant quantities of debris hindering recovery efforts. Public utilities will be damaged and may be partially or fully inoperable.

- In the event of a disaster, many response personnel will be unable to perform their prescribed emergency duties. Equipment in the immediate disaster area may be damaged or inaccessible. Resources may be limited in the immediate disaster area. Resources from outside the affected area must be coordinated to ensure a timely, efficient, and effective response.

Planning Assumptions:

- Assistance will be needed in clearing debris, performing damage assessments, structural evaluations, emergency repairs to public facilities, and meeting basic human health needs.

- Ground, air, and rail routes must be cleared to allow access to affected areas.

- Conducting preliminary needs and damage assessments of the affected area(s) will be necessary to determine potential workload.

- Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.

- ESF 3 will provide inventories of available vehicles, personnel, and materials located at the Road & Bridge compound, that can be accessed during an emergency, to ESF 5 Emergency Management by August of each year.

- Each agency is responsible for 24 hour staffing for the duration of the event.

Concept of Operations/Responsibilities

General:

A representative from the County Public Works Department will head ESF 3. The representative will identify which support agencies for ESF 3 is needed. ESF 3 will respond to local requests for public works and engineering assistance. The representative will respond to the EOC to assume ESF 3 responsibilities.

Organization:

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

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

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

Notification

- ESF 3 will be notified by the EOC or the County 911 Dispatch Center.

- ESF 3 will notify support agencies on an as needed basis.

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

Response Actions:

Initial

- ESF 3 will:

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

Continuous

- ESF 3 will:

  ❑ Conduct initial damage assessment and communicate findings to the Damage Assessment Coordinator.
  ❑ Coordinate EOC requests for personnel, equipment, materials, and resources.
  ❑ Coordinate the debris removal and repair efforts of primary and support agencies, including local governments and public works companies.
  ❑ Determine availability of potable and non-potable water supplies, including reclaimed water for firefighting purposes if necessary.
  ❑ Reassess priorities/strategies concerning the most critical infrastructure needs.
  ❑ Track resources committed to specific missions for possible redeployment if necessary. Provide updated information to the Director of Bingham County Emergency Management Services.
  ❑ Evaluate and determine the need for outside resources.
  ❑ Maintain records of all expenditures, labor, equipment usage, materials and fuel expenditures, and other expenditures made throughout the event.
  ❑ Process municipal requests for public works assistance.
  Note: ESF 3 will use the following criteria to determine road clearance priorities

  ❑ Primary consideration will be clearing roads for life safety needs, i.e. enable teams to conduct search and rescue, medical transport, and assess critical facilities.

- ❑ Second, clearing roadways and debris removal, providing access for outside assistance including resource staging areas, Disaster Recovery Centers, and so forth.
- ❑ Third, return to normalcy.

Recovery Actions

- ESF 3 will:

  - ❑ Review restoration and recovery actions and activities to ensure recovery and restoration strategies remain current.
  - ❑ Evaluate debris removal activities, open roadways, and status of temporary landfills.
  - ❑ Determine resource needs for temporary landfill sites including equipment, manpower, security and traffic control, traffic signage, and temporary office facilities.
    - *Note:* *The site manager and assigned staffing are responsible to define areas for separation of debris. Sorting will be held to a minimum. Each site manager is responsible for documenting and logging activities*

Notify the Director of Bingham County Emergency Management Services and ESF 15 Public Information (External Affairs) that the site is open for use so the media can inform the public.

Agency Resources

Agency Name	Agency Resources
Bingham County	Building Inspectors, Heavy Equipment
Cities	Building Inspectors, Heavy Equipment
Private Industry	Engineers, Contractors

ESF 4 Firefighting

Primary Agencies: Aberdeen Fire Department
Blackfoot Fire Department
Firth Fire Department
Shelley Fire Department

Support Agencies: BLM/Forest Service Fire Center
Neighboring Fire Departments
Idaho Department of Lands

Introduction

Purpose:

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

Scope:

ESF 4 is applicable to all firefighting organizations in Bingham County, as well as those from outside the County whose fire district boundaries overlap into the County.

Firefighting support involves:

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

Policies

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

- The fire department having jurisdiction over the fire scene is the primary ESF 4 agency. The fire chief, or designee of the appropriate department, will report to the EOC and conduct coordinated fire actions during disaster emergency, as required when requested by appropriate elected officials.
- All fire departments will operate within their legal jurisdictions, unless responding to mutual aid as agreed.
- Request for non-formalized out of County aid or assistance will be coordinated through the EOC and approved by the appropriate elected official.
- All requests for state and or federal assistance will be coordinated through the EOC and directed to the Idaho Office of Emergency Management Southeast Idaho Area Field Officer.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergency conditions

that could require firefighting support to include, structure fires, wildfires, floods/dam failures, earthquakes, landslides, avalanches, hazardous materials spills, and severe storms.

Planning Assumptions:

- Wildland fires are common in the rural areas of the County. Although the majority of the larger fires are on public lands, residences and private property can be damaged. Local fire departments face increased threats to combined structural and wildland fire fighting.
- The County also provides EMS services within the boundaries.
- Mutual and Automatic Aid Agreements provide for sufficient manpower, equipment, and supplies to address structural and wild land fires within most areas of Bingham County.
- All Departments are staffed primarily with volunteer manpower.

Concept of Operations/Responsibilities

General:

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

Organization:

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

Notification:

- All Firefighting capability within Bingham County is notified and dispatched by the County 911 Dispatch Center.
- The Chief Elected Official, or the Bingham County Director of Emergency Management Services, will activate ESF 4 upon activation of the County EOC, or as requested.

Response Actions:

- Fire Department(s) will function as ESF 4 and, as directed in departmental standard operating procedures and formal aid agreements, will:

  - Manage department resources and direct fire department operations.
  - Assist with warning the public as requested
  - Assist in evacuation and relocation actions
  - Assist ESF 9 Search and Rescue in the organization, planning, and coordination of search and rescue operations in the County
  - Coordinate decontamination procedures
  - Coordinate and assist with emergency communications as needed
  - Assist in initial damage assessment if personnel are available.

Agency Resources

Agency Name	Agency Resources
Fire Departments	Firefighting Equipment and Trained Personnel
Cities	Heavy Equipment, Operators

| Local Farmers | Heavy Equipment, Operators |
| Bingham County | Heavy Equipment, Operators |

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ESF 5 Emergency Management

Primary Agencies: Bingham County Emergency Management Office

Support Agencies: Commissioners/Mayors
Office of Emergency Management Southeast Idaho Area Field Officer
Southeastern District Health
Local Emergency Planning Committee (LEPC)
Southeastern Public Health Department
INL

Introduction

Purpose:

ESF 5 provides for the development and coordination of the Bingham County Emergency Management Program including interface with local municipal jurisdictions and the State of Idaho Office of Emergency Management.

Scope:

ESF 5 is a staff level function which provides planning support to the EOC staff and coordinates support of response and recovery operations requested of the EOC.

Policies

- The Bingham County Board of County Commissioners will appoint a Director for the Bingham County Emergency Management Department. The Director shall be responsible for the development, management, and maintenance of the Bingham County Emergency Management Program.

- The Bingham County Emergency Management Program shall be coordinated with the Local Emergency Planning Committee (LEPC), to include the update and review of the Emergency Operations Plan, preparedness activities, training, exercises, and equipment acquisition.

- The Director of the Bingham County Emergency Management Program, in cooperation with Municipalities and County Agencies, will establish, equip, and during emergency situations, activate and man the Emergency Operations Center.

Situation

Disaster Condition:

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

Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.

- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.

- Disasters that result in large numbers of causalities and/or heavy damage to buildings, structures, and the basic infrastructure will require state and federal assistance.

- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.

- A major disaster could quickly overload the hospitals in the County. Additionally, a shortage of medical supplies may occur in the event of a major disaster.

- Communications systems, particularly telephones that survive the initial disaster, may be overloaded.

- It is expected that the present government structure will remain intact and will function during a disaster or emergency.

- Bingham County will have the capability and desire to save lives and property in case of a disaster. Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.

- While it is likely that outside assistance will be available in disaster situations, Bingham County must plan for, and be prepared to save lives and protect property through independent disaster response and recovery operations.

- State or federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort and a disaster declaration is in place.

Concept of Operations/Responsibilities

General:

- The Bingham County Commissioners are responsible for all emergency management policy decisions in the County outside of incorporated cities. The mayor is responsible for emergency management policy and decisions within the city. The County Emergency Management Organization will support cities within the County during emergency situations if requested by mayor(s).

- The Bingham County Emergency Management Organization consists of the County Commissioners, Mayors, and the County Emergency Management staff, members of County and city departments, as well as local agencies, public and private. The Bingham County Emergency Management Director is appointed by the County Commissioners and coordinates the emergency management organization.

Organization:

- As ESF 5 the Bingham County Emergency Management Director is responsible for all development of County Emergency Management Plans, Procedures, and Directives.
- The Bingham County Emergency Management Director is the official point of contact for Office of Emergency Management Grants.

- ESF 5 Emergency Management will provide public information related to the Emergency Management Program to citizens and visitors to Bingham County.

- The Bingham County Emergency Management Director represents the County on the Regional Local Emergency Planning Committee.

- The Bingham County LEPC is the coordination point for all multi-jurisdictional emergency management issues in the County.

- The LEPC membership is comprised of representatives from each of the municipal fire and law enforcement departments, the County Sheriff's Department, the fire districts, the Bureau of Land Management, the Southeastern District Health Department, cities, school districts, the media, service organizations, state agencies such as ITD, Health and Welfare, etc., private industry, and the general public.

Notification: Not Applicable

Response Actions: Not Applicable

Preparedness Actions:

- The Bingham County Emergency Management Director will conduct the following Mass Care, Emergency Assistance, Housing, and Human Services preparedness activities:

  ❑ Analyze the Hazard Analysis and the Reception and Care Facility Listing and determine shelter, reception, and care requirements and shortfalls.
  ❑ Designate mass care support staff and train them on emergency responsibilities.
  ❑ Establish liaison with school districts, American Red Cross, the Salvation Army, selected churches, institutions, and commercial facilities to utilize facilities, personnel, and resources.
  ❑ Develop procedures for registering evacuees and assigning them to lodging and feeding sites.
  ❑ Develop a record keeping system to monitor all disaster costs incurred while providing services.
  ❑ Develop plans to maintain a master evacuee registration and locator file.
  ❑ Develop an evacuation information program with the County PIO.
  ❑ Coordinate arrangements for fire protection of shelter, lodging, and mass feeding sites with ESF 4 Firefighting.
  ❑ Coordinate with the ESF 13 Public Safety and Security to provide security for all shelter/reception center facilities.
  ❑ Review projected expedient shelter construction and upgrading needs with ESF 3 Public Works and Engineering.
  ❑ Identify potential parking areas for shelter and lodging facilities.
  ❑ Determine potential requirements of personnel, resources, and supplies for mass feedings, reception, shelter, and lodging.
  ❑ In coordination with ESF 2 Communications, plan for communications between shelters and the Emergency Operations Center (EOC).
  ❑ Review facilities and designate those to be used for lodging, the institutionalized, and the special needs groups.
  ❑ Identify campgrounds or sites to accommodate families evacuating in recreational vehicles in conjunction with the evacuation Coordinator.
  ❑ Develop procedures to accommodate evacuees requiring hospitalization, medication, or special care with ESF 8 Public Health and Medical Services.

- ❑ Develop a community shelter plan and depict it on County and city maps.
- As ESF 7 Resource Support, the Bingham County Clerk will:
  - ❑ Review the County Hazard Vulnerability Analysis and determine resource requirements and possible shortages
  - ❑ Develop procedures to identify, reserve, obtain, allocate, and distribute personnel, equipment, supplies, facilities, and other resources
  - ❑ Identify and maintain a listing of local emergency resources and the agencies, businesses, and volunteer groups available to provide them
  - ❑ Develop letters of understanding and mutual aid agreements with liaison agencies
  - ❑ Take part in briefing participating agencies, organizations, and volunteers on resource management procedures and requirements
  - ❑ When alerted, notify mutual aid jurisdictions, private sector organizations, volunteers, and other participants about the possible need for assistance
  - ❑ Participate in EOP exercises
  - ❑ Develop procedures for conserving expendable resources
  - ❑ Coordinate with ESF 1 Transportation and ESF 13 Public Safety and Security for the use of buses for an evacuation (Annex B Evacuation)
  - ❑ Inventory fuel sources and storage capacities
- The Bingham County Emergency Management Director, in cooperation with the Local Emergency Response Authority, will:

  - ❑ Conduct and maintain a hazard vulnerability analysis to include:
    - ▪ Identification of fixed-site facilities
    - ▪ Identification of transportation routes
    - ▪ Identification of critical lifeline facilities that would be at risk as a result of a hazardous materials incident
    - ▪ Identification of populations at risk from fixed sites and transportation incidents
  - ❑ Coordinate with industry and business representatives concerning plant safety/mitigation efforts
  - ❑ Recommend local actions, projects, ordinances, and resolutions to reduce the potential for, or the effects of, hazardous materials incidents
  - ❑ Coordinate with each fixed facility on how to handle spills on company property
  - ❑ Establish and maintain mutual aid agreements with agencies, municipalities, businesses, counties, and states, as needed
  - ❑ Identify chemical or toxicological expertise resources available
  - ❑ Determine methods of summoning volunteers and off-duty personnel
  - ❑ Maintain a list of personnel needed for emergency response

  - ❑ Establish risk zones for each fixed hazardous material facility and along main transportation routes.
  - ❑ Identify resources and organizations available to provide training
  - ❑ Coordinate for the initial and continuing training of emergency responders on hazardous materials incident response.
  - ❑ Provide for initial and continuing training of emergency responders on hazardous materials incident responses.
  - ❑ Identify facilities for storage, treatment, recycling, and disposal of wastes resulting from a release

- ❑ Participate in exercises of the Emergency Operations Plan, at least annually
- ❑ Coordinate with County and local business and industry officials in developing decontamination procedures.
- ❑ Identify trained incident commanders
- ❑ Coordinate with the State of Idaho Office of Emergency Management and the Local Emergency Planning Committee (LEPC) to insure that:
  - ▪ Title III chemical reporting requirements are relayed to the involved facilities
  - ▪ Chemical material safety data sheets (MSDS) or a listing of MSDS chemicals are disseminated to local fire departments and Public Safety and Security agencies
- ❑ Coordinate training for emergency medical teams and hospital personnel on proper methods for decontamination and treatment of persons exposed to hazardous chemicals
- ❑ Coordinate with all annex Coordinators in planning for response to a hazardous materials incident
- ❑ Develop procedures for identification of hazardous materials
- ❑ Maintain fixed facilities contingency plans on file
- ❑ Negotiate a mutual aid agreement with Idaho State Police, District 3, regarding Idaho State Police coordination and possible on-scene command of an accident involving hazardous materials on federal and state highways

- The Bingham County Public Works Supervisor, as ESF 3 Public Works and Engineering, and ESF 12 Energy will:
  - ❑ Review Bingham County's Hazard Analysis to determine the County's vulnerability to possible hazards as it pertains to the responsibilities of ESF 3 and ESF 12
  - ❑ Recommend local public works projects, resolutions, and ordinances as necessary to mitigate the effects of potential or anticipated disasters or emergencies
  - ❑ Develop an alerting system for public works personnel
  - ❑ Maintain an inventory listing of locally available equipment, personnel, and materials. Coordinate this list with the ESF 7 Resource Support
  - ❑ Plan for shelter upgrading requirements and expedient shelter construction with the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services
  - ❑ Arrange for the training of public works personnel with ESF 10 Oil and Hazardous Materials in hazardous materials and radiological monitoring, decontamination procedures, and emergency procedures
  - ❑ Participate in exercises of the EOP
  - ❑ Identify local private contractors who can provide support during emergencies; acquaint them with emergency plans and procedures
  - ❑ Review all equipment status periodically
  - ❑ Review and maintain annotated maps showing all utilities and Public Works
  - ❑ Maintain mutual aid agreements with municipalities, private industry, other government agencies, and neighboring jurisdictions
  - ❑ Develop a list prioritizing those facilities which would be vital to be repaired or maintained in case of a disaster (i.e. medical clinics, utilities, seat of government)

- The Bingham County Sheriff as ESF 2 Communications, ESF 9 Search and Rescue, and ESF 13 Public Safety and Security will:
  - ☐ Train personnel in the use of communications resources

- ☐ Identify and designate public and private agencies, personnel, etc. available to augment the County's communications capabilities. Develop procedures and mutual aid agreements for their use
- ☐ In coordination with the ESF 6 Mass Care Emergency Assistance, Housing, and Human Services Coordinator, develop a shelter communications system
- ☐ Coordinate communications capabilities with neighboring counties. Establish mutual aid agreements
- ☐ Participate in exercises of the Emergency Operations Plan
- ☐ Devise a message report form and instruct EOC staff on its use
- ❑ Through the ESF 15 Public Information (External Affairs) Officer, promote public awareness of the warning system
- ❑ Coordinate and plan for development of warning systems county-wide
- ❑ Train dispatchers on communications procedures
- ❑ Identify communications resources available to the EOC
- ❑ Identify and designate private and public service agencies, personnel, equipment, and facilities that can augment the County's communications capabilities
- ❑ Establish mutual aid agreements
- ❑ Develop warning dissemination procedures for emergencies
- ❑ Identify need for special warning procedures to ensure that warning information reaches special needs groups such as the visually and hearing impaired. Develop a systematic means to contact, educate, and warn the special needs groups
- ❑ Provide hazardous materials incident response, radiological monitoring, and other emergency training of Public Safety and Security personnel in coordination with Emergency Management Director
- ❑ Develop a system for transporting and guarding prisoners during an emergency
- ❑ Assign Public Safety and Security personnel to shelters and advise of shelter responsibilities (crowd control, prisoner security, fire arms management, etc.) in coordination with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator
- ❑ Establish priorities for Public Safety and Security operations
- ❑ Assess traffic control needs and security requirements (i.e. County EOC, public and private property)
- ❑ Initiate programs for recruiting, training, and assigning auxiliary personnel
- ❑ Plan support of hazardous materials incidents where warning, evacuation, traffic management, and other Public Safety and Security actions are needed
- As ESF 15 Public Information (External Affairs), the Bingham County Emergency Management Director will complete preparedness activities to include the following:
  - ❑ Develop and execute a hazard awareness program, including mitigation procedures
  - ❑ Develop ongoing relationships with all local and neighboring media
  - ❑ Establish written or oral agreements with the media for dissemination of emergency public information and emergency warning
  - ❑ Designate a media area in the Emergency Operations Center and its alternate
  - ❑ Train those involved in the emergency organization on the role of the PIO and their relationship to the PIO and procedures
  - ❑ Conduct public education programs on emergency response and recovery, evacuation routes, and warning signals

- ❑ Prepare emergency information packets for pre and post disaster
- ❑ Distribute pertinent materials to the media
- ❑ Brief news media personnel on emergency procedures for the dissemination of public information
- ❑ Develop a priority system which will govern the release of public information
- ❑ Develop and maintain a file of predetermined news releases (i.e., warning system operations, emergency preparedness information, evacuation routes and procedures, shelter locations)
- ❑ Develop plans for reaching special populations (visually or hearing impaired, handicapped, or elderly)
- ❑ Develop plans for the distribution of emergency preparedness and response information
- ❑ Participate in emergency operations plan exercises
- ❑ Maintain a current file of all information released to the public
- ❑ Assign an assistant PIO, rumor control person, and other supporting staff, as required, and train as appropriate
- ❑ Set up procedures for contacting all available media during an emergency
- ❑ Develop measures for authenticating information source before broadcast or publication
- In preparation for evacuations in Bingham County, the Sheriff will:
- ❑ Review Bingham County's hazard vulnerability analysis to determine the County's vulnerability to possible hazards
- ❑ Coordinate with the Annex A Damage Assessment, ESF 13 Public Safety and Security, ESF 4 Firefighting, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services , ESF 2 Communications, ESF 8 Public Health and Medical Services, ESF 9 Search and Rescue, ESF 7 Resource Support, ESF 15 Public Information (External Affairs), and ESF 3 Public Works and Engineering
- ❑ Instruct evacuation staff in relocation procedures to expedite the movement of residents and visitors out of the affected area.
- ❑ Plan for the evacuation of people with special needs, such as elderly, handicapped, bedridden, and prisoners
- ❑ Coordinate with ESF 1 Transportation for emergency use of school buses for evacuation
- ❑ Establish pick-up points for evacuation transportation
- ❑ Establish primary and alternate evacuation routes for all contingencies
- ❑ Identify areas that may require evacuation and those of relative safety
- ❑ Identify critical intersections, merge points, and restricted movements and coordinate traffic control requirements
- ❑ Establish security and control procedures for evacuation routes in coordination with ESF 13 Public Safety and Security
- ❑ Ensure access routes and sources of transportation for emergency work crews
- ❑ Publicize through the ESF 15 Public Information (External Affairs) Officer the various evacuation routes that may be used under hazardous conditions
- ❑ Develop reentry information for post-disaster requirements
- ❑ Participate in exercises of the Emergency Operations Plan
- ❑ Coordinate with ESF 10 Oil and Hazardous Materials Incident Coordinator if necessary
- ❑ Plan for the flow of spontaneous evacuees into the County from outside areas
- The Bingham County Fire Chiefs as ESF 4 Firefighting will:

- ❑ Review Bingham County's hazard analysis to determine the County's potential vulnerability to structure and wildland fires
- ❑ Analyze fire service capability
- ❑ Continue or refine the existing mutual aid agreements
- ❑ Coordinate ongoing training on response to hazardous materials, including Chemical Biological Radioactive Nuclear or Explosive (CBRNE) incidents
- ❑ Arrange for training in firefighting, rescue, first aid, CBRNE monitoring, and decontamination procedures
- ❑ Designate alternate sites for all fire stations
- ❑ Provide for fire prevention programs throughout the County
- ❑ Establish fire service priorities on food supply sources, utilities, schools, clinics, medical facilities, communication centers, and other vital installations
- ❑ Coordinate, plan, and develop firefighting operational policy for the County
- ❑ Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services in the assignment of fire services personnel to shelters and lodging, and for the provision of fire protection for these facilities
- ❑ Coordinate with the Annex B Evacuation Coordinator on how fire services personnel could assist in an evacuation
- ❑ Maintain inventories of fire apparatus and vehicles and append to ESF 4 Firefighting. Coordinate this inventory with ESF 7 Resource Support.
- ❑ Participate in exercises of the Emergency Operations Plan
- ❑ Coordinate with other response groups and provide training if needed
- ❑ Develop and maintain County and city maps showing fire service facilities and equipment locations to include water sources, shut-off valves, and emergency water supplies; these maps will be kept in the EOC
- ❑ Coordinate priority for decontamination activities with ESF 10 Oil and Hazardous Materials

- As ESF 8 Public Health and Medical Services, the Bingham Memorial Hospital will:
  - ❑ Review emergency plans and programs for crisis augmentation with representatives of public health and welfare agencies, volunteer disaster assistance agencies, and medical facilities
  - ❑ Organize periodic group meetings with emergency health and medical service providers to coordinate assistance and support requirements
  - ❑ Plan programs and procedures for:
    - ▪ Immunization
    - ▪ Health/contamination inspections
    - ▪ Blood banks
    - ▪ Specialized training (first aid, radiation, decontamination, CPR, etc.)
    - ▪ Evaluation, prevention, and detection of communicable diseases
    - ▪ Normal public health awareness
  - ❑ Establish liaison with pharmacists, veterinarians, funeral Coordinators, and the American Red Cross
  - ❑ Assist local medical agencies in establishing mutual aid agreements with counterparts outside the County
  - ❑ Recruit and coordinate the assignment of medical and health care personnel to public shelters and lodging facilities with ESF 6 Mass Care, Emergency Assistance, Housing,

and Human Services
- ❑ Coordinate with ESF 3 Public Works and Engineering to develop procedures for emergency handling of:
  - ▪ Sewage, garbage, and other solid waste
  - ▪ Protection of food, water, medicines, and other essential supplies against contamination
  - ▪ Identifying, preventing, and controlling epidemic disease
- ❑ Develop a list of essential environmental health supplies, such as water purification supplies
- ❑ Establish procedures for handling mass fatalities (i.e., death certificates, burial, and storage) in cooperation with area funeral Coordinators and DMORT if needed
- ❑ Coordinate with the medical clinics on their plans for emergency medical treatment and care
- ❑ Develop a victim identification plan
- ❑ Participate in exercises of the Emergency Operations Plan
- ❑ Coordinate priorities for decontamination activities with ESF 10 Oil and Hazardous Materials

Agency Resources

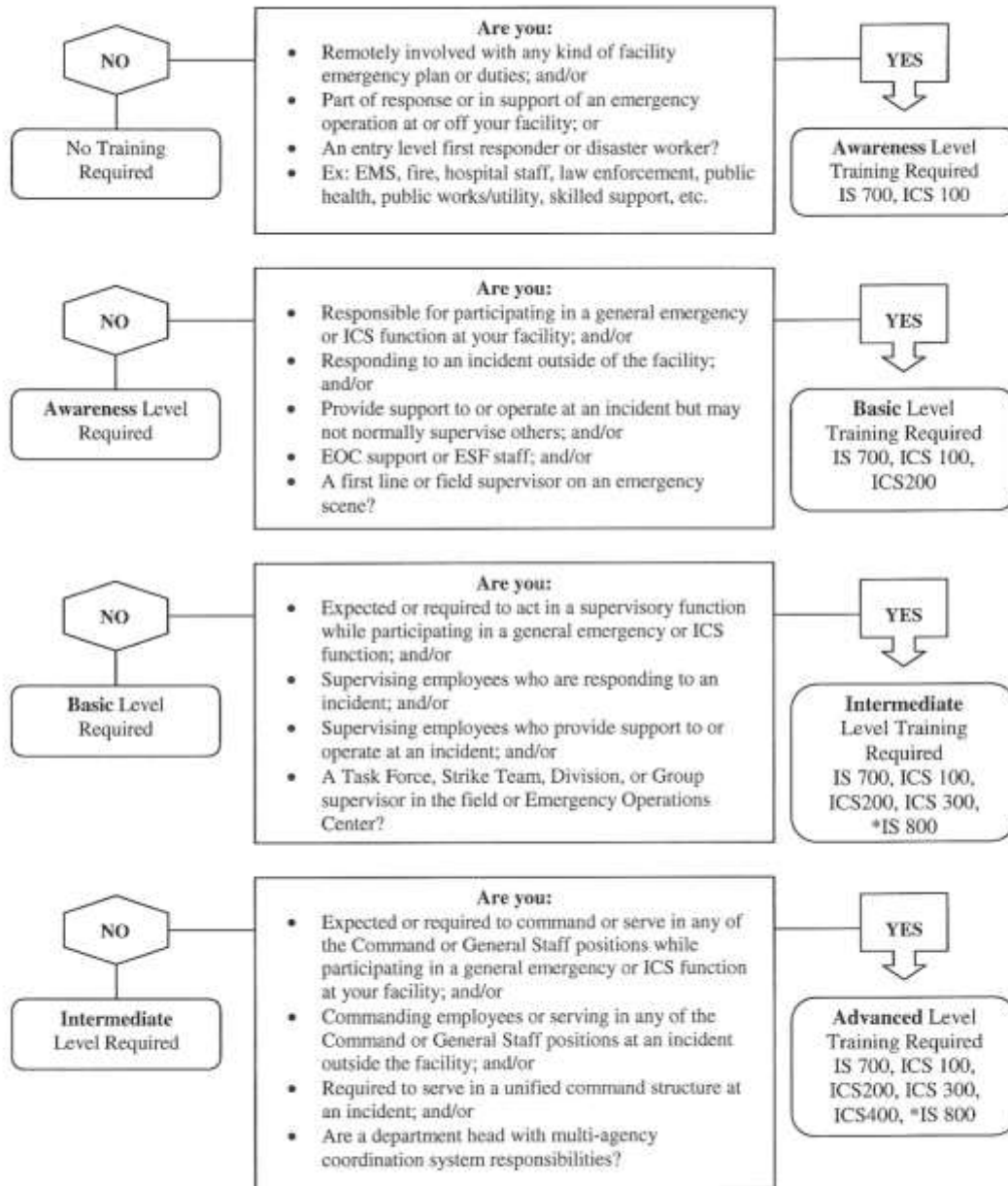| Agency Name	Agency Resources
Bingham County	Personnel, Office Equipment, Supplies

Attachment

Attachment 1 NIMS/ICS Training Decision Tree

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Attachment 1: NIMS ICS Training

NIMS/ICS Decision Tree

Are you:
- Remotely involved with any kind of facility emergency plan or duties; and/or
- Part of response or in support of an emergency operation at or off your facility; or
- An entry level first responder or disaster worker?
- Ex: EMS, fire, hospital staff, law enforcement, public health, public works/utility, skilled support, etc.

NO → No Training Required

YES → **Awareness** Level Training Required IS 700, ICS 100

Are you:
- Responsible for participating in a general emergency or ICS function at your facility; and/or
- Responding to an incident outside of the facility; and/or
- Provide support to or operate at an incident but may not normally supervise others; and/or
- EOC support or ESF staff; and/or
- A first line or field supervisor on an emergency scene?

NO → **Awareness** Level Required

YES → **Basic** Level Training Required IS 700, ICS 100, ICS200

Are you:
- Expected or required to act in a supervisory function while participating in a general emergency or ICS function; and/or
- Supervising employees who are responding to an incident; and/or
- Supervising employees who provide support to or operate at an incident; and/or
- A Task Force, Strike Team, Division, or Group supervisor in the field or Emergency Operations Center?

NO → **Basic** Level Required

YES → **Intermediate** Level Training Required IS 700, ICS 100, ICS200, ICS 300, *IS 800

Are you:
- Expected or required to command or serve in any of the Command or General Staff positions while participating in a general emergency or ICS function at your facility; and/or
- Commanding employees or serving in any of the Command or General Staff positions at an incident outside the facility; and/or
- Required to serve in a unified command structure at an incident; and/or
- Are a department head with multi-agency coordination system responsibilities?

NO → **Intermediate** Level Required

YES → **Advanced** Level Training Required IS 700, ICS 100, ICS200, ICS 300, ICS400, *IS 800

*Not all persons required to take ICS 300 and ICS 400 will need to take IS 800. Emergency managers or personnel whose primary responsibility is emergency management must complete IS 800.

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

Primary Agencies: Bingham County Emergency Management Office

Support Agencies: The American Red Cross
Sheriff's Office
School Districts
State Health & Welfare
Community Religious Organizations
Southeastern Idaho Public Health Department
State Hospital South

Introduction

Purpose:

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

Scope:

ESF 6 has a broad scope of responsibilities that include:

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

- ESF 6 will identify food and water needs following a disaster or emergency, and attempt to obtain and/or arrange for these resources, including transportation if necessary.

- Coordinate relief efforts provided by volunteer organizations performing mass care functions

- Coordinate the establishment of a system to provide shelter registration data to appropriate authorities

- Coordinate the provision of emergency first aid in shelters and fixed feeding sites

- Coordinate with ESF 13 Public Safety and Security shelter facility security resources

- Coordinate with ESF 2 Communications and Warning to ensure each shelter has a working communications system

- Request assistance from ESF 12 Energy to provide electricity and heat at shelter locations as necessary

- Food supplies obtained and distributed by ESF 6 will be dispensed to disaster victims; however, it is expected that individuals, families, and businesses within the County will be prepared for a minimum of 72-96 hours of total self-sufficiency, including food and water.

Policies

- Upon notification of imminent disaster, emergency service efforts will be directed to assisting the movement of people and essential supplies to mass care facilities.

- During an emergency relocation of citizens and visitors, Bingham County Emergency Management Program will coordinate with the American Red Cross, Salvation Army, LDS Welfare and Humanitarian Services, and other agencies to provide emergency food rations and potable water for those relocated into shelters.

- Mass care shelters will be established in public or commercial buildings such as schools, churches, and motels.

- ESF 6 will be activated by the Bingham County Emergency Management Director, or designee. The request may be made prior to or following a disaster.

- ESF 6 activities will be coordinated through the Emergency Operations Center (EOC).

- ESF 6 and support agencies will provide staff as required in the EOC on a 24-hour basis, for the duration of ESF 6 activation.

- ESF 6 activities will support local agencies. Additional mass care resources required, which is beyond local and state capability, will be coordinated through ESF 6. All state mass care responses to an event must be requested by and coordinated through the County ESF 6 operations.

- When a local response exceeds local resources, requests for state assistance will be coordinated through the EOC and directed to the Idaho Office of Emergency Management Area Field Officer.

- ESF 6 will coordinate with ESF 15 Public Information to release public information regarding mass care activities. Certain elements of mass care activities require confidentiality; therefore, the Red Cross Disaster Welfare Inquiry procedures shall be observed.

Situation

Disaster Condition:

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

- An estimated twenty- percent of affected residents will require lodging following a natural disaster. Most of the displaced residents will stay with friends and relatives.

Planning Assumptions:

- Local volunteer disaster assistance organizations will support the County with qualified, trained manpower to provide emergency shelter and lodging service until supplemented by national voluntary disaster assistance organizations within 72-96 hours in a major disaster.

- Food will be available at retail outlets and through mutual agreements with vendors and organizations.

- Cooking facilities will not be available in all shelters.

- Public utilities service, electricity, and gas may not be available.

- The ultimate responsibility for mass care services for citizens of the County rests with local government.

- No buildings to be used as mass care facilities are stocked, and there is no current federal, state, or local program to do so.

- There are a sufficient number of mass care facilities to support the needs of evacuees in the County.

- Mass care operations will continue until the emergency needs of the disaster survivors have been met, or alternative measures have been implemented.

Concept of Operations/Responsibilities

General:

- Upon official request, Bingham County Emergency Management, the American Red Cross, Salvation Army, and LDS Church will activate mass care facilities to provide housing, food, potable water, clothing, and other assistance to disaster victims.

- Regular meals will be provided daily in mass care facilities and through mobile feeding facilities, as feasible.

- Long-term food assistance will be provided through the food stamp program administered by the Idaho Department of Health and Welfare.

Organization:

- The Chief Elected Official(s) will direct ESF 6 to open mass care facilities.

- The Bingham County Emergency Management Director will make recommendations to the Chief Elected Official on the number and locations of mass care facilities to be opened.

- As ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, the Bingham County Emergency Management, and the American Red Cross representatives will assess the situation and determine the number and locations of mass care facilities.

- The Bingham County Emergency Management Director will make arrangements for use of facilities as mass care facilities and request assistance from volunteer organizations to provide personnel to activate staff and manage mass care facilities.

- Bingham County Emergency Management Director as assigned by the Chief Elected Official will request ESF 7 Resource Support to procure emergency food and water rations.

- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will set up emergency feeding facilities and will be assisted by the support agencies in providing food and water.

- The State of Idaho Health and Welfare will assist with the issuance of emergency food stamps to disaster victims.

- ESF 13 Public Safety and Security will provide traffic control during evacuee movement to mass care facilities, security at the facilities, and maintain order.

- ESF 15 Public Information, in coordination with ESF 6, will make public announcements about locations of, and availability of, mass care facilities.

- Bingham County Public Works, as ESF 3, Public Works and Engineering, and ESF 12 Energy, will coordinate power, water, and sanitary services at mass care facilities during emergency conditions.

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

Notification:

- Arrangements to use schools for shelters must be coordinated with the following:

  □ The American Red Cross Office: 1-800-853-2570, then dial 0 for answering service.
  □ Arrangements to use churches for shelters must be coordinated with the appropriate church officials.

Response Actions:

Initial

- The Bingham County Emergency Management Director as ESF 6 will:

  □ Make recommendations to the Chief Elected Official on the number and locations of mass care facilities to be opened.
  □ Assess the situation, and in coordination with the American Red Cross representative and other volunteer organizations, determine the number and locations of mass care facilities to be opened based upon the following:
    - Location, extent, and nature of the hazard or disaster
    - Locations in relation to evacuation routes
    - Services available in the facilities
    - Input from the EOC Staff
  □ Activate mass care facilities
  □ Coordinate with ESF 15 Public Information to facilitate dissemination of information to the public, on both the location of mass care facilities, and directions to them

- The American Red Cross will:

  □ Provide food and potable water rations to emergency workers and evacuees.

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

  ❑ Operate the facility as long as necessary
  ❑ Implement registration procedures for all evacuees that enter the facility
  ❑ If tasked, provide ESF 6 with names and other appropriate information about people sheltered in the facility, to respond to family inquiries.
  ❑ Ensure that individual and family support services are provided at the mass care facility.

- ESF 13 Public Safety and Security will:

  ❑ Provide traffic control during evacuee movement to mass care facilities.

- ESF 15 Public Information, in coordination with ESF 6, will make public announcements about locations of, and availability of mass care facilities.

Continuous

- ESF 6 will:

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

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

  - If tasked, provide the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator with names and other appropriate information about people sheltered in the facility, to respond to family inquiries.
  - Ensure that individual and family support services are provided at the mass care facility
  - Coordinate with ESF 11 Agriculture and Natural Resources to ensure that space is available for service animals that belong to people with disabilities
  - Report the following to ESF 6 daily:
    o The number of people staying in the facility
    o The status of supplies
    o The condition of the facility and any problems
    o Request for specific support

  - Maintain records of expended supplies and provide to ESF 6 for coordination with ESF 7 Resource Support.

  - Provide regular meals daily in mass care facilities and through mobile feeding facilities, as feasible.
  - Arrange for the transportation of evacuees to their homes, or to temporary housing through ESF 1 Transportation.
  - When appropriate, terminate operations and close the facility.
  - See that the facility is cleaned and returned to its original condition.
  - Submit mass care facility status report to ESF 6. The report should identify equipment and supplies used and any other problems or issues that need to be resolved before the facility is used again.

- ESF 13 Public Safety and Security will:

  - Provide security at mass care facilities.
  - Maintain order in mass care facilities.

- If necessary, ESF 2 Communications and Warning will provide a temporary communications link between the mass care facility and the EOC through mobile radio links.

- Public Works, as ESF 3 Public Works and Engineering, and ESF 12 Energy will coordinate power, water, and sanitary services at mass care facilities during emergency conditions.

- ESF 15 Public Information will make public announcements through the media regarding mass care facility locations, fixed feeding sites, and Emergency Management.

Agency Resources

Agency Name	Agency Resources
Bingham County	Fair Grounds, Parks
Cities	Parks
Private Sources	Counselors, Hotels, Veterinarians, Doctors, Nurses, Portable Toilets
School Districts	Counselors
Eastern Idaho Special Services' Council on Aging	Expert Advice
State Hospital South	Medical Personnel, Housing Facilities

Attachments

Attachment 1 – Red Cross Assistance
Attachment 2 – Special Needs
Attachment 3 – Human Services

Attachment 1: Red Cross Assistance

General Emergency Aid

- The American Red Cross (ARC) mission is to assist with immediate emergency, disaster-caused needs.

- Aid to disaster victims is not dependent upon a Presidential or other federal disaster declaration, but is provided regardless of the size of a catastrophe or disaster incident.

- The primary efforts of the Red Cross are directed toward helping the family to bridge the gap between what it is able to accomplish for itself, and what it actually needs to resume normal family life in the home and community.

- A Red Cross gift is given to the victims; it is not a loan.

- The Red Cross will also provide:

    1. Assistance in the coordination of volunteer agencies' relief efforts

    2. Welfare inquiry and information services

    3. Referral services to government disaster programs

    4. Casework services to provide additional recovery assistance to families where government programs and other resources are not adequate to meet disaster-caused needs

    5. Fixed or mobile feeding stations

    6. Mass shelter

Individual Assistance to Families

Food

- Assistance:

❑ Without or with Food Stamps: Financial assistance for 1 week food

Clothing

- Assistance:

❑ Financial assistance for two sets of clothing per person for mild or summer weather; if during winter months, an appropriate amount will be established for outer garments

Personal and Home Care Items

- Emergency Assistance:

❑ All incidences comfort kits
❑ Major incidences first aid supplies and cleaning supplies.

Housing

- Emergency Assistance:

❑ The American Red Cross (ARC) will ensure temporary housing for up to 5 days on small incidents.

❑ They may also pay security, if necessary.
❑ They may provide up to one month rent assistance.
❑ Minor home repairs up to $500 for owner occupied dwelling may be allowed.

- Additional Assistance:

  ☐ In large incidents, the ARC will set up and staff Mass Shelter(s) until all residents have a place to go.

Medical and Nursing

- Emergency Assistance:

  ❑ First aid supplies
  ❑ Prescription drugs
  ❑ Refer to the Red Cross nurse other immediate needs such as disaster related injury or illness, blood or blood products

Attachment 2: Special Needs Populations

Purpose

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

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

Situation and Assumptions

Situation

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

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

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

Assumptions

- Using local facility and program emergency plans that are currently in place, and supplementing these plans with a section on persons with special needs such as this, will support populations more effectively during an emergency situation. Particularly

important will be communication, evacuation, mass care, shelter-in-place, and other emergency operations.

- Populations with special needs will be assisted directly at the family or local level because local personnel have the most contact with, and knowledge of, resources in their own communities. County agencies can be used as resources if appropriate situations arise.

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

- Health care and social service providers are accustomed to addressing individuals with special needs. They will continue to support the needs of individuals as part of this critical support network and, in the event of an emergency, as outlined in the Bingham County Emergency Operations Plan.

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

- Proper implementation (execution) of this Plan may prevent or reduce emotional distress, physical injury, fatalities, and damage to property of persons with special needs.

- The definition of "special needs populations" as it appears in the National Response Framework (NRF) is as follows:

- Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to:

    - Maintaining independence
    - Communication
    - Transportation
    - Supervision
    - Medical care

  Individuals in need of additional response assistance may include those who have disabilities, who live in institutionalized settings, who are elderly, who are children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, or who are transportation disadvantaged.

The definition focuses on the following function-based aspects:

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

Communication – Individuals who have limitations that interfere with the receipt of, and response to, information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or understand how to get assistance due to hearing, vision, speech, cognitive, or intellectual limitations, and/or limited English proficiency.

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

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

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

Concept of Operations

General

- Each care-giving entity within the local community is responsible for using all its resources to form a comprehensive emergency response program that addresses citizens with special needs within the community who either have been or might be affected by an emergency or major disaster.

- Family and local agencies/jurisdictions provide the first and most important level of response in a disaster. Until routine assistance is re-established, using local resources and providing emergency services that recognize and accommodate those persons with special needs will be required until access to normally provided services is expedited.

- Private industry and service organizations are key partners for government agencies in responding to emergencies affecting persons with special needs within their jurisdictions. Volunteer organizations with specific training and experience supporting persons with special needs, such as the American Red Cross, The Salvation Army, and church groups are uniquely suited to assist when emergencies happen. Including these organizations in the local planning process is critical to the success of the subsequent response efforts.

- People who have disabilities and other special needs, and agencies and organizations that provide support to people with disabilities are valuable resources in their local

jurisdictions. Individuals with disabilities have firsthand experience regarding the assistance they require when in a variety of situations. Including people with disabilities at all level of emergency response planning is critical to the development of a comprehensive response plan.

Types of Emergency Situations

The most common type of emergency that may occur in Bingham County, as it pertains to persons with special needs include:

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

Response Priorities in a Major Emergency Disaster

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

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

Local Agencies/Jurisdiction

- Local agencies/jurisdictions using local resources will provide emergency services that recognize and accommodate persons with special needs and expedite access to needed services until routine assistance is re-established.

- Local agencies/jurisdictions will develop and maintain emergency planning and response capabilities that accommodate the diverse and special needs represented in their communities. Allowances include but are not limited to interpreter and translation services, adaptive equipment and services, access and referral to medical and specialized support services in shelter and feeding environments, transportation, crisis counseling, and culturally sensitive accommodations.

- Local agencies/jurisdictions will develop a communications plan that will ensure people with disabilities and other special needs are familiar with local emergency preparedness plans.

- Local agencies/jurisdictions will perform the following:

  1. Identify and designate individuals with special skills available to assist the population with special needs. For example, the local government can survey all employees and maintain a roster of those who speak Spanish or know sign language. This roster may include the following information: contact information with emergency numbers, any related training or certifications, availability (hours), etc.

2. Coordinate with private sector vendors to provide essential adaptive equipment and supplies (e.g., pharmaceuticals, in-home medical equipment, wheelchairs at temporary shelters) to assist individuals with special needs.

3. Develop Standard Operating Guides (SOG) in anticipation of potential impediments to providing assistance for populations with special needs. Barriers include limited staff resources, language, and ignorance of cultural norms. A potential barrier exists in reaching undocumented residents who avoid self-identification and tend not to seek out services.

4. Local jurisdictions will develop the capability to disseminate information and instructions to the populations with special needs via radio, television, and other available media as necessary. Special measures to reach individuals with special communication needs (including hearing impairment, inability to comprehend the English language, and so on), must be developed. Information to be communicated includes immediate actions people should take and other pertinent information.

5. If individuals with special needs are affected by an incident, both the individual's family and the local agencies/jurisdiction share responsibility to ensure the needs of the populations with special needs are met. The local authority must respond and address needs beyond the capabilities of the individuals. Needs of some individuals may be met within their current residence. Others may need assistance with evacuation. Mass care shelters are generally not set up to handle individuals with special needs displaced from their homes. Coordination is necessary among officials to ensure shelters for persons with special needs are open, have sufficient resources to assist people with special needs, and are ready to receive evacuees.

Bingham County

Bingham County Emergency Management Services will assist local jurisdictions in responding to an emergency situation affecting persons with special needs. County assistance will include but is not limited to:

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

Organization and Assignments of Responsibilities

- Functional responsibilities assigned to local officials in an emergency shall be in accordance with the Bingham County Emergency Operations Plan and should fall within the guidelines acceptable for persons with special needs. Should the assignments within this plan for persons with special needs conflict with the Plan, the Plan shall take precedence.

- Law enforcement, fire departments, health departments, public works, and all other local government agencies are responsible for conducting their routine and emergency services in ways that promote assistance to persons with special needs.
- The emergency management agency for local agencies/jurisdictions have primary staff responsibility within the agency/jurisdiction for advising and coordinating overall activities during the four phases of a comprehensive emergency management program for assisting the population with special needs.
- ESF 13 Public Safety and Security is responsible for law enforcement activities, and communication of needs for persons with special needs.
- In an emergency, ESF 4 Firefighting is responsible for organizing, integrating, and coordinating operation of all fire fighting forces throughout the jurisdiction, including responses that accommodate the population with special needs.
- The ESF 8 Public Health and Medical Services are responsible for coordinating health and medical services required to cope with disasters in its area.
- ESF 3 Public Works and Engineering and ESF 1 Transportation are responsible for maintenance and delivery of transportation and engineering services.
- The American Red Cross or other similar not-for-profit organizations may assist ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services with emergency assistance, housing, human services, and mass care needs of the affected population, such as sheltering, feeding, providing first aid, and reuniting families. This is especially true for persons with special needs.

Direction and Control

- The local agencies/jurisdictions have ultimate responsibility to protect the health and well-being of populations with special needs. If a disaster or emergency does occur, injuries can be lessened and lives can be saved with proper pre-event planning that addresses those persons with special needs.

The Council on Aging, along with the Idaho Department of Health and Welfare, will assist local jurisdictions in supporting the populations with special needs within their communities.

Attachment 3: Human Services

Purpose

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

Situation and Assumptions

Situations

- Church and volunteer organizations, i.e. American Red Cross and the Salvation Army, have emergency welfare capabilities.

- Voluntary disaster assistance organizations will not be available to provide emergency human services on a national basis in a war-caused or wide-spread disaster.

- Mental health and crisis counseling are locally available through the Idaho Health and Welfare Region 6 Office.

Assumptions

- Idaho Health and Welfare may be able to provide crisis counseling if a request is made by the County Commissioners to the Governor.

- Mental health problems may be caused or aggravated by a major disaster or its aftermath.

- In a Presidential declaration of disaster or emergency, the Federal Disaster Services Agency (FEMA) may provide crisis counseling assistance, if it is so requested, and upon the Governor's assessment.

- Local volunteer disaster assistance organizations may function during a war-caused disaster.

- It may not be necessary to activate shelter or lodging facilities during or after an emergency, but there may be a need to provide temporary housing, food, and clothing to residents.

- People who would not normally need assistance may require some form of assistance under emergency conditions.

Concept of Operations

- Human Services will be provided for, as needed, by the County.

- The American Red Cross, the ministers in the County, and other volunteer organizations will be heavily depended upon to provide crisis counseling, clothing, food, and housing when mass care is not needed.

- Additional assistance may be requested from the state, if required.

- Since state resources are limited, federal assistance would be requested in a widespread,

catastrophic disaster and would be obtained only if there were a Presidential declaration.

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

Organizations and Responsibilities

Human Services consists of:

- Human Services Coordinator: The Human Services Coordinator in Bingham County is appointed by the Emergency Coordinator upon the approval of the Commissioners. The Coordinator shall have the authority and responsibility for planning, coordinating, and supervising emergency human services for the County. These services will be provided by various federal, state, and County government agencies and volunteer disaster assistance organizations, as required by the type of disaster.

- Assistant Human Services Coordinator: The Assistant is appointed by the Human Services Coordinator and assists with the administration of human services. The Assistant will assume full responsibility during the Coordinator's absence.

Tasks in Support of Human Services include:

- Response Phase

  □ Report to and operate from the Emergency Operations Center (EOC) upon its activation
  □ Contact and coordinate with participating federal, state, and volunteer support groups
  □ Assess the emotional needs for crisis counseling and for temporary housing, food, and clothing requirements and arrange for these as necessary.
  □ Release public information about available services through ESF 15 Public Information Officer (PIO).
  □ Implement record keeping system and maintain a log of activities
  □ Coordinate mobile feeding, if necessary with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
  □ Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, if it is determined that mass care is needed.
  □ Open Disaster Application Centers, as necessary. (See ESF 14 Long Term Community Recovery)
  □ Brief Emergency Operations Center (EOC) staff on Human Services' status
  □ Provide needed assistance to the handicapped and senior citizens
  □ Provide human services assistance to the population housed in shelter and lodging facilities
  □ Apprise the Commissioners if State Health and Welfare assistance is needed.
  □ Apprise the Commissioners of the following information if it is decided that a request for a Declaration of Disaster is to be made:
    o The geographic areas for which crisis counseling will be needed
    o An estimate of the number of disaster victims requiring crisis counseling assistance (This should include the extent of physical, psychological, and social problems observed, the types of mental health problems encountered by

victims, and a description of how the estimate was made.)
- o An estimate of the length of time services will be required
- ☐ Coordinate with the Federal Emergency Management Agency (FEMA) on individual assistance programs in the case of a federal declaration of disaster.
  - o Recovery Phase
    - ▪ Continue needed activities that were initiated under the Response Phase
    - ▪ Maintain liaison with state, federal, and volunteer agencies
    - ▪ Assist in reuniting families
    - ▪ Provide damage estimation information, as available, to the Damage Assessment Coordinator (Annex A)
    - ▪ Coordinate the establishment of a post-emergency disaster services center, if required.
    - ▪ Prepare a closing report which would include the log, as well as comments and recommendations for future operations to be given to the Emergency Coordinator.
    - ▪ Participate in a critique of disaster operations

Direction and Control

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

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ESF 7 Resource Support

Primary Agencies: Bingham County Clerk's Office

Support Agencies: Bingham County Assessor's Office
                          Bingham County Treasurer's Office
                          Bingham County Extension Office
                          Cities
                          County/City IT Departments
                          County/City Public Works Departments

Introduction

Purpose:

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

Scope:

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

Policies

- ESF 7 is responsible for planning, coordinating, and managing resource support in all phases of response and recovery from a major disaster or catastrophe.

- Resource requests will be filled from local inventories first. As resources are drawn down, out of County sources will be used. The following list of source preferences will be used, if practical:

  □ Local government stocks
  □ Contracted supplies/vendors
  □ Other local commercial vendors
  □ Out of County sources, including the Idaho Office of Emergency Management

- Support agencies will provide resources as needed to support ESF 7 requirements.

- Procurement will be made in accordance with county, state, and federal laws and regulations, including emergency procedures provided under Idaho Statute.

- Volunteers and donations will be utilized when available.

- Normal practices and procedures will be continued under emergency conditions to the extent possible.

- Every effort will be made to document each transaction sufficiently so that complete records can be reconstructed, and claims properly verified after the emergency period has passed.

- No administrative process will be permitted to interfere with operations essential to preventing injury.

Situation

Disaster Condition:

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

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

Planning Assumptions:

- Resources outside the affected area will be directed to meet the unmet needs of the County and/or local governments.

- Logistical operations may be required. Transportation, staging, and marshaling operations may be established to orchestrate resource support to the affected area(s).

- Some resources of the County and local governments may not be available in the impacted area due to debris and destroyed buildings.

- Basic life safety resources have first priority.

- Resources restoring essential services have priority once life safety issues are satisfied.

- Recovery resources have priority once essential services are satisfied.

- A local Disaster Declaration may obviate normal purchasing procedures.

Concept of Operations/Responsibilities

General:

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

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

Organization:

- The Bingham County Clerk is the primary ESF 7 agency and is responsible for coordinating ESF 7 resources and support activities.

- ESF 7 will request staff for procurement of goods, materials, and services from appropriate County agencies.

- ESF 7 may assist in the coordination and allocation of food and equipment made available via state and federal government programs.

- Supporting Agencies, as tasked above, render assistance, provide resources lists, internal procurement process, agency location and hours of operation, and provide goods and materials as needed.

- The Bingham County Clerk's Office is responsible for tracking and documenting costs and expenses.

- The EOC Purchasing Office is responsible for issuing purchase orders. (See Attachment 4)

- ESF 7 will establish and maintain liaison with other ESFs.

- ESF 7 will accommodate members of the federal and State Advance Team (Federal General Services Administration procurement officials) at the EOC, or another location, until the DFO is established.

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

Notification:

- The EOC and/or the County 911 Dispatch Center will notify ESF 7.

- ESF 7 will notify support agencies.

- ESF 7 personnel will respond as directed and be placed on standby as appropriate.

Response Actions:

Initial

- ESF 7 members will be placed on standby and directed to man certain facilities for immediate response.

- Support agencies may be directed to deploy personnel and other resources.

- Resources may be pre-staged near the potential impact or emergency area(s) if feasible.

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

Continuous

- ESF 7 will:
  □ Procure buildings and parking areas large enough to be staging warehouses and locations as needed.
  □ Acquire replacement facilities for any damaged or destroyed facilities
  □ Coordinate with ESF 1 Transportation for transportation resources
  □ Coordinate with ESF 2 Warning and Communications for communication resources
  □ Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, and/or American Red Cross, and Salvation Army for feeding of personnel
  □ Coordinate with ESF 13 Public Safety and Security for security resources

- □ Establish a property tracking system and maintain records for all properties loaned in support of the EOC by the state or federal government.
- □ Coordinate contractual services between the County and the commercial sources
- Under the direction of ESF 7, the American Red Cross will:
  - □ Provide emergency shelter, food, medicine, and first aid to provide for basic human needs
  - □ Register sheltered evacuees and displaced persons, and establish 1-800 telephone numbers for inquiries of missing persons
  - □ Feed emergency workers
- Under the direction of ESF 7, the Salvation Army will:
  - □ Assist with shelter management and emergency feeding
- In coordination with ESF 7, the Civil Air Patrol will:
  - □ Provide aerial reconnaissance and search and rescue support during emergencies that result in Presidential Declarations
  - □ Provide communications support
- In coordination with ESF 7, Volunteer and Religious Organizations will:
  - □ Coordinate use of church buildings for shelter
  - □ Assist with warning functions as requested
  - □ Support emergency communications
  - □ Coordinate volunteer work force organization

Agency Resources

- Bingham County Public Works, Municipal Public Works Department(s) – vehicle operators, mechanics, light and heavy trucks, and heavy equipment

- Bingham County Clerk's Office – fiscal, tracking and documenting costs and expenses, grant/management consulting staff

Attachments

Attachment 1: Donated Goods Management

Attachment 1: Donated Goods Management

I.   Purpose

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

II. Situation

A.   Situation

1. Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.

2. Lack of an organized system of management for the identification, receipt, organization, and distribution of donations will result in chaos.

3. The timely release of information to the public regarding needs and points of contact is essential to management of donated goods.

4. Donated goods are essential to recovery in most cases.

5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.

6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the County level.

7. Churches, fire stations, the community school, and other volunteer agencies in Bingham County may serve as collection points for donated goods.

8. Monetary donations, staple goods, and those items specifically requested, best serve the needs of victims.

9. Donated goods will be used to satisfy unmet needs whenever possible.

B.   Assumptions

1. Suitable space and equipment will be available to receive, sort, and store the influx of donated goods.

2. Adequate personnel for donated goods management will be available.

3. Local distribution sites will be convenient to the affected populations.

4. A regional reception and distribution site for donated goods will be established by the State.

5. Unsolicited donations of goods can be expected.

6. Donations of non-useful and unwanted goods can be expected; these include loose unsorted clothing, perishable items, and worn-out items.

7. Some donors will seek to bypass the distribution system established by the County.

8. An aggressive public information effort will expedite the distribution of goods as well as limit the influx of unwanted goods.

9.   It is inevitable that there will be a surplus of some donated goods, which will require disposal.

III. Concept of Operations

Receipt of Donated Goods for Bingham County

1.   The community and religious organizations, in coordination with Bingham County Emergency Management, will manage the receipt and distribution of donated goods.

2.   The magnitude of the disaster and the severity of local need will dictate the amount of space and personnel required for the reception and distribution of donated goods.

3.   A telephone number will be published immediately following the event to accept incoming calls of donations.

4.   Ideally, a central reception and sorting center for donated goods should be established. Separate locations convenient to the affected areas of the County should be utilized as distribution centers.

5.   The OEM donations software, or locally developed software will be used to record all donated resources and volunteer offers received

6.   The community and religious organizations will coordinate with relief agencies working on the disaster to ensure needs are met without duplication of effort.

7.   Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources.

8.   ESF 15 Public Information will coordinate public information regarding distribution sites, needed goods, volunteers, and other pertinent matters.

9.   Requests for needed goods and resupply of needed goods will be channeled through the volunteer organizations to the Bingham County EOC and, if necessary, on to the State EOC.

10.   Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution.

11.   When identifiable, unwanted goods should be refused.

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

ESF 8 Public Health and Medical Services

Primary Agencies: Bingham Memorial Hospital

Support Agencies: Southeastern Idaho Public Health Department
EMS Agencies
Bingham County Coroner
Red Cross
Bingham County Emergency Management Office
State Hospital South

Introduction

Purpose:

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

Scope:

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

Policies

- ESF 8 will be implemented upon activation of the EOC to a level II or greater or specific identified need. This will be following or prior to expectation of the occurrence of a significant natural disaster or manmade event.

- ESF 8 will coordinate all resources related to health and medical issues and shall monitor field deployment of medical personnel and resources.

- Each ESF 8 support organization will retain full control over its own resources and personnel.

- ESF 8 will not release medical information on individual patients to the general public to ensure patient confidentiality protection as per Health Information Privacy Protection Act (HIPPA) guidelines.

- Appropriate non-specific information on casualties/patients will be provided to the American Red Cross for inclusion in the Disaster Welfare Information System and to ESF 15 Public Information for information releases.

Situation

Disaster Condition:

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

Planning Assumptions:

- There are three hospitals in Bingham County, Bingham Memorial Hospital, Idaho Doctors' Hospital, and State Hospital South. There are two additional hospitals in neighboring communities, Portneuf Medical Center located in Bannock County, and Eastern Idaho Regional Medical Center located in Bonneville County.

- There are four (4) mortuaries in the County.

- Southeastern Idaho Public Health District is located in Pocatello with a satellite office in Blackfoot.

- A severe earthquake, flood/dam failure, winter storm, landslide, avalanche, or hazardous materials spill could seriously impair local emergency health, medical, and mortuary services.

- It may be necessary to relocate hospital facilities under austere conditions to field hospitals or other buildings that will provide patients and medical staff adequate protection from the effects of the disaster.

- Major damage could occur to clinics, ambulance services, and transportation routes.

- Medical facilities could be quickly overloaded.

- Public and private medical, health, and mortuary service resources located in the County will be available for use during disaster situation, but many of these resources, including personnel, may themselves be impacted by the disaster.

- Emergency measures to protect life and health during the first 72 to 96 hours after a disaster, in all likelihood, will be dependent upon local resources.

- Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.

- In the event of a major disaster, accompanied by widespread injuries, sickness, and death, outside assistance from trained personnel and adequately equipped facilities would be required.

- Necessary support will be available from state and federal sources.

- Following a disaster, Southeastern Idaho Public Health District will implement measures to identify and prevent the spread of disease from contaminated water supplies, malfunctioning septic systems, spoiled or contaminated foods, and lack of functional sanitary facilities.

Concept of Operations/Responsibilities

General:

- Bingham Memorial Hospital will provide an individual to fill the ESF 8 Public Health and Medical Services post, with the responsibility to coordinate with emergency medical service (EMS), hospitals, public health, mental health, and mortuary services disaster planning and response actions.

- During mass fatality incidents, EMS will establish patient triage, holding, treatment, and transportation areas.

- During mass fatality incidents, ESF 8 will coordinate with the County Coroner to establish a temporary morgue, and facilitate identification, transportation, and disposal of the deceased. (See Annex G Mass Fatalities)

- When necessary, an EMS official will be located at an established command post to coordinate responding medical units and establish communications links with the hospital, the dispatch center, and the EOC.

- Southeastern Idaho Public Health District will implement measures to identify infectious diseases, control their spread, and report their presence to appropriate county, tribal, state, and federal health authorities.

- The ESF 8 will work with ESF 15 Public Information and the Southeastern Idaho Public Health District Public Information Officer in issuing health and medical advisories to the public on such matters as emergency water supplies, waste disposal, mass feeding services, immunizations, quarantine and isolation, and other pertinent health related issues.

Organization:

- At the Direction of the Chief Elected Official, ESF 8 will be activated.

- Bingham Memorial Hospital will provide an individual to fill the ESF 8 Public Health and Medical Services post, with the responsibility to coordinate with emergency medical service (EMS), hospitals, public health, mental health, and mortuary services disaster planning and response actions.

- The Bingham County Emergency Management Director, in coordination with ESF 8 and the Chief Elected Official, will contact the Office of Emergency Management to request additional state and or federal assistance.

- The Coroner and Mortuary Services will establish a temporary morgue, provide for the collection, identification, and care of human remains, determine the cause of death, inventory and protect deceased's personal effects, and locate and notify next of kin. (See Annex G Mass Fatalities)

- ESF 8 will ensure that during mass fatality incidents, EMS will establish patient triage, holding, treatment, and transportation areas.

- Southeastern Idaho Public Health District, in coordination with ESF 8, will:

  - Implement measures to identify infectious diseases, control their spread, and report their presence to appropriate state and federal health authorities.
  - Act as the Lead Agency within the District and its associated counties during a Strategic National Stockpile (SNS) deployment.
  - Direct Local Jurisdictions to establish dispensing functions at Points of Dispensing (POD) locations, to provide treatment to symptomatic individuals and dispense prophylactic treatment regimens to the general population. (see Southeastern Idaho District Health HPRP 2 -C.01 and HPRP 1.02-H.01)

    ❑ Assist in the activation of the Southeastern Idaho Regional Surge Capacity for Health and Medical Services including volunteer organizations such as the Medical Reserve Corps.

- ESF 15 Public Information (External Affairs) will, in coordination with the Southeastern Idaho Public Health District Public Information Officer, issue health and medical advisories to the public on such matters as emergency water supplies, waste disposal, mass feeding services, immunizations, quarantine, and isolation.

Notification:

- The EOC and/or the County 911 Dispatch Center will notify ESF 8.

- ESF 8 will notify support agencies.

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

Response Actions:

Initial

- The Chief Executive Officer will request the ESF 8 Public Health and Medical Services Coordinator report to, or send a representative to, the EOC when notified of an emergency situation.

- ESF 8 will report to the EOC, or other designated location, when requested and:

  □ Asses health and medical needs throughout the County
  □ Coordinate with health and medical organizations to help them obtain resources, and ensure that necessary services are provided
  □ Coordinate with the medical command post at the disaster scene

- Emergency Medical Services (EMS) will:

  □ Respond to the scene with emergency medical personnel and equipment.
  □ Assume appropriate role in the Incident Command System
  □ Triage, stabilize, treat, and transport the injured. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
  □ Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.), and radio or telephone contact with the hospital.

- Hospitals will:

  □ Implement their hospital disaster plan and advise ESF 8 of conditions in the hospital, and number and type of available beds.
  □ Activate, as necessary, cross-county agreements between neighboring County hospitals.
  □ Establish and maintain communications with the field
  □ Provide medical guidance as needed to EMS.
  □ Coordinate with EMS, other hospitals, and medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facilities.

- Southeastern Idaho Public Health District will:

  □ Coordinate all public health services in the jurisdiction
  □ Inspect for purity and usability, food, water, drugs, and other consumables that were exposed to the hazard.

- The Coroner and Mortuary Services will:

  □ Provide for the collection, identification, and care of human remains, determine the cause of death, inventory and protect deceased's personal effects, and locate and notify next of kin.
  □ Establish temporary morgue sites.
  □ Establish and maintain a comprehensive record-keeping system for updating and recording fatality numbers.

Continuous

- ESF 8 will:

  □ Coordinate with neighboring community health and medical organizations as well as with state and federal officials on matters related to assistance from other jurisdictions, including federal assistance.
  □ Screen and coordinate with incoming groups such as Disaster Medical Assistance Teams, as well as individual health and medical volunteers, to ensure that positive identification and proof of licensure is made for all volunteers.
  □ Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, to include personnel, required to support health and medical operations.
  □ Provide information, through ESF 15 Public Information, to the news media on the number of injuries, deaths, etc.

- The Emergency Medical Services (EMS) will:

  □ Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio or telephone contact with the hospital.
  □ Direct the activities of private, volunteer, and other emergency medical units and of bystander volunteers as needed.
  □ Evacuate patients from affected hospitals and nursing homes if necessary.

- Hospitals will:

  □ Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical, radiological, or bacterial contamination.
  □ Coordinate with other hospitals and with EMS on the evacuation of patients from affected hospitals, if necessary.
  □ Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s), or retain them at the hospital for incoming patients.
  □ Provide patient identification information to the American Red Cross (ARC) upon request.

- Southeastern Idaho Public Health District will provide environmental health protection and instructions on communicable disease control.
  □ Provide epidemiological surveillance, case investigation, and follow-up
  □ Coordinate operations for immunizations or quarantine/isolation procedures if required
  □ Coordinate actions to identify, prevent, or control the spread of disease through insects and rodents

- □ Coordinate with water, public works, or sanitation departments to ensure availability of potable water
  - o Coordinate health and medical support to those in shelters
  - o Coordinate with and assist the County Coroner with mortuary services during mass casualty events
  - o If necessary, activate the parts of the Southeastern Idaho District Health Emergency Preparedness Plan that applies to specific emergency conditions.
- Bingham County Emergency Services will coordinate the identification and operations of shelters with the American Red Cross.

  - □ Coordinate with all agencies providing human services
  - □ Coordinate the provision of food and water to victims of a disaster
  - □ Coordinate the provision of specialty services, i.e., missing person assistance, aids to elderly, and people with special needs etc
- Agencies providing mental health services will:

  - □ Ensure that appropriate mental health services are available for disaster victims, survivors, responders, and other community care givers during response and recovery. Services may include crisis counseling, critical incident stress debriefing, and education about normal, predictable reactions to a disaster experience and how to cope with them.
  - □ Provide outreach and service to those in need of mental health support
- The Bingham County Coroner will:

  - □ Establish a temporary morgue.
  - □ Coordinate the search, recovery, identification, and family notification of mass fatality victims with:
    - ▪ Search and rescue teams, hospitals, EMS, and other emergency responders
    - ▪ Funeral Coordinators, morticians for assistance in transporting deceased
    - ▪ Pathologists
    - ▪ The ARC for location and notification of relatives
    - ▪ Dentists and x-ray technicians for identification assistance
    - ▪ Law enforcement agencies for security, property protection, and evidence collection

Agency Resources

Agency Name	Agency Resources
Private Doctor's Offices	Medical Staff and Facilities
Funeral Homes	Facilities
Local Pharmacies	Medicine
State Hospital South	Medical Staff and Facilities
Idaho Department of Health and Welfare	Various Assisting Programs

Attachment

Attachment 1: State Communications Center Conference Call Process for Hospitals
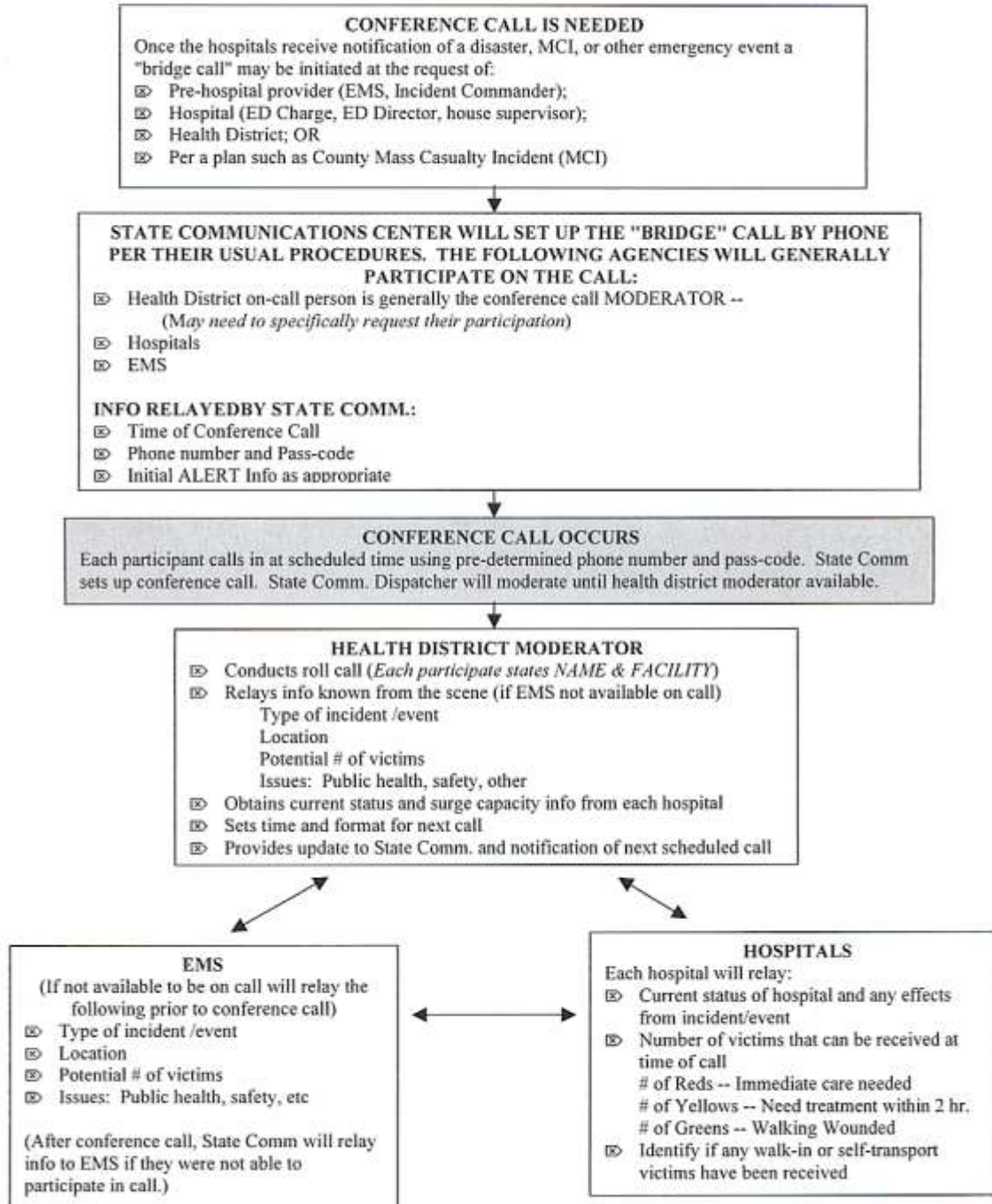Attachment 2: Alternate Care during a Disaster or a Pandemic
Attachment 3: Psychosocial Needs of Children during Disasters
See also Annex G Mass Fatalities

Attachment 1: State Communications Center Conference Call Process for Hospitals

See next page

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

CONFERENCE CALL IS NEEDED

Once the hospitals receive notification of a disaster, MCI, or other emergency event a
"bridge call" may be initiated at the request of:
- Pre-hospital provider (EMS, Incident Commander);
- Hospital (ED Charge, ED Director, house supervisor);
- Health District; OR
- Per a plan such as County Mass Casualty Incident (MCI)

**STATE COMMUNICATIONS CENTER WILL SET UP THE "BRIDGE" CALL BY PHONE
PER THEIR USUAL PROCEDURES. THE FOLLOWING AGENCIES WILL GENERALLY
PARTICIPATE ON THE CALL:**
- Health District on-call person is generally the conference call MODERATOR --
    (*May need to specifically request their participation*)
- Hospitals
- EMS

INFO RELAYED BY STATE COMM.:
- Time of Conference Call
- Phone number and Pass-code
- Initial ALERT Info as appropriate

CONFERENCE CALL OCCURS

Each participant calls in at scheduled time using pre-determined phone number and pass-code. State Comm
sets up conference call. State Comm. Dispatcher will moderate until health district moderator available.

HEALTH DISTRICT MODERATOR
- Conducts roll call (*Each participate states NAME & FACILITY*)
- Relays info known from the scene (if EMS not available on call)
    Type of incident /event
    Location
    Potential # of victims
    Issues: Public health, safety, other
- Obtains current status and surge capacity info from each hospital
- Sets time and format for next call
- Provides update to State Comm. and notification of next scheduled call

EMS
(If not available to be on call will relay the
following prior to conference call)
- Type of incident /event
- Location
- Potential # of victims
- Issues: Public health, safety, etc

(After conference call, State Comm will relay
info to EMS if they were not able to
participate in call.)

HOSPITALS
Each hospital will relay:
- Current status of hospital and any effects
  from incident/event
- Number of victims that can be received at
  time of call
    # of Reds -- Immediate care needed
    # of Yellows -- Need treatment within 2 hr.
    # of Greens -- Walking Wounded
- Identify if any walk-in or self-transport
  victims have been received

Healthcare Coalition for Emergency Preparedness
04/10/06

Attachment 2: Alternate Care during a Disaster or a Pandemic

Introduction

Alternate Care Locations within the Southeastern Idaho Public Health District's Region has two separate conditions, 1) alternate care locations for those evacuated from a health care facility, and 2) alternate care location for those impacted by a disaster or a pandemic for which there is not room in the hospital facility. While both are in fact similar in appearance they are extremely different in form and function. This particular document has been developed to support Alternate Care for those victims in a disaster or pandemic events which must be cared for outside of the communities established medical care facilities due to overcrowding of the facility. During these events the community medical facilities are fully functional but have exceeded their capacity.

Purpose:

Emergency Support Function (ESF) 8 Public Health and Medical Services Attachment 3 Alternate Care describes procedures that will be followed for the provision of medical services to victims or disaster or pandemics that exceed the capacity of the local community health care system.

Scope:

The Alternate Care Site will provide health care to the following:

- Those that cannot be cared for effectively by their families in a home setting.

- Those that need intravenous liquids or medications.

- Victims who are need surgical repair of injuries sustained in the event.

- Patients that are ventilators.

- Patients that need dialysis.

- Patients that require advanced medical treatments.

Policies

- A triage center will be established to direct patients to the appropriate alternate care location, which may be their home.

- The Alternate Care Coordinator is appointed by ESF 8, upon approval of the Chief Elected Official. The Coordinator shall have the authority and responsibility for planning, coordinating, and supervising alternate care setup, reception, and medical services for the facility.

- Alternate care shelters will be established in public or commercial buildings such as schools, churches, and motels.

- When a local response exceeds local resources, requests for State assistance will be coordinated through the Emergency Operations Center (EOC) and directed to the Idaho Office of Emergency Management Area Idaho Field Officer.

- ESF 13 Public Safety and Security will provide facility security resources.

- ESF 2 Communications and Warning will ensure that each care site has a working communications system.

- ESF 12 Energy will provide electricity and heat at care locations as necessary.

- ESF 8 will coordinate with ESF 15 Public Information to release public information regarding alternate care activities. Certain elements of alternate care activities require confidentiality, such as the patient's status and reuniting of families; therefore, the Alternate Care Coordinator will handle all inquiries with confidentiality according to their procedures and Health Information Portability and Accountability Act (HIPPA) guidelines.

Planning Assumptions:

- The first line of defense for alternative care during a disaster or pandemic is the family supported by neighbors and other volunteer organizations.

- Local medical care providers will be overwhelmed and the reserve medical corps will be activated.

- Local volunteer disaster assistance organizations may function in certain areas, supporting the facility with qualified and trained personnel.

- Food will be available at retail outlets and through mutual agreements with vendors and organizations.

- Cooking facilities may not be available in all alternate care sites.

- Public utilities service, electricity, and gas may not be available.

- No buildings to be used as alternate care facilities are stocked, and no current Federal or State program exists to do so.

- Alternate care operations will continue until the emergency needs have been met, or alternative measures have been implemented.

Concept of Operations/Responsibilities

General:

- Upon official request, ESF 3 Public Works and Engineering will be relied upon to open and equip the alternate care facilities, move equipment and resources to the location, and assist reserve medical staff in setting up the centers.

- Alternate Care sites will be pre-designated as such and coordinated with the local disaster organization so that they are not scheduled for use as mass care facilities as well.

- The ESF 15 Public Information Officer (PIO) will advise community residents regarding alternate care sites.

- Arrangements to use schools for alternate care must be pre-coordinated with the local school district. Arrangements to use Churches for alternate care sites must be pre-coordinated with the appropriate Church officials.

Organization:

- The ESF 8 will appoint an Alternate Care Coordinator and direct the Coordinator to open alternate care facilities.

- The ESF 8 will appoint a Senior Medical Advisor and directed him/her to establish a triage center for the purpose of patient assignment to care center.

- The Alternate Care Coordinator will determine the number and locations of alternate care facilities to be opened.

- The Alternate Care Coordinator will designate an Alternate Care Site Manager(s). The Manager is responsible for the preparation, activation, administration, and supply of the care site.

- The Alternate Site Manager will designate a Reception Coordinator at each site. The Reception Coordinator is responsible for the registration of the patient or victim and subsequent patient tracking and records management.

- ESF 8 will work closely with the Reception Coordinator to reunite separated families using the American Red Cross procedures.

- ESF 8 will request ESF 7 Resource Support to procure emergency medical supplies, personal protective equipment, essential non-medical supplies, and food and water for the alternate care sites.

- ESF 13 Public Safety and Security will provide access and traffic control at the alternate care facilities.

- ESF 15 Public Information, in coordination with ESF 8 and the Southeastern Idaho Public Health District PIO, will make public announcements about locations of, and availability of, alternate care facilities.

- ESF 3 Public Works and Engineering and ESF 12 Energy will coordinate power, water, and sanitary services at alternate care facilities during emergency conditions.

- ESF 8 will maintain liaison with ESF 15 Public Information, ESF 7 Resource Support, and other volunteer organizations.

Notification:

- The ESF 8 Alternate Care Coordinator will be notified by County EOC or 911 Dispatch Center.

- Supporting County Support Functions, ESF 1 Transportation and ESF 3 Public Works and Engineering will be notified through the County EOC or the County Disaster Organization.

Response Actions:

Initial

- ESF 8 Alternate Care Coordinator with input from the Senior Medical Advisor make recommendations on the number and locations of mass care facilities to be opened based upon the following:

  - Location, extent, and nature of the hazard or disaster.

- ❑ Number of victims or patients excepted
- ❑ Services available in the facilities.
- ❑ Input from the Emergency Operations Center (EOC) Staff.
- Coordinate with the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services to activate alternate care facilities.

- Coordinate with ESF 15 Public Information to facilitate dissemination of information to the public on both the location of alternate care facilities and directions to them.

- ESF 8 Alternate Care Coordinator will report to and operate from the Emergency Operations Center (EOC) as directed.

  - ❑ Designate and activate alternate care sites and family reception centers as required.
  - ❑ Coordinate operations with the Emergency Operations Center (EOC).
  - ❑ Establish and maintain liaison with county, private, and volunteer support services for provision of resources and personnel required to augment staff.
  - ❑ Coordinate release of information regarding alternate care sites, self-protective measures, and related information with the ESF 15 Public Information Officer (PIO).
  - ❑ Provide for the registration and the locator service of displaced patients and families at the reception center.
  - ❑ Compile census of relocated patients following the registration process and submit the report to the Emergency Manager for EOC records.
  - ❑ Maintain inventory of medical supplies, medications, non-medical supplies, personal protective equipment, food, and water supplies in all alternate care facilities.
  - ❑ Report deficiencies/surpluses of space, supplies, equipment, and staff to the Emergency Operations Center (EOC).
  - ❑ Implement emergency record keeping system.
  - ❑ Coordinate with ESF 3 Public Works and Engineering, ESF 12 Energy to provide ad-equate water supply, sanitation, medical gases and vacuum where necessary.
  - ❑ Arrange for the removal/storage of building contents, if necessary, in conjunction with the building owner/occupant if the facility is to be used as an alternate care site.
  - ❑ Print and distribute registration forms and meal cards to reception centers, if needed.
  - ❑ Obtain supplies as required through ESF 7 Resource Support.
  - ❑ Advise ESF 13 Public Safety and Security on the alternate care facilities, and request appropriate security measures be taken.
  - ❑ Monitor alternate care facilities and make adjustments as necessary to facilitate the efficiency of operations, and ease problems with such things as overcrowding, inadequate sanitation, and potential hazards.
  - ❑ Activate communication links, as provided by ESF 2 Communications, between care facilities and the facility EOC.
  - ❑ Replenish Supplies as used especially:
    - o Water
    - o Food

    - o Medical supplies
    - o Lines
    - o Personal Protective Equipment
    - o Durable plastic bags and containers to store water and to ensure sanitary storage and disposal of human waste, garbage, and trash

- o Flashlight and batteries
- o Fire extinguishers
- o Transistor radios and replacement batteries

- By direction of ESF 8 the Alternate Care Facility Manager will open the facility, receive evacuees, and provide for their health and welfare.

  - ❑ Operate the facility as long as necessary.
  - ❑ Implement registration procedures for all patients that enter the facility.
  - ❑ If tasked, provide the ESF 8 with names and other appropriate information about patients in the facility, to respond to family inquiries and to assist in the reuniting of separated families.
  - ❑ Ensure that individual and family support services are provided at the alternate care facility.

- ESF 13 Public Safety and Security will:

  - ❑ Provide traffic control during patient movement to alternate care facilities.
  - ❑ Provide access control during operations of the alternate care facilities

- ESF 15 Public Information, in coordination with ESF 8 will make public announcements about locations of alternate care facilities.

Continuous

- ESF 6 will:

  - ❑ Establish and maintain liaison with county, private, and volunteer support services for provisions and personnel required to augment staff.
  - ❑ Coordinate with ESF 7 Resource Support for supplies, and ensure each alternate care facility receives its supplies.
  - ❑ Coordinate with the ESF 2 Communications and ESF 13 Public Safety and Security to ensure that communications are established, routes to the alternate care facilities are clearly marked, and appropriate traffic control systems are established.
  - ❑ Ensure appropriate information (number of occupants, meals served, etc.) is collected every day.
  - ❑ Collect information from Reception Center Managers to support the facility's effort to respond to inquiries from family members about status of loved ones.
  - ❑ Maintain liaison with county, State, Federal, and volunteer agencies.
  - ❑ Coordinate movement of patients from alternate care to other mass care shelters or lodging with County ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services using ESF 1 Transportation and staff.
  - ❑ Return alternate care sites to an acceptable condition following closure.
  - ❑ Prepare a closing report, which should include the log and comments and recommendations for future operations, to be given to the Emergency Manager.
  - ❑ Participate in a critique of disaster operations.

- Through continued direction of ESF 8, the Alternate Care Facility Manager will open the facility, receive patients, and provide for their health and welfare.

  - ❑ If tasked, provide ESF 8 with names and other appropriate information about people housed in the facility, to respond to family inquiries regarding reuniting of separated family members.

- ❑ Ensure that individual and family reception services are provided at the alternate care facility.
- ❑ Report the following to ESF 8 daily:
  - o The number of patients in the facility.
  - o The status of supplies.
  - o The condition of the facility and any problems.
  - o Request for specific support.
  - o Number of lost or missing family members needing reuniting.
- ❑ Maintain records of expended supplies and provide them to ESF 8 for coordination with ESF 7 Resource Support.
- ❑ Provide ongoing patient care as required.
- ❑ Arrange for the transportation of patients to their homes, or to temporary housing through ESF 1 Transportation.
- ❑ When appropriate, terminate operations and close the facility.
- ❑ See that the facility is cleaned and returned to its original condition.
- ❑ Submit alternate care facility status report to ESF 8. The report should identify equipment and supplies used and any other problems or issues that need to be resolved before the facility is used again.

- ESF 13 Public Safety and Security will:

  - ❑ Provide security at alternate care facilities.
  - ❑ Maintain access control and order in alternate care facilities.
- If necessary, ESF 2 Communications will provide a temporary communications link between the alternate care facility and the EOC through mobile radio links.

- ESF 3 Public Works and Engineering and ESF 12 Energy will coordinate power, water, and sanitary services at mass care facilities during emergency conditions.

- ESF 15 Public Information will make public announcements through the media regarding alternate care facility locations, temporary triage facilities, and emergency medical services.

- ESF 15 Public Information will work with the American Red Cross to publicize processes to reunite separated families.

Attachment 3: Psychosocial Needs of Children during Disasters

FACT SHEET AFTER A DISASTER – A GUIDE FOR PARENTS AND CARE-GIVERS

From the National Institute of Mental Health

Natural disasters such as tornados, or man-made tragedies such as bombings, can leave children feeling frightened, confused, and insecure.

Whether a child has personally experienced trauma, or has merely seen the event on television or heard it discussed by adults, it is important for parents, care-givers, and teachers to be informed and ready to help if reactions to stress begin to occur.

Children respond to trauma in many different ways. Some may have reactions very soon after the event; others may seem to be doing fine for weeks or months, and then begin to show worrisome behavior. Knowing the signs that are common at different ages can help parents and teachers to recognize problems and respond appropriately.

Preschool Age

Children from one to five years in age find it particularly hard to adjust to change and loss. In addition, these youngsters have not yet developed their own coping skills, so they must depend on parents, other family members, and teachers to help them through difficult times.

Very young children may regress to an earlier behavioral stage after a traumatic event. For example, preschoolers may resume thumb sucking or bedwetting or may become afraid of strangers, animals, darkness, or "monsters." They may cling to a parent or teacher or become very attached to a place where they feel safe.

Changes in eating and sleeping habits are common, as are unexplainable aches and pains. Other symptoms to watch for are disobedience, hyperactivity, speech difficulties, and aggressive or withdrawn behavior. Preschoolers may tell exaggerated stories about the traumatic event, or may speak of it over and over.

Early Childhood

Children ages five to eleven may have some of the same reactions as younger boys and girls. In addition, they may withdraw from play groups and friends, compete more for the attention of parents, fear going to school, allow school performance to drop, become aggressive, or find it hard to concentrate. These children may also return to "more childish" behaviors; for example, they may ask to be fed or dressed. Do boys and girls act differently?

Adolescence

Children twelve to fourteen are likely to have vague physical complaints when under stress and they may abandon chores, school work, and other responsibilities they previously handled. While on the one hand they may compete vigorously for attention from parents and teachers, they may also withdraw, resist authority, become disruptive at home or in the classroom, or even begin to experiment with high-risk behaviors such as drinking or drug abuse. These young people are at a developmental stage in which the opinions of others are very important. They need to be thought

of as "normal" by their friends and are less concerned about relating well with adults or participating in recreation or family activities they once enjoyed.

In later adolescence, teens may experience feelings of helplessness and guilt because they are unable to assume full adult responsibilities as the community responds to the disaster. Older teens may also deny the extent of their emotional reactions to the traumatic event.

How to Help

Reassurance is the key to helping children through a traumatic time. Very young children need a lot of cuddling, as well as verbal support. Answer questions about the disaster honestly, but don't dwell on frightening details or allow the subject to dominate family or classroom time indefinitely. Encourage children of all ages to express emotions through conversation, drawing, or playing and to find a way to help others who were affected by the disaster.

Try to maintain normal routines and encourage children to participate in enjoyable activities. Reduce expectations temporarily about performance in school or at home, perhaps by substituting less demanding responsibilities for normal chores.

Finally, acknowledge that you, too, may have reactions associated with the traumatic event, and take steps to promote your own physical and emotional healing.

When to Seek More Help

Consultation with a mental health professional may be useful at any of these times. However, psychiatric consultation should be sought if any of the following is exhibited:

- Excessive fear of something terrible happening to their parents or loved ones

- Excessive and uncontrollable worry about things, such as unfamiliar people, places, or activities

- Fear of not being able to escape if something goes wrong

- Suicidal thoughts or the desire to hurt others

- If the child has hallucinations

- Expressing feelings of being helpless, hopeless, and worthless

ESF 9 Search and Rescue

Primary Agencies: Bingham County Sheriff's Office

Support Agencies: Bingham County Sheriff's office Search and Rescue
Aberdeen Police Department
Blackfoot Police Department
Shelley Police Department
EMS Agencies
Fire Departments

Introduction

Purpose:

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

Scope:

- ESF 9 addresses both Urban Search and Rescue and Rural Search and Rescue within the incorporated and unincorporated areas of Bingham County.

- Urban Search and Rescue is defined as operations requiring technical rescue skills such as confined space, trench, high angle, or water rescue.

- Rural Search and Rescue is defined as operations in rural or back county areas specifically designed to locate missing individuals, such as missing hikers, skiers, snow machine enthusiasts, hunters, etc.

Policies

- The Jurisdiction Having Authority will provide an Incident Commander and be the lead agency for all Urban Search and Rescue in Bingham County.

- The Bingham County Sheriff's Department will coordinate all non-urban search and rescue and will provide an incident commander.

- Urban Search and Rescue, as described in this ESF, is limited to technical rescue, damaged structures, and collapsed buildings.

Situation

Disaster Condition:

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

Planning Assumptions:

- A severe earthquake, flood/dam failure, winter storm, avalanche, or landslide could damage urban areas and trap residents and visitors.

- Major damage could occur to clinics, ambulance services, and transportation routes.

- Medical facilities could be quickly overloaded.

- Emergency measures to protect life and health during the first 72 to 96 hours after a disaster in all likelihood will be dependent upon local resources.

- Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.

- In the event of a major disaster necessary search and rescue support will be available from state and federal sources.

- Bingham County VFD personnel have been trained in some technical rescue techniques such as trench, high angle, confined space, and water.

Concept of Operations/Responsibilities

General:

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

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

Organization:

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

- For Urban Search and Rescue the Jurisdiction Having Authority will identify an Incident Commander.

- Unified command may be necessary to direct specialized skills established by separate fire departments and applied to tactical operations.

- ESF 1 Transportation will provide transportation services as directed.

- ESF 3 Public Works and Engineering and the Damage Assessment Coordinator will perform building inspections and remove debris.

- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will open and maintain mass care facilities as well as provide food and water to the responders and the mass care facilities.

- ESF 8 Health and Medical Services will provide medical triage and transport.

- ESF 13 Public Safety and Security will maintain order and security at the incident scene(s) and Mass Care facilities.

- ESF 15 Public Information (External Affairs) will provide public information briefings to the media.

Notification:

- The EOC and/or the County 911 Dispatch Center will notify ESF 9.

- ESF 9 will notify support agencies.

- ESF 9 personnel will respond as directed and be placed on standby as appropriate.

Response Actions:

Initial

- The Jurisdiction Having Authority, upon notification of a need for Urban Search and Rescue, will:

  ❑ Recall rescue staff
  ❑ Determine the threat to rescuers
  ❑ Establish a lookout and accountability system for rescuers before entering scene
  ❑ Conduct rescue operations according to standard operating procedures

- The Bingham County Sheriff's Department, upon notification of the need for Rural Search and Rescue, will:

  ❑ Recall rescue staff
  ❑ Determine the threat to rescuers
  ❑ Establish a lookout and accountability system for rescuers before entering scene
  ❑ Conduct rescue operations according to standard operating procedures

- ESF 4 Fire Fighting will provide additional personnel as requested by ESF 9.

- ESF 13 Public Safety and Security will perform traffic control and evacuation as requested by ESF 9 and the evacuation coordinator.

- The Chief Elected Official will:

  ❑ Request activation of the EOC
  ❑ Declare a Disaster if necessary
  ❑ Direct ESF 3 Public Works and Engineering to be activated to support ESF 9
  ❑ Issue evacuation orders when appropriate
  ❑ Direct the Bingham County Emergency Services Coordinator to activate ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

- The Bingham County Emergency Management Director will:

  ❑ Activate ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 8 Health and Medical Services, and ESF 15 Public Information as necessary.

- ESF 15 Public Information will provide briefings to the media.

Continuous

- The Bingham County Emergency Management Director will:

  ❑ Coordinate support activities for the ESF 9 rescue mission with ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 7 Resource Support, ESF 8 Health and Medical Services, and ESF 15 Public Information, as necessary
  ❑ Request additional state and federal assistance if needed

Agency Resources

Agency Name	Agency Resources
Bingham County	Personnel, Communications Equipment, Vehicles, Community Emergency Response Teams
Police Departments	Trained Officers, Equipment
EMS Agencies	Urban Search and Rescue Responders
Private Sources	Planes, Helicopters, Snowmobiles, Personnel
Religious Organizations	Personnel

ESF 10 Oil & Hazardous Materials Response

Primary Agencies: Blackfoot Fire Department

Support Agencies: Bingham County Sheriff's Office
Pocatello and Idaho Falls Regional Hazmat Teams
Union Pacific
Idaho State Police
Cities
County/City Public Works Departments
Idaho State Communications

Introduction

Purpose:

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

Scope:

- ESF 10 covers all Oil and Hazardous Materials Incidents in Bingham County, and establishes roles of responsibilities among agencies that may be brought to bear in response actions.

- ESF 10 may be activated in response to natural or other disasters with the potential for a hazardous materials impact, or in anticipation of a natural or other disaster that is expected to result in an impact to hazardous materials facilities, transporters, or technological disasters.

Policies

- The Blackfoot Fire Department functions as the primary agency for ESF 10.

- Each jurisdiction must be self-sufficient and responsible for its own initial hazardous materials response capabilities.

- Supporting documents such as SOPs, hazards vulnerability analysis, checklists, resource lists, call-up rosters, maps, and demographic information will be developed, maintained, and appended to the ESF by ESF 10. They will be reviewed annually, updated, and distributed as prescribed in the Basic Plan.

- The Bingham County Director of Emergency Management will develop, and coordinate with the LEPC, procedures to evaluate the ESF, at least annually, through tabletop, functional, and full- scale exercises.

- The Oil and Hazardous Materials Incident Response ESF and attachments will be reviewed annually, and updated as necessary by ESF 5 Emergency Management.

- Shortfalls in training, procedures, or equipment will be documented in exercise evaluations and reviewed by LEPC members for corrective action and follow-up.

- Most facilities under the Emergency Planning and Community Right-to-Know Act of 1986 provide the required documentation to the County LEPC, the Idaho Office of Emergency Management, and the local fire departments/districts.

- Bingham County will utilize courses sponsored by the federal and state governments, as well as private organizations to ensure that all first responders are trained to deal with the type and magnitude of hazardous material incidents that could occur within the County.

- Fixed-site hazardous material facilities will.

  ❑ Develop on-site contingency plans that specify notification and emergency response procedures and responsibilities
  ❑ Provide technical support to local response agencies
  ❑ Provide planning support to the Bingham County LEPC and ESF 5 Emergency Management
  ❑ Provide liaison to the Bingham County EOC
  ❑ Provide a representative to the incident command post
  ❑ Initiate notification to the County 911 Dispatch Center, the LEPC, and State EMC Communications Center (1-800-632-8000)
  ❑ Provide written follow-up in accordance with section 304(c) of SARA Title III.

Situation

Disaster Condition:

- The threat of disaster involving oil and hazardous materials has escalated due to the increase in everyday use, manufacture, transportation, and storage of chemicals throughout the County.

- There are several known facilities in the County that manufacture, use, or store extremely hazardous materials.

- Unknown amounts of oil and hazardous materials are transported through the County on roadways, air, and rail lines.

- Herbicides, pesticides, and other toxic substances are used in agricultural activities throughout the County.

- Oil and hazardous materials incidents may occur as the result of natural disasters, human error, or accidents.

Planning Assumptions:

- It must be assumed that hazardous materials are a factor in every emergency response situation.

- The amount of time available to determine the scope and magnitude of the incident impacts protective action recommendations.

- Hazardous materials entering the sewage system may require the shutdown of treatment plants.

- A serious oil and hazardous materials incident could exceed the response capabilities of the County.

- In the event of a serious oil and hazardous materials incident, many residents in the "risk area" will evacuate spontaneously without official order or recommendation.

- Response time may be delayed due to adverse weather.

- Communications between the County and the State EOC is adequate. If standard channels are interrupted backup HF radio operating on the Idaho SECURE Net will be used.

- The municipal and district fire departments have the capability to make the initial protective response to an oil and hazardous materials incident.

- The Southeast Regional Hazardous Materials Response Team will be called upon to deal with more demanding situations.

- Depending upon the seriousness of the incident, responses to protect the public could include sheltering in place, evacuation, and notification of contaminated water supplies.

- Oil and hazardous materials incident response operations within the County may involve city and county law enforcement organizations, district fire unit, the Southeast Regional Hazardous Materials Response Team, as well as the entire operations staff and annex coordinators.

- The resources of volunteer groups, industries, cities, counties, state and federal government may be required to cope with major oil or hazardous materials incidents.

- The Portneuf Medical Center in Pocatello has the capability to treat victims exposed to hazardous materials.

Concept of Operations/Responsibilities

General:

- The Incident Command System will be utilized in Hazardous Material incident response.

- The Incident Commander will be the ranking emergency response official from the Jurisdiction Having Authority at the scene.

- The Incident Commander will coordinate all hazardous material incidents with state agencies, i.e., Department of Environmental Quality (DEQ), and the Office of Emergency Management (OEM) through the State EMS Communications Center (1-800-632-8000). At this time incidents will be classified as Regulatory, Level I, II, or III. The classification will usually be made jointly by representatives from DEQ, the Incident Commander, and/or the Local Emergency Response Authority and possibly a member of the Regional Response Team, based upon the threat posed by the incident and the ability of the local agencies to successfully deal with the situation. The initial "classification" discussion will most likely take place on a telephone bridge initiated by the Incident Commander and facilitated by the State EMS Communication Center (1-800-632-8000).

- The County command channel is available for use during emergencies. This will allow the Incident Commander to receive a dedicated frequency direct link to the EOC. Additionally, all municipal and district fire departments and the Bingham County Emergency Services Office have permission from the Office of Emergency Management

to operate on frequency 453.275 MHz, which is a state controlled, on-scene command and coordination frequency.

- ESF 10 will utilize appropriately trained and equipped personnel from Bingham County as well as state and federal agencies.

- ESF 15 Public Information will act as the official spokesman for the ESF 10 and the Incident Commander.

- In case of an emergency condition at one of the fixed sites, attempts will be made to coordinate release of information between ESF 15 Public Information and the facility public relations representative.

Organization:

- The Incident Commander will be appointed by the jurisdiction having authority and will direct all immediate response efforts at the scene, according to their department directives.

- The Chief Elected Official will request ESF 10 to report to the EOC when notified of an emergency situation.

- The Local Emergency Response Authority (LERA) jurisdiction having authority functions as ESF 10 and will coordinate hazardous material incident operations at the EOC.

- The Local Emergency Response Authority (LERA) for Bingham County is the Blackfoot Fire District. The LERA for all incorporated Cities in ISP District 5.

- The Idaho State Police will respond to all hazardous materials transportation incidents on state or federal highways. If requested by the Incident Commander, the Southeast Idaho Regional Hazardous Materials Response Team will respond to incidents at any location.

- Bingham County Emergency Management will conduct and maintain a hazardous vulnerability analysis to include:

  ❑ Identification of fixed-site facilities
  ❑ Identification of transportation routes
  ❑ Identification of critical lifeline facilities that would be at risk as a result of an oil and/or hazardous materials incident
  ❑ Identification of populations at risk from fixed-sites and transportation incidents

- The Department of Environmental Quality (DEQ), as well as the Southeast Regional Hazardous Materials Response Team, the Idaho Office of Emergency Management, and private industry emergency response personnel, will assist local jurisdictions in dealing with hazardous materials emergencies.

- The Department of Environmental Quality (DEQ) will oversee cleanup of hazardous waste, substances, and materials. DEQ will also contact the responsible party to initiate clean up, and work with the County to recoup costs from the shipper or spiller.

- The Bingham County Emergency Management Director will, if conditions warrant, recommend activation of the EOC and/or establish a command post near the scene to provide communications, coordination, and direction and control.

Notification:

- The County 911 Dispatch Center will be notified of a potential Oil and Hazardous Materials Incident.

- Upon notification by the County 911 Dispatch Center, the Local Hazardous Materials Response Team will respond to the scene.

- As the LERA, the Blackfoot Fire District will request the activation of the EOC.

- Upon activation of the EOC, the Bingham County Emergency Management Director will request the activation of ESF 10.

Response Actions:

Initial

- The Chief Elected Official will:

  ❑ Request ESF 10 to report to the EOC when notified of an emergency situation
  ❑ Declare a disaster emergency when appropriate
  ❑ Authorize activation of public warning systems by ESF 2 Communications and Warning, evacuation of threatened areas, and request ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services to activate mass care facilities, and ESF 7 Resource Support to incur expenditures as necessary.

- ESF 10, or a designated alternate, will report to the EOC upon its activation.

  ❑ Obtain estimates of the area that may be affected
  ❑ Ensure that all essential operations are activated
  ❑ Coordinate with the incident commander to ensure state agencies have been notified and the incident has been classified, and determine if local authorities can handle the situation
  ❑ Contact the National Weather Service 1-208-233-0834 for wind direction and other weather information.
  ❑ Notify nearby municipalities and counties that could be affected by a vapor cloud or liquid plume in the water supply.

- The Bingham County Emergency Management Director will:

  ❑ If conditions warrant, recommend activation of the EOC and/or establish a command post near the scene to provide communications, coordination, and direction and control
  ❑ Determine whether to recommend a shelter in place strategy or evacuation in coordination with on-scene authorities See Attachment 1
  ❑ Coordinate evacuation with the Evacuation Coordinator and the executive authorities
  ❑ Coordinate activation of shelters with the ESF 6 Mass Care. Emergency Assistance, Housing, and Human Services, as necessary
  ❑ Coordinate with ESF 2 Communications and Warning and ESF 15 Public Information to warn the public of actual or potential threats

- ESF 13 Public Safety and Security will provide support requested by the Incident Commander and the EOC.

  ❑ Refer all media questions concerning the incident to ESF 15 Public Information at the EOC or at the scene.
  ❑ Alert and warn the threatened population as directed

❑ Evacuate the threatened population as directed

- ESF 4 Firefighting will coordinate with the Incident Commander, ESF 10, and the EOC to:

  ❑ Provide for decontamination of personnel and equipment
  ❑ Assist in hazardous spill containment
  ❑ Assist in identifying chemicals

- Emergency Medical Services (EMS) will:

  ❑ Transport victims using procedures that limit the spread of contamination.
  ❑ Establish initial triage and conduct Emergency Medical Services activities

- Industry Emergency Response Services will:

  ❑ Assist in determining if a hazardous chemical, petroleum product, or radioactive material is involved
  ❑ Provide information on chemicals manufactured or used at local plants

Continuous

- The Chief Elected Official will approve reentry of evacuated areas when they are determined to be safe.

- ESF 10 will:

  ❑ Coordinate, via the State EMS Communications Center (1-800-632-8000), with federal, state, county, city and industry responders, to request additional support if needed
  ❑ Coordinate clean-up activities with DEQ

- The Bingham County Emergency Management Director will:

  ❑ Maintain situation map, post and update pertinent information on status boards and maps, and update plume projections as appropriate.
  ❑ If appropriate, request ESF 15 Public Information to release prepared messages designated for broadcast over the EAS.
  ❑ Coordinate with EOC staff and executive authorities on whether a local disaster emergency should be declared.
  ❑ Coordinate medical support with ESF 8 Health and Medical Services.
  ❑ Coordinate with ESF 3 Public Works and Engineering to protect the water supply and sewage treatment systems.
  ❑ If there is a threat to the drinking water supply, notify the public and private system operators.
  ❑ Coordinate the reentry of the evacuated population with the EOC Staff and executive authorities.

- Incident Commander and Hazardous Materials Incident Response Team will:

  ❑ Ensure that ESF 10 is fully informed and updated concerning the incident
  ❑ Establish ongoing communications between the command post and the EOC
  ❑ Seek technical advice and guidance from the State of Idaho DEQ Environmental Coordinator and the Environmental Investigator.
  ❑ Upon arrival of a properly identified emergency response team, manufacturer, owner, Idaho State Police, or DEQ representative, relinquish the responsibility to neutralize

and dispose of the material, but maintain control of the overall situation. Remain at the scene to assure that all phases of the operation are completed.

- ❑ Monitor the public, emergency workers, and equipment for contamination
- ❑ Maintain records of exposure
- ❑ Coordinate actions of all responders, federal, state, local, and industry
- ❑ Perform/coordinate decontamination procedures if required

- ESF 13 Public Safety and Security will provide support as requested by Incident Commander.

- ESF 4 Firefighting will:

  - ❑ Reevaluate perimeters as the hazardous material is identified and/or environmental conditions change
  - ❑ Assist medical personnel in isolating and removing contaminated or injured persons from the scene

- Emergency Medical Services (EMS) will:
  - ❑ Save all materials suspected of being contaminated
  - ❑ Ensure that someone trained in surveying and decontamination techniques surveys ambulance personnel and equipment suspected of being contaminated

- Industry Emergency Response Services will:

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

Agency Resources

Agency Name	Agency Resources
County Extension Office	Expert Advice
Bingham Cooperative	Expert Advice
Public Works Departments	Heavy Equipment, Operators
State Communications	Expert Advice, Notified Needed Assistance
Regional Hazmat Teams	Response Equipment, Trained Responders, Expert Advice

Attachments

Attachment 1 Hazardous Material Public Protection Decision Checklist
Attachment 2 Hazardous Material Incident Report Form

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Attachment 1: HAZMAT Public Protection Action Checklist

BASIC FACTORS

1. Date: _____

2. Time: _____

3. Location: _____

4. Chemical Name: _____

5. Facility Classification:
    [ ] Minor Incident
    [ ] Alert
    [ ] Site Area Emergency
    [ ] Community Emergency

6. **Facility Protective Action Recommendation:**
    [ ] In-place Protection
    [ ] Evacuation
    [ ] Non Necessary
    [ ] Non Given

CHEMICAL FACTORS

7. Physical State:
    [ ] Gas
    [ ] Liquid
    [ ] Solid
    [ ] Dust

8. Odor:
    [ ] Yes
    [ ] No

9. Color:
    [ ] Yes
    [ ] No

10. Visible:
    [ ] Yes
    [ ] No

11. Vapors:
    [ ] Rise
    [ ] Ground

12. Water Soluble:
    [ ] Yes
    [ ] No

13. Flotation:
    [ ] Floats
    [ ] Sinks

14. Flammable: [ ] Yes
                          [ ] No

15. Explosive: [ ] Yes
                          [ ] No

16. Reactivity: [ ] With Air
                          [ ] With Water
                          [ ] Other Materials

17. Combustion Toxic: [ ] Yes
                          [ ] No

18. Hazard: [ ] Highly Toxic
                          [ ] Toxic
                          [ ] Irritant
                          [ ] Acute/Chronic
                          [ ] Lungs
                          [ ] Eyes/Skin
                          [ ] Ingestion

19. Release: [ ] Continuous
                          [ ] Puff
                          [ ] Liquid Pool
                          [ ] Vapor
                          [ ] Dust
                          [ ] Elevated
                          [ ] Ground Hugging

20. Cause: [ ] Valve Failure
                          [ ] Tank Puncture
                          [ ] Seal Rupture
                          [ ] Pipeline Break
                          [ ] Other/unknown

21. Condition: [ ] Contained
                          [ ] Contained, Potential Release
                          [ ] Uncontained and Controlled
                          [ ] Uncontrolled

WEATHER FACTORS

22. Wind Speed: [ ] 0-3
                          [ ] 4-12
                          [ ] 13-25
                          [ ] 26-50

[ ] 50+

23. Direction From: [ ] N
                                   [ ] NE
                                   [ ] E
                                   [ ] SE
                                   [ ] S
                                   [ ] SW
                                   [ ] W
                                   [ ] NW
                                   [ ] Variable

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

25. Humidity: [ ] High
                                   [ ] Med.
                                   [ ] Low

26. Moisture: [ ] Rain
                                   [ ] Snow
                                   [ ] Fog
                                   [ ] None

27. Visibility: [ ] Daytime Sunlit
                                   [ ] Daytime Cloudy/Hazy
                                   [ ] Nighttime Moonlit
                                   [ ] Nighttime Cloudy/Hazy

AREA FACTORS (1-2 MI. RADIUS)

28. Development: [ ] Urban
                                   [ ] Suburban
                                   [ ] Rural

29. Land Use: [ ] Residential
                                   [ ] Commercial
                                   [ ] Industrial
                                   [ ] Agriculture

30. Specific Types: [ ] Houses
                                   [ ] Schools
                                   [ ] Hospitals
                                   [ ] Health Care Facilities

[ ] Correctional Facilities
[ ] Offices
[ ] Retail Stores
[ ] Shopping Malls
[ ] Industrial Plants
[ ] Government Buildings
[ ] Churches
[ ] Parks/Playgrounds
[ ] Marinas
[ ] Arenas/Stadiums

31. Special Populations: [ ] Mentally Handicapped
[ ] Mobility Impaired
[ ] Hearing Impaired
[ ] Visually impaired
[ ] Elderly
[ ] Tourists
[ ] Non-English Speaking
[ ] Retirement Communities
[ ] Resorts
[ ] No automobile in Household

32. Terrain: [ ] Uphill
[ ] Downhill
[ ] Level
[ ] Trees/Foliage
[ ] No Trees/No Foliage
[ ] Open Unobstructed

PROTECTION FACTORS

33. In-place Protection
Yes No
[ ]   [ ]   Can public accept?
[ ]   [ ]   Can use for short term protection?
[ ]   [ ]   Can use for long term protection?
[ ]   [ ]   Can accomplish quickly?
[ ]   [ ]   Can provide for those without indoor structures available (marinas, parks, sport events, etc.)?
[ ]   [ ]   Can turn off heating/air conditioning?
[ ]   [ ]   Are fumes non-flammable or non-explosive indoors?
[ ]   [ ]   Can provide public warning/clear instructions?

34. Evacuation
[ ]   [ ]   Can use evacuation routes?
[ ]   [ ]   Can set up traffic?
[ ]   [ ]   Can secure evacuated area?
[ ]   [ ]   Can establish public shelters?
[ ]   [ ]   Can transport those without?
[ ]   [ ]   Can close businesses?
[ ]   [ ]   Can evacuate without harmful exposure?
[ ]   [ ]   Can provide for transients (park, marinas)?
[ ]   [ ]   Can provide clear public warning/clear instructions?
[ ]   [ ]   Can handle liability and insurance issues?

35. ☐Time Estimates: Unprotected Exposure __hrs.;
                          In-place Protection ____hrs.;
                               Evacuation ____hrs.;

DECISION

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

PUBLIC PROTECTION DECISION MAKER CHECKLIST
EXPLANATORY COMMENTS

Item 1-2   Self-explanatory

Item 3   Facility name and address.

Item 4   PRINT accurately and completely the chemical name.

Item 5   Check off the classification assigned to the incident by the facility (this should be included in the emergency notification).

Item 6   Check off the public protection action suggested by the facility, if any. (This should be included in the emergency notification).

Item 7   The primary concern is airborne dispersion in concentration that could cause health effects of death. Gases typically become airborne more readily than liquids. Liquids and molten solids become airborne by evaporation. The surface area (pool size) of the spill, surface temperature, vapor pressure, and wind speed are major factors that affect the rate of evaporation. A higher vapor pressure, a larger surface area (pool size), a greater wind speed, or a higher temperature than ambient will provide a faster evaporation. Molten solids will volatilize and those in a solid state may not. Solids as powders or dust may only become airborne if propelled in the air by force, such as an explosion.

Item 8   The existence of odor makes it easier to detect a presence of the chemical to emergency responders as well as the public. This will increase the perceived presence of danger. However, some chemicals (such as hydrogen sulfide) have a detectable odor (like rotten eggs) at a low ppm, but numb the sense of smell at higher lethal levels.

Item 9   The existence of color makes it easier to detect the presence of the chemical to emergency workers, as well as the public, as they will be able to see its location and extent.

Item 10   Visibility is affected by time of day, weather conditions, the existence of color. a chemical may not be visible if it is colorless, or one with color may not be visible at night. A chemical may also be masked by fog or snow if it is a similar whitish color. Perception of danger is reduced when invisible.

Item 11   Vapors that rise may be dispersed faster by winds, or if little or no wind may rise straight up and be a minimum problem to surrounding areas. Also, vapors rising straight up due to no surface wind could encounter above ground down winds and drop the vapors to areas beyond those immediately adjacent. Vapors that stay at ground level may settle into low-lying areas, into lakes and rivers, and into basements and stay for longer periods.

Item 12   Chemicals that are water-soluble may be absorbed by any water or moisture present on trees and foliage, lakes and streams in the plume, or by fire fighting spray. However, they may also be absorbed by moisture present in human respiratory system, eyes, nasal passages, and skin.

Item 13   A chemical that floats atop a water area may be dammed up and absorbed. However, floating pools of chemicals on water may facilitate evaporation and may float downwind if blown by winds.

Item 14   Flammable chemicals present a threat of fire if ignited and when burning may produce toxic airborne fumes and pollutant particles that may travel downwind.

Item 15   Explosive chemicals present a threat of explosion if detonated which may provide instantaneous dispersion of toxic airborne fumes and pollutant particles.

Item 16   Some substances generate heat when mixed with water. some strong acids may evolve into large amounts of fumes when in contact with water or moisture. This may consist of fine droplets of acid in air and acid vapors. Such fumes are usually highly irritating, corrosive, and heavier than air. Strong oxidizing or reducing agents are able to decompose organic materials and react with a variety of inorganic materials to generate heat, flammable gases, and possible toxic gases. Heat generated could be sufficient to ignite combustible materials or flammable gases resulting in fire or explosion. The combination of various chemicals may produce new chemicals quite different and more severe that the original materials.

Item 17   Many substances become highly toxic when burned and some may form even more toxic materials when in combination with heat and water (if present from fire spray of otherwise).

Item 18   Self-explanatory

Item 19   Gases escaping under pressure from a tank or cylinder form a cloud or plume. A rapid release through pressure relief valves, punctures, or broken pipes may take several seconds to several minutes. On the other hand, a flow from a spill or leak at fittings, or tears or large punctures may take minutes to days. Liquids may flow along the ground as a stream while simultaneously vaporizing and being absorbed into the ground or other materials. A puff may occur with a release over a short period of time. A release that is elevated will mix with air and tend to disperse more quickly.

Item 20   The cause may provide an indication of the potential for control and reduction of release duration and amounts. A valve failure may be easier to handle than a puncture, split, or crack in a tank.

Item 21   A release that is contained is less of a problem, unless the containment is breached. On the other hand, a contained incident may not be an immediate problem, but has potential for release if corrective actions are not able to be accomplished in time or fail. Some incidents may be controlled, but uncontained. In such cases, the situation may be continuous, but may not get any worse. Others may be completely out-of-hand and out-of-control and maximum release of all contents will occur over a period of time.

Item 22   Higher wind speeds will disperse gases quicker than low speeds. However, they will also result in higher concentration further downwind in a narrower band than lower speeds. Higher speed winds will also increase contaminated air infiltration into homes and buildings. Lower speed winds result in reduced dispersion and tend to spread contaminated air in multi-directions. Gusty winds are more unpredictable for dispersion than steady winds as wind eddies from hills, trees, and buildings may be in several different directions in adjacent areas.

Item 23   Self-explanatory

Item 24   Higher temperatures increase evaporation of liquids and expansion of gases. Most liquids become less active in temperatures below freezing.

Item 25   High humidity increases air absorption of water-soluble chemicals. Also, high humidity conditions may be associated with stagnant air conditions and air inversions.

Item 26   Rain or snow occurring will tend to purge the atmosphere of contamination. Heavy rain will drop contaminants in heavier concentrations and closer to the origin which could result in greater exposure close-in.

Item 27   The amount of visibility has an influence on the ease or difficulty of accomplishing emergency response activities and public protection actions. These can be much more difficult to accomplish particularly at night and under low light conditions.

Item 28   Urban and suburban areas will be more populated than rural areas. Even though rural areas may have less population to take protective actions, it may be much more difficult to warn them and monitor protective actions due to the scattered, widely spaced locations of homes and buildings.

Item 29   Predominantly residential areas will be more populated at night, than between 7:00 AM - 6:00 PM. During these normal working hours, 2 out of every 3 residents (67%) will be at work, school, shopping, and at recreational activities (many of which will be out of the immediate area.) During these same hours, commercial, industrial, and school areas represent locations of highly concentrated populations.

Item 30   Some affected areas, if large enough, may include many, if not all, of these types of facilities. Each may present different and unique methods of warning and evacuation/in-place protection needs. Tourists and recreational populations may be on boats, at marinas, in parks and campgrounds, and otherwise out-of-touch with radio, TV, and telephone communications.

Item 31   Special populations, particularly the mobility impaired, may require transportation if an evacuation is to be conducted. Also, many special populations do not drive and do not have a private vehicle available and are usually solely dependent on public transportation.

Item 32   The type of terrain will affect dispersal of airborne chemicals. Heavier that air contaminants will stay closer to the ground and flow downhill and settle in low lying areas. The reverse is true for lighter than air chemicals. Trees and foliage will serve as obstructions to dispersal and may even absorb some substances on leaves and branches. Buildings and structures in built up areas will also tend to obstruct dispersion and will result in some absorption through infiltration into the insides of buildings.

Item 33-34   Self-explanatory

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

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

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Attachment 2: Hazardous Materials Incident Report Form

INCIDENT # _____

PART 1: INCIDENT INFORMATION -- <u>DISPATCH COPY</u>

A.   GENERAL (fill out in all cases)
1.   Date of Call _____ Time of Call _____
2.   Reporting Party _____ Callback Phone # _____
3.   Incident Location _____.
4.   Situation Summary _____
5.   Immediate Hazard: Major ___ Minor ___ Possible ___ None ___ Unknown ___

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

C.   SITE DETAILS (fill in as available)
12.   Weather (wind, rain, temp., forecast, etc.) _____
13.   Spill Status: None _____ Possible _____ Amount _____ Flow Rate ___
14.   Medium in which release occurred: Air ___ Ground ___ Water ___ Drainage
        Sewers _____
15.   Exposures (occupancies, streets) _____
16.   Safest Approach _____
17.   Fire Service Response _____
18.   Assistance Needed: Mutual Aid ___ Police ___ Health ___ Street Maintenance
        Public Works ___ DOE ___EPA ___USCG ___ChemTrec ___Private Industry
        _Clean-up Contractor ___Other ___
19.   Verification of Notification from Dispatcher? _____

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

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

REPORT FORM COMPLETED BY _____ TIME_____

INCIDENT # _____

PART 1: INCIDENT INFORMATION -- <u>FIELD OFFICER COPY</u>

A.   GENERAL (fill out in all cases)
  1.   Date of Call _____ Time of Call_____
  2.   Reporting Party _____ Callback Phone # _____
  3.   Incident Location _____.
  4.   Situation Summary _____
  5.   Immediate Hazard: Major ___ Minor ___ Possible ___ None ___ Unknown ___

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

C.   SITE DETAILS (fill in as available)
  12.   Weather (wind, rain, temp., forecast, etc.) _____
  13.   Spill Status: None _____ Possible _____ Amount _____ Flow Rate ___
  14.   Medium in which release occurred: Air ___ Ground ___ Water ___ Drainage
         Sewers _____
  15.   Exposures (occupancies, streets) _____
  16.   Safest Approach _____
  17.   Fire Service Response _____
  18.   Assistance Needed: Mutual Aid ___Police ___Health___Street Maintenance
         _Public Works ___ DOE __EPA __USCG ___ChemTrec ___Private Industry
         Clean-up Contractor ___Other ___
  19.   Verification of Notification from Dispatcher? _____

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

ESF 11 Agriculture and Natural Resources

Primary Agencies: Bingham County Extension Agent

Support Agencies: Animal Control Officers
State Brand Inspector
Private Animal Care Centers
Private Industry
Southeastern Idaho Public Health District
Fish & Game Department
Bingham County Historical Society

Introduction

Purpose:

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

Scope:

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

Policies

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

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require protection of agricultural land, livestock, and domestic pets to include, agriterrorism, floods, earthquakes, hazardous materials spills, and severe storms.

Planning Assumptions:

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

Concept of Operations/Responsibilities

General:

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

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

Organization:

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

Notification:

- The EOC and/or the County 911 Dispatch Center will notify ESF 11.
- ESF 11 will notify support agencies.
- ESF 11 personnel will respond as directed and be placed on standby as appropriate.

Response Actions:

Initial

- ESF 11 will:

- ❑ Establish a livestock relocation center(s) and communicate the location to the public through ESF 15 Public Information
- ❑ Establish contact with the State of Idaho Department of Agriculture and request cropland assistance
- ❑ Direct the Bingham County and or Municipal Animal Control Officer(s) to establish a pet relocation center
- ESF 15 Public Information will provide public information through media channels regarding the relocation of domestic pets, livestock, and the protection of croplands.

- The Bingham County and/or Municipal Animal Control Officer(s) will:

- ❑ Coordinate an adequate food and water supply for relocated pets with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

Continuous

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

Agency Resources

Agency Name	Agency Resources
Bingham County	Fair Grounds
Local Fertilizer Companies	Spray Equipment, Loaders, Trucks
Local Farmers	Tractors, Trucks, Loaders

Attachments

Attachment 1 Animal Control and Protection
Attachment 2 Agriterrorism

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Attachment 1: Animal Control and Protection

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

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

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

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

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

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

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

Bingham County will request assistance from the state and private sector.

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

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

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

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

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

Evacuation Tips for Pets

- Take your pets with you. Many people mistakenly leave their companion animals behind when they evacuate during an emergency, thinking their pet's instincts will prevent them from being harmed. Nothing could be farther from the truth. Companion animals depend on us for their survival, much as children do.

- Identify your pet. Securely fasten a current identification tag to your pet's collar. If you face evacuation, it is a good idea to attach to the collar the phone number of a friend or family member who is well out of disaster range. That way, anyone who finds your pet will be able to reach a person who knows how to contact you.

- Photograph your pet. Carry a photo of your pet for identification purposes.

- Transport your pet safely. Use secure pet carriers and keep your pet on a leash or in a harness.

- Find a pet-friendly hotel. Because most emergency shelters do not admit pets, call hotels in a safe location and ask if you can bring your pet. If the hotel has a no-pets policy, ask the manager if the hotel can waive the policy during the disaster.

- Foster your pet. If you and your pet cannot stay together, call friends, family members, veterinarians, or boarding kennels in a safe area to arrange safe foster care.

- Have supplies on hand. Be sure to pack a week's worth of food, water, medication, cat litter, or any other supplies your pet needs on a regular basis.

- Plan your evacuation and leave in plenty of time. Do not wait until the last minute to evacuate. When rescue officials come to your door, they may not allow you to take your pets with you.

- Carry a list of emergency telephone numbers with you. This should include your veterinarian, local animal control, local animal shelters, the Red Cross, and any other individual or group you might need to contact during the disaster. (Note: Red Cross shelters do not allow pets.)

Evacuation Tips for Farm Animals

- Evacuate animals as soon as possible. Be ready to leave once the evacuation is ordered.

- Arrange your evacuation route in advance.

- Arrange for a place to house your animals.

- Plan an alternate evacuation route. Alternate routes should be mapped out in case the planned route becomes inaccessible.

- Set up safe transportation. Make sure that you have available trucks, trailers, or other vehicles suitable for transporting farm animals. Arrange to have experienced animal handlers and drivers to transport them.

- Take your supplies with you. At evacuation sites, you should have, or be able to readily obtain, food, water, veterinary care, handling equipment, and generators if necessary.

Attachment 2: Agriterrorism

The Threat

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

Why Agriterrorism May Be an Attractive Tool for Terrorists

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

Vulnerability

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

Factors That Affect Vulnerability

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

Comparative Threat

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

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

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

Potential Impact

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

Animal Diseases

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

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

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

Disease Transmission among Animals

Animal diseases can be spread in three primary ways:

• **Airborne transmission.** Some diseases (e.g., foot-and-mouth (FAM) disease, avian influenza, Newcastle disease) can travel in aerosol form very long distances in the air. (In 1981, FAM broke out in France and traveled 175 miles to Great Britain in 3 days.) Airborne diseases are extremely difficult to contain and thus would present an enormous challenge to emergency responders in the event of an outbreak. These diseases can also be transmitted by direct contact.	 **Countries Where FAM Disease Has Been Reported Since 2000**

• **Direct contact.** Some diseases (e.g., FAM, rinderpest, vesicular stomatitis, hog cholera, African swine fever) can be spread by direct contact among animals, contact with contaminated objects such as feed and water troughs, milking machines and other equipment, and people's clothes and shoes. This makes biosecurity measures—keeping animal facilities clean and restricting human and vehicle traffic around animals—absolutely critical.
• **Vectors.** Some diseases (e.g., vesicular stomatitis, lumpy skin disease, Rift Valley fever, bluetongue, African swine fever) can be spread by other organisms, such as mosquitoes and ticks. In these cases, disease control depends on insect control.

Animal Diseases of Greatest Concern

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

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

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

The following table[2] summarizes information about List A diseases that primarily affect cattle, swine, and poultry. BSE ("mad cow disease"), included in the table, is not a List A disease but is of current interest. Other List A diseases include; peste des petits ruminants and sheep/goat pox, which affect primarily sheep and goats, and African horse fever, which affects primarily horses.

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

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

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[2] Kohnen, p. 16

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

Animal Diseases of Greatest Concern

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

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

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

Crop Diseases

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

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

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

Transmission of Crop Diseases

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

Airborne (Fungal Diseases). Fungi produce dry spores, which are dispersed on the wind and can travel great distances. After a fungus has infected an area, it is very difficult to eliminate all of the spores. Although fungicides are helpful, fungi can persist in other hosts, allowing the disease to continue infecting plants for a long time.

Vectors (Viruses and Bacteria). Insects such as aphids are often virus carriers. When an aphid feeds on a leaf, it pierces cell walls and transmits the virus. Although viruses can

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

be extremely damaging to crops, their ability to spread is limited by insect movement. Crop viruses are currently untreatable. Virus control depends on insect control and the use of virus-resistant crop strains. Insects can also transmit bacteria.

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

Crop Diseases of Greatest Concern

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

Ease of transmission.

High level of impact on harvests.

Ability to infect staple cereals.

Historical consideration for offensive weapons use.

Crop Diseases of Particular Agriterrorism Concern

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

Crop Pests

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

Crop Diseases and Public Health

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

Response to the Threat of Agriterrorism

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

- National Security Council

- Department of Justice

- Department of Health and Human Services, which includes the Centers for Disease Control and Prevention

- State and local agricultural offices

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

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

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

Disease Surveillance and Detection

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

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

Control, Containment, and Eradication Measures

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

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

Quarantine of infected animal populations

Contact tracing to identify potential exposures

Herd depopulation (killing infected and exposed animals)

Disposal of infected carcasses and products by incineration or burial

Decontamination of equipment

Movement control (of animals, people, equipment, and products)

Vaccination of uninfected animal populations

Emergency Procedure for Animal Disease Outbreaks

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

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

B. **Diagnosis.** The veterinarian/county agricultural agent either makes a diagnosis of a domestic disease or suspects something abnormal based on clinical signs or epidemiology.

C. **Notification.** If abnormal, the county agricultural agent will notify a representative of the state veterinarian or APHIS area veterinarian in charge, who will begin the investigation.

D. **Investigation.** Within 24 hours, a foreign animal disease diagnostician (FADD) visits the premises and begins an investigation. The FADD may be a state or federal veterinary medical officer. The FADD works with the labs to describe the situation and takes the appropriate samples to confirm the disease.

E. **ERT Response.** The Early Response Team (ERT) may be called within 24 hours to characterize an unconfirmed or emerging disease or to describe the pathogenesis and epidemiology of the disease. The ERT makes recommendations that may lead to either a return to routine control and surveillance measures or an escalation of response.

F. **Containment, control, and eradication.** If a disease is confirmed, local and state resources are used to contain, control, and eradicate the disease if possible. Once local and state resources are exceeded, or the state requests assistance, the Regional Emergency Animal Disease Eradication Organization (READEO) is activated to integrate with the state's response. The READEO's role is to give additional technical support, coordinate national communication, and manage national consequences and federal response resources.

Emergency Procedure for Plant Disease Outbreaks

PPQ's Invasive Species and Plant Management (ISPM) section is responsible for plant disease control and eradication. Plant protection includes guarding against foreign diseases as well as

against pests, which can transmit diseases or do direct damage to crops. Although plant diseases do not usually spread as rapidly as animal diseases do, PPQ has procedures in place to control outbreaks very quickly. Below is an outline of the events following a plant disease outbreak.

       A.   **Recognition.** A grower recognizes a problem with his/her crops and contacts the local plant health expert (often a plant pathologist associated with a university). Under most circumstances, the grower can simply send a sample of the diseased plant into a local agricultural lab and get a diagnosis. PPQ allows 48 hours from initial report of a disease to confirmation by a qualified taxonomist.

       C.   **Notification**. If the lab recognizes the disease as being particularly serious, it will notify the state plant health authority.

       D.   **Emergency response.** If the disease is one for which emergency procedures already exist, the plan is put into action by the ISPM personnel, regional Rapid Response Teams (RRTs), regional and state personnel, and industry groups.

       E.   **Quarantine.** An RRT can be at the infection site within 48 hours; the members of this team are prepared to take emergency quarantine action if necessary.

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

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ESF 12 Energy

Primary Agencies: Bingham County Public Works Department

Support Agencies: Rocky Mountain Power
Idaho Power
Propane Suppliers
Intermountain Gas

Introduction

Purpose:

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

Scope:

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

- Assessing energy system damage, energy supply, energy demand, and requirements to restore such systems

- Assisting local agencies in obtaining fuel for transportation and emergency operations

- Administering, as needed, statutory authorities for energy priorities and allocations

- Recommend local actions to conserve fuel

- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance

- Processing all fuel and power assistance requests received

Policies

- During a declared disaster, the Bingham County Public Works Department will work with the Emergency Services, municipal public works departments, and private energy providers to ensure the restoration of services to respond to the scope of anticipated needs during an energy shortage/outage, i.e. fuel (gasoline, natural gas, propane, etc.), electric generation, and so forth.

- ESF 12 and supporting agencies will establish communication to cooperate and coordinate with public and private agencies and similar entities.

- ESF 12 support agencies will assist local energy suppliers to obtain information, equipment, specialized labor, fuel, and transportation to repair or restore local energy systems.

- ESF 12 will be activated upon notification of a potential or actual occurrence of a major disaster or emergency.

- ESF 12 will coordinate with ESF 15 Public Information to make public announcements and media releases, e.g. situation and status, power conservation measures, and other energy related issues.

Situation

Disaster Condition:

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

Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.

- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.

- Disasters that result in large numbers of causalities and/or heavy damage to buildings, structures, and the basic infrastructure will require state and federal assistance.

- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.

- It is expected that the present government structure will remain intact and will function during a disaster or emergency.

- While it is likely that outside assistance will be available in disaster situations, Bingham County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.

- State or federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort**.**

Concept of Operations

General:

ESF 12, the Bingham County Public Works Department, Municipal Public Works Departments, and private energy suppliers will coordinate efforts to remove debris and restore power as efficiently as possible during a declared disaster. Private suppliers will restore power and gas service based on their existing response procedures.

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

Organization:

- ESF 12 is led by the Bingham County Public Works Department. Supporting agencies include the Bingham County Emergency Management, municipal public works departments, and private suppliers of energy services such as Rocky Mountain Power, Idaho Power, Intermountain Gas, and North West Pipeline.

- Bingham County Emergency Management will coordinate provisions of emergency power and all energy restoration, and will maintain a status map of energy outages and brief the Chief Elected Official.

- ESF 12 and support agencies will coordinate activities to provide sufficient fuel supplies to emergency response organizations by coordinating the provision of materials, supplies, and personnel for the support of emergency activities being conducted including activities along evacuation routes, and communicating with local utility organizations to coordinate emergency response and recovery needs.

- ESF 12 will coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services to identify emergency shelter electricity status/needs.

- Commercial Power Suppliers such as Rocky Mountain Power and Idaho Power will be responsible for commercial power service restoration within their service areas.

- The natural gas supplier, Intermountain Gas, will be responsible for commercial gas service restoration.

- Other suppliers of energy products, such as diesel fuel, gasoline, propane, will coordinate with ESF 12 to manage the available resources during a declared disaster.

Notification:

- The EOC and/or the County 911 Dispatch Center will notify ESF 12.
- ESF 12 will notify support agencies.
- ESF 12 personnel will respond as directed and be placed on standby as appropriate.

Response Actions:

Initial

- ESF 12 will:

  - Contact electric, gas, telephone, water, and other utilities serving the emergency area to obtain information about damage and/or assistance needed in their areas of operation.
  - As required, determine local generating capacity, expected peak loads, expected duration of emergency event, explanation of utilities' actions, and recommendations of state and local agency actions in support of the utilities.
  - Coordinate with support agencies to establish priorities and develop strategies for the initial response
  - Monitor the procedures followed by individual utilities during energy generating capacity shortages to ensure consistent action and communication
  - Assign ESF 3 Public Works and Engineering and Damage Assessment Teams to the impacted areas to determine possible affected areas, industries, and resources needed for energy restoration.

❑ As requested by ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, coordinate emergency power to relocation shelter(s).
❑ Provide information to ESF 15 Public Information regarding generating capacity shortfalls and outages.

Continuous

- ESF 12 will:

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

Agency Resources

Agency Name	Agency Resources
Cities	Heavy Equipment
Idaho Power, Rocky Mountain Power	Power Restoration Equipment and Crews

ESF 13 Public Safety and Security

Primary Agencies: Bingham County Sheriff's Office

Support Agencies: Aberdeen Police Department
                         Blackfoot Police Department
                         Shelley Police Department
                         Federal Law Enforcement
                         Idaho State Police
                         EMS Agencies
                         Fire Departments
                         County/City Public Works Departments
                         Idaho Transportation Department

Introduction
Purpose:

ESF 13 coordinates all law enforcement activities during a declared disaster in Bingham County including interfacing with federal and state law enforcement agencies and private security firms.

Scope:

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

Law Enforcement support involves:

- Directing criminal investigations that may be a contributing factor to the declared disaster.

- Management of evidence

- Mobilizing and coordinating personnel, equipment, and supplies

- Maintaining security in evacuated areas

- Directing traffic movements and assisting in the relocation of residents and visitors

- Providing incident command for back county or rural search and rescue operations

Policies

- The policy of the State of Idaho is that the primary duty of enforcing all penal provisions and statutes of the state is vested with the sheriff of each County as provided in section 31-2227, Idaho Code.

- The policemen of every city, should any be appointed, shall have power to arrest all offenders against the laws of the state, or of the city, by day or by night, in the same manner as the sheriff.

- The Idaho State Police shall have power to enforce all of the penal and regulatory laws of the state, to preserve order, and exercise any and all powers, duties and authority of any sheriff or other peace officer anywhere in the State of Idaho, in the same manner and with like authority as the sheriffs of the Counties.

Situation

Disaster Condition:

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

Planning Assumptions:

- The Bingham County Sheriff is the chief law enforcement officer in the County.

- Each City Police Department provides law enforcement in their respective jurisdiction.

- The Bingham County Sheriff's Office has sufficient officers to provide law enforcement services to the unincorporated areas of the County as well as the cities of Firth, Basalt, and Atomic City.

- All Law Enforcement Agencies in the County provide mutual aid to neighboring jurisdictions, based on authorizations found in Idaho Code.

- Federal, state, and private security entities interface with the applicable law enforcement agencies within the County.

Concept of Operations/Responsibilities

General:

The Bingham County Sheriff, an elected official, is the chief law enforcement officer in the County. The Sheriff's Department provides law enforcement in all unincorporated areas of the County and in incorporated areas as contracted. The Bingham County Sheriff is dispatched by the County 911 Dispatch Center.

Organization:

- As ESF 13, the Bingham County Sheriff's Office is responsible to coordinate all countywide law enforcement activities in support of a declared disaster, and to ensure that jurisdictional standard operating procedures for implementation of this ESF are compatible.

- The Chiefs of the cities of Blackfoot, Aberdeen, and Shelly Police Departments are responsible to cooperatively communicate, plan, and prepare with the Bingham County Sheriff's Office to ensure that the law enforcement requirements of the Bingham County Emergency Operations Plan and supporting ESF and Annexes can be implemented.

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

Notification:

- All Bingham County Law Enforcement is notified and dispatched by the County 911 Dispatch Center.

- ESF 13 will be activated upon activation of the County EOP, or as requested by the Chief Elected Official or the Bingham County Director of Emergency Management.

Response Actions:

- ESF 13 will fulfill all assigned functions in ESFs and Annexes as specified by:

  ❑ Managing public safety and security resources, and directing traffic control and law enforcement operations using jurisdiction standard operating procedures.
  ❑ Assisting with warning the public as requested.
  ❑ Directing evacuation as approved by Commissioners/Mayors.
  ❑ Controlling and limiting access to disaster scenes and evacuated areas.
  ❑ Coordinating and assisting with emergency communications as needed
  ❑ Assisting in initial damage assessment, if personnel are available.

Agency Resources

Agency Name	Agency Resources
County Road Department	Heavy Equipment, Personnel
Public Works Departments	Signs, Personnel, Heavy Equipment
ITD	Highway Smart Boards, Signs, Personnel
Bingham County Search and Rescue	Personnel

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ESF 14 Long Term Community Recovery

Primary Agencies: Bingham County Emergency Management Office

Support Agencies: County Commissioners
                        City Mayors
                        County Assessor's Office
                        County/City Planning & Zoning
                        City Councils
                        County/City Clerks
                        County/City Legal Counsel

Introduction
Purpose:

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

Scope:

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

Policies

- Recovery from isolated events is usually within the capability of Bingham County and municipal governments.

- Any required out of County assistance is requested from the next higher level of government, after the local jurisdiction has fully committed its own resources to the recovery process. The situation changes when a major disaster causes widespread destruction.

- The Bingham County Commissioners are responsible for all community recovery policy decisions in the County, outside incorporated cities. The Mayors are responsible for recovery policy and decisions within their respective cities. The County Disaster Recovery organization will support incorporated cities during recovery situations, if requested by the mayor.

- County Recovery Assistance - Local government is the initial source of disaster response and recovery assistance. When local resources are insufficient to cope with the disaster, state and federal programs may provide direct assistance to affected local governments and/or individuals. Bingham County must request this assistance.

- State Disaster Assistance - The State of Idaho Office of Emergency Management is charged with the responsibility for developing administrative rules to establish and implement the State Disaster Relief Program. Once adopted, these rules will establish thresholds, allowable reimbursable costs, cost share ratios, and the like. Accompanying these rules will be an administrative plan that will detail the specifics of this state relief

program. When promulgated, these rules should incorporate certain general considerations, including:

- ❑ The magnitude of affected population.
- ❑ The impact on a jurisdiction's existing financial resources.
- ❑ The availability of other sources of relief.
- ❑ The assistance to individuals.
- ❑ The assistance to public entities.
- ❑ The assistance to private businesses.

- Federal Disaster Assistance - "The Robert T. Stafford Disaster Relief and Emergency Assistance Act", Public Law 93-288, as amended (Stafford Act), was enacted by the Congress of the United States to supplement the efforts of state and local governments during and after a Presidential Declaration for emergency or major disaster. The Stafford Act was not intended to provide 100% reimbursement for all damages incurred during an emergency or disaster, but permits federal assistance, when the state and local governments have exhausted their resources and capabilities.

- Public Assistance - Following the President's declaration of a disaster, the Governor's Authorized Representative (GAR) will conduct meetings for all potential applicants for public disaster assistance. The GAR will notify each applicant of the date, time, and location of the briefing. Applicants will file a Notice of Interest. The Office of Disaster will provide assistance upon request. The State Coordinating Office (SCO) establishes a Public Assistance Office at the Disaster Field Office (DFO). The County in turn will designate a point of contact and office for public and not-for-profit organizations to submit requests for public assistance.

- Individual Assistance Programs - The American Red Cross and other mass care agencies typically handle immediate human needs (food, shelter and clothing) during the response phase. State and federal recovery assistance is available to individuals, families, and businesses by making application to FEMA and/or other appropriate agencies.

- Hazard Mitigation Grant Program - Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707, Public Law 103-181(the Hazard Mitigation and Relocation Assistance Act of 1993), and Public Law 106-390, (the Disaster Mitigation Act of 2000). This section provides for increased federal funding for hazard mitigation measures that follow disaster events, if an approved hazards mitigation plan is in place.

- Long Range Reconstruction - Long range reconstruction phase efforts focus on community redevelopment, and restoring the economic viability of the disaster area(s). The reconstruction phase requires a substantial commitment of time and resources by government and non-government organizations. Much of the commitment goes beyond the scope of traditional disaster activities and federal disaster programs. Such activities are most often the result of a catastrophic event that has caused substantial long-term damages over a very large area. These efforts include, but are not limited to:

- ❑ Long term restoration of public infrastructure and social services damaged by the emergency.
- ❑ Re-establishment of an adequate supply of housing to replace that which was destroyed.
- ❑ Restoration of lost jobs.

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

Situation

Disaster Condition:

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

Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.

- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.

- Disasters, which result in large numbers of causalities and/or heavy damage to buildings, structures, and the basic infrastructure, will require state and federal assistance.

- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.

- A major disaster could quickly overload the hospital in the County. Additionally, a shortage of medical supplies may occur in the event of a major disaster.

- Communications systems, particularly telephones that survive the initial disaster, may be overloaded.

- It is expected that the present government structure will remain intact and will function during a disaster or emergency.

- While it is likely that outside assistance will be available in disaster situations, Bingham County must plan for, and be prepared to save lives and protect property through independent disaster response and recovery operations.

- A large-scale disaster can overwhelm any municipality, county, or state, requiring federal disaster assistance to individuals and governments.

- Bingham County has developed an All-Hazards Mitigation Plan to promote mitigation and ensure mitigation projects and activities are pre-identified prior to a disaster.

- Accurate record keeping, documenting financial transactions and payroll accounting, and general correspondence are vital elements. Documentation is necessary to the post-event administration. Support and temporary personnel may be used considering the magnitude of the event and the need for full time employees to return to normalcy.

- Critical facilities are facilities essential to residents and/or local government, for example, hospitals, public safety radio centers, fire stations, and so forth. The Bingham County Director of Emergency Management will identify affected/degraded facilities and assess the community impact.

- Communication between emergency agencies is vital during and after a disaster. The minimum level of communications during a disaster is the ability to communicate, by any means, with the surrounding counties and the State EOC.

- A damage assessment is needed as soon as practical to assess the life safety needs and magnitude of the disaster, and determine eligibility for state and federal aid. Damage assessment will be continually refined and accomplished in phases. The Preliminary Damage Assessment (PDA) which scans the affected area to determine the width and breadth of damage is the initial phase.

- Settling claims between victims and insurance companies is a major part of disaster recovery. The insurance industry is developing a mechanism to expedite damage assessment and claims processing. Insurance teams operating in the affected areas can process claims, settle claims, and provide resources to victims. Disaster recovery is accelerated by claim settlements.

Concept of Operations/Responsibilities

General:

- The general concept for Bingham County recovery operations is based upon a coordinated effort of municipal, county, state, federal, and private resources during the recovery phase. The Federal Response Plan and State of Idaho Emergency Operations Plan detail the federal and state efforts to aid Bingham County should disaster strike. Refer to those plans for an explanation of post disaster response and recovery efforts.

- The Bingham County Disaster Recovery Organization consists of the County Commissioners, Mayors, and the County Emergency Management staff, members of County and city departments as well as local agencies, public and private. The Bingham County Emergency Management Director is appointed by the County Commissioners and coordinates the Disaster Recovery organization.

- State and federal program exist to provide disaster victims with assistance. These programs include public assistance for government and nonprofit agencies, individual assistance for families and individuals, and hazard mitigation grants programs to help communities mitigate future disasters. A comprehensive explanation of these programs may be found in Disaster Assistance: A Guide to Recovery Programs FEMA 229.

- The American Red Cross will provide mass care activities that include sheltering, feeding, and emergency first aid to all disaster victims, as part of a broad disaster relief program.

- The Situation Report will be used as a means of advising the Governor of the extent of damages within Bingham County, if the emergency situation is beyond the capability of municipal and county resources. This information will be used by the Governor to determine state assistance or possible request for federal assistance and a Presidential Disaster Declaration.

- A DFO may be established within four days of a Presidential Disaster Declaration. A DFO will be established as close to the affected area as possible. The DFO could be located in Bingham County to support disaster efforts in other counties.

- In the event of a major disaster, a Rapid Impact Assessment Team (RIAT) will arrive between 12 to 24 hours after the event. The RIAT conducts a damage assessment of pre-identified critical facilities. Local damage assessment determines the immediate needs of relief with findings reported to the State EOC. This assessment determines life safety and lifeline needs.

- Disaster Recovery Center (DRC) - A DRC will be opened in the disaster area to distribute federal and state aid programs. The DRC will open to the public and remain open based on need. DRC(s) may be established in the County in a location central to multiple counties following a Presidential Declaration of a major disaster. Disaster victims may apply for all types of assistance at a single location. While many applications for individual assistance programs will be made at the (DRC), applications may also be made by tele-registration, or on line at http://www.fema.gov/register.shtm.

- Post-Disaster Public Information and Education Programs Post-disaster are similar to pre-disaster activities. Surviving media will broadcast public service information as needed. As additional media becomes available greater dissemination of relief information is anticipated. The ESF 15 Public Information Officer will use the surviving local media to inform the public.

- Other teams may converge on the affected area. Each team will possess varied levels of self-sufficiency. As teams arrive, their service or expertise will be noted and dispatched to areas most suitable for their talents. The EOC will assist and support County agencies administering disaster efforts along with assisting out-of-county teams arriving to assist.

Organization:

- As ESF 14, the Bingham County Emergency Management Director is responsible for coordinating County Recovery and Mitigation Plans, Procedures, and Directives.

- The Bingham County Emergency Management Director is the official Point of Contact for Office of Emergency Management.

- The EOC is the focal point for policy and decision making, and execution of emergency plans and policy decisions.

- ESF 15 Public Information will provide public information related to the Disaster Recovery Program to citizens and visitors to Bingham County.

- Coordination and communication between local, state, and federal resources will be significantly enhanced if decision-makers and support staffs are co-located in the DFO. Every effort will be made to procure sufficient space within or nearby the DFO to allow for the relocation of joint federal and state command and ESF staff members. The Office of Emergency Management will provide a liaison when a DFO site is selected.

- Recovery Coordination - The EOC is the single point of contact for teams arriving in the area, landing zones, staging areas, and designated operating area locations. The Director

of Emergency Management plans, organizes, recommends, and monitors team arrival and departures.

Disaster Outreach:

- After disaster, many victims are separated from help for geographic, language barriers, or lifeline disruption reasons. These victims may not seek assistance. Relief agencies must take the initiative to seek these people out.

- The disruption in normal communications and transportation systems will result in isolated pockets of disaster victims, unaware of the availability of disaster assistance programs. Operating out of the Disaster Recovery Center (DRC), federal, state, and local officials will conduct "outreach" activities in an effort to inform disaster victims concerning what programs are available, location of the DRC, and hours of operations. Outreach will utilize all available media resources and the assembly and deployment of outreach teams through Human Services organizations to remote areas, to inform residents of assistance efforts. Outreach efforts will include verifying all affected residents are informed prior to closing DRC(s).

- Feeding and Resource Distribution Sites - Management of these sites helps ensure equitable and efficient distribution of disaster relief resources. The establishment of feeding and resource distribution sites must be a coordinated effort. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services and ESF 7 Resource Support are the primary agencies to determine where these sites are established.

- Temporary Shelters - Many victims will leave public shelters to return home to find their homes no longer habitable. Schools and churches can only house victims for short periods, usually no longer than several days. Longer-term shelters will be needed.

- Medical and Search and Rescue Priorities will be re-evaluated and upgraded. Medical services, like triage, may be implemented. Areas without communications, or inaccessible until late into the event, may stress the medical response. ESF 4 Firefighting, ESF 8 Public Health and Medical Services, and ESF 9 Search and Rescue will address these issues.

Notification:

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

Response Actions:

Post-Disaster Priorities (0-12 hours)

- ESF 3 Public Works and Engineering and the Damage Assessment Coordinator will assess the Magnitude and Severity of the Disaster.

  - The Preliminary Damage Assessment (PDA) provides critical post-disaster information. Every agency has a responsibility to report damage information. The PDA captures initial damages; more detailed damages are reported when damage assessment teams are able to conduct a more thorough assessment.

- ❑ County/city officials will receive and review damage assessment reports to determine the magnitude of the event. The Damage Assessment Coordinator (Annex A Damage Assessment) will provide damage assessment and analysis support.
- ❑ The fastest, though least detailed damage assessments, are the aerial flyover and windshield surveys. Both may be conducted simultaneously. The flyover may be conducted using helicopters, fixed wing aircraft, and possibly satellites. Another option is Civil Air Patrol, if available. Local response forces can accomplish the windshield survey. Damage reports are forwarded to the Bingham County Emergency Management Director in the EOC. The County will rely on a windshield survey to provide the immediate damage assessment if the flyover is not possible.
- ❑ The walk-through inspection involves a structure by structure damage assessment. County/city building inspectors and mutual aid augmenters conduct the walk-through inspection. This information is compiled through the Assessor's Office and EOC and is relayed to state agencies. Information collected on both private and public damage is compiled by Emergency Services Coordinator. Determining the extent and level of damage is important in supporting a disaster declaration. Using the criteria for (minor, major, catastrophic) disaster, the Emergency Services Coordinator applies the current damage assessment to the situation. Damage to public structures, critical facilities, and impact to public welfare is also assessed. Using the state criteria for collecting damage information and critical facilities inventory allows estimates for determining damage impact on the population. When these assessments are developed, they are briefed to EOC and state officials.
- ❑ The Assessor's Office will determine dollar cost damage and mapping as damage information is provided. They will assess economic injury using the following two methodologies:
  - o Extrapolating actual damage against existing studies
  - o Actual surveys of recovered businesses and receipts
- ❑ ESF 8 Public Health and Medical Services and ESF 9 Search and Rescue are responsible for assessing the needs of:
  - o Supporting mass casualty activities.
  - o Immediate health issues
  - o Search and rescue activities in an urban environment
- ESF 2 Communications and Warning will determine communications status.

  - ❑ A variety of communication means are available. HF, UHF, VHF, and other radio links. Telecommunications that rely on landline and cellular tower systems are susceptible to failure.
- Situation Reports and other information are shared with state and federal officials as needed. The Bingham County Emergency Management Director will consolidate, process, and evaluate damage assessment information. This assessment is formatted using State Damage Assessment Forms, to facilitate rapid dissemination of information.

Immediate Post-Disaster Priorities (12-48 hours)

- If Bingham County is unable or cannot open a sufficient number of emergency shelters to house and accommodate persons forced from their homes, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will coordinate with the Coordinator of

Emergency Services the provision of additional emergency shelters for disaster victims. The creation of temporary facilities outside the disaster area(s) may be necessary.

- Mass feeding and distribution sites will be located based on the PDA, demographics, and greatest need. This activity will be coordinated with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services including:

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

  NOTE: *Special Human Needs Concerns - Special Populations*

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

- ESF 3 Public Works and Engineering will determine road and bridge status, including debris and the impact on ingress of relief teams.

- ESF 12 Energy will assess water supply, electric power, and telephone status.

- The Damage Assessment Coordinator will continue to assess facilities and infrastructure. The process includes damaged and destroyed structures, cost estimates, insured/uninsured property, etc.

- In the event of a major disaster, the DRC will be established by FEMA. Bingham County supports the DRC by providing staff from:

  ❑ Public Health Departments
  ❑ Community Services Departments
  ❑ Public Works Departments
  ❑ American Red Cross
  ❑ Salvation Army

The DRC may close as the numbers of disaster victims applying for assistance declines. DRC(s) may be combined into a central regional location. State and Federal Public Information Officers (PIOs) will work with local PIOs to prepare press release(s) advising the public that a DRC site

will close and the new location, if consolidation is undertaken. The effective date of the DRC closing, as well as a listing of remaining open RC sites, will be included in the release.

Agency Resources

Agency Name	Agency Resources
Bingham County	Personnel, Office Equipment, Supplies
Cities	Personnel, Office Equipment, Supplies

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ESF 15 Public Information (External Affairs)

Primary Agencies: Bingham County Emergency Management Office

Support Agencies: Bingham County Commissioners
Idaho Office of Emergency Management
City Mayors
Shoshone-Bannock Tribes

Introduction

Purpose:

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

Scope:

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

Policies

- The Chief Elected Official will authorize all information released prior to the release.

- The Bingham County Emergency Management Office will fill the role of Public Information Officer and will designate staff to assist in that effort.

- ESF 15 Public Information will disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and general public and will:

  - Establish a plan for managing and staffing of media and emergency public information telephone lines before, during, and after a disaster
  - Release public information concerning needed volunteers and donations, re-entry, and other recovery issues
  - Ensure media (both print and electronic) are monitored for correct and consistent informational releases
  - Coordinate with the State of Idaho Office of Emergency Management Southeast Area Field Officer information regarding the Declaration of a Countywide Disaster and resources being supplied by the State of Idaho and Federal Agencies.

Situation

Disaster Condition:

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

Planning Assumptions:

- Severe winter storms, earthquakes, or floods could prevent dissemination of printed information to some remote areas of the County.

- The press will immediately pursue information regarding the emergency.

- Telephone and/or power service may be interrupted, requiring alternate methods of communications.

- An aggressive program combining both emergency information and educational material could significantly reduce.

- Rumors will circulate.

- In case of a disaster that generates extensive media interest, we will request the Office of Emergency Management (OEM) to activate a Public Information Emergency Response Team to support the County effort.

Concept of Operations/Responsibilities

General:

o ESF 15 Public Information will be located in the Emergency Operations Center (EOC) with access to the responsible elected officials, current emergency information, and the media.
o The ESF 15 Public Information Officer will serve as official spokesman for the County and will coordinate all public information releases with the County Commissioners/Mayors, and assume responsibility for the organization and operation of the public information system.
o A continuing flow of emergency information and instructions will be provided to the public and the media.
o A rumor control service will be provided to ensure that accurate information is disseminated immediately and regularly.
o The ESF 15 Public Information Officer will coordinate with the EOC staff, liaison agencies, other local PIOs, and PIOs from the state and federal government, as necessary.
o Ongoing public education programs will be provided by ESF 5 Emergency Management, to increase the awareness of those hazards that Bingham County is particularly vulnerable to, and the mitigation, preparedness, response, and recovery activities associated with those hazards.

Organization:

- The Chief Elected Official(s) will serve as primary spokesman to the media, or delegate that function to the PIO.

- The Bingham County Emergency Management Department will fulfill the role of ESF 15 and assume public information functions delegated by the Chief Elected Official.

- The Bingham County Emergency Management Director will coordinate with OEM if a Public Information Emergency Response Team is needed.

- All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Road & Bridge, School Districts, and corporate public information officers that are directly involved in emergency operations, will provide public affairs officers to support emergency information activities as requested by the PIO.

Notification:

- The EOC and/or the County 911 Dispatch will notify ESF 15.

- ESF 15 will notify support agencies.

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

Response Actions:

Initial

- The Chief Elected Official(s) will:

  - Serve as primary spokesman to the media, or delegate that function to the ESF 15 Public Information Officer.
  - Give final approval for release of emergency instructions and information, or delegate that function to the PIO.
  - Designate locations for media briefings.

  o ESF 15 Public Information will:
  - Report to the EOC and manage all aspects of Public Information on behalf of the County.
  - Assume public information functions delegated by the Chief Elected Official.
  - Ensure timely preparation and dissemination of emergency information.
  - Supervise the media center.
  - Schedule news conferences, interviews, and other media access.
  - Coordinate rumor control activity.
  - When necessary, obtain media assistance in disseminating information to potential donors on unmet needs, items that are not needed and should not be donated, cash donation policies, and other donations-related matters.
  - Assign print and broadcast monitors to review all media reports for accuracy.
  - Maintain a chronological record of disaster events.

  o The Bingham County Emergency Management Director will:
  - Advise the Chief Elected Official on when to disseminate emergency information and/or instructions to the public.
  - Assist the ESF 15 PIO with news releases and rumor control.
  - Coordinate with OEM if a Public Information Emergency Response Team is needed.

Continuous

- All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Road & Bridge, Highway District, and School Districts that are directly involved in emergency operations, will:

  - Provide information as requested by the ESF 15 PIO.
  - Clear all emergency-related news requests with the ESF 15 PIO.
  - Provide public affairs officers to support emergency information activities as requested by the ESF 15 PIO.3
  - Refer media inquiries to the ESF 15 PIO.

Agency Name	Agency Resources
Bingham County	Personnel, Office Equipment, Supplies
Cities	Personnel, Office Equipment, Supplies
Shoshone Bannock Tribe	Personnel, Office Equipment, Supplies

ESF 16 Military Support

Primary Agencies: Bingham County Board of Commissioners

Support Agencies: State of Idaho Military Division
Idaho Office of Emergency Management
Idaho National Guard

Introduction

Purpose:

Idaho's Office of Emergency Management Emergency Operations Plan Military Support Annex outlines the tasking and responsibilities for integrating military support with disaster operations. Refer to the state plan for general guidance, policies, and authorities.

Scope:

ESF 16 Military Support supports the Bingham County EOP by outlining specific tasks, resources, locations, and responsibilities to support the military presence in the County during disaster operations. Military forces will consist primarily of Idaho National Guard and possibly active duty military forces. These forces may be used during disaster operations for missions within Bingham County in support of disaster relief. Bingham County may host military forces in support of missions in adjacent counties.

Policies

Response to, or recovery from, a disaster event may require support and services from military sources. Similarly, military services may be called into action in event of national emergency or accident involving military property. Military affairs fall under the purview of the State of Idaho Military Division. Use of military assets will be coordinated through the State Military Division, Idaho Office of Emergency Management through the established mission assignment process. Such activities or requests for service will be coordinated through the Idaho Office of Emergency Management Southeast Idaho Area Field Officer, and if he is not available, directly through the Idaho Office of Emergency Management Emergency Operations Center.

Situation

Disaster Condition:

Based upon the County's Hazard Vulnerability Analysis, there are several emergency conditions that could require support from the State of Idaho Military Division, including wildfires, floods/dam failures, earthquakes, avalanches, landslides, hazardous materials spills, public health pandemics, Agriterrorism incidents, and severe storms.

Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.

- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.

- Disasters that result in large numbers of causalities and/or heavy damage to buildings, structures, and the basic infrastructure will require state and federal assistance.

- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.

- It is expected that the present government structure will remain intact and will function during a disaster or emergency.

- While it is likely that outside assistance will be available in disaster situations, Bingham County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.

- State or federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort and a disaster declaration is in place.

Concept of Operations/Responsibilities

General:

- Military Affairs is traditionally not a local government function. Therefore, the County Commissioners, through the EOC, will coordinate any requests for, or use of military assets in times of emergency. Such coordination will occur through direct liaison and coordination with the Idaho Office of Emergency Management Southeast Idaho Area Field Officer.

- Requests for military support by emergency support functions at the County level will be coordinated with the County Commissioners at the EOC. Requests for service will be based upon identification of the task to be performed. Assignment of state military assets to fill such are assigned at the discretion of the State EOC and will be determined through the state mission assignment process.

Organization:

- Upon a Declaration of a Disaster, the Bingham County Board of County Commissioners, or members of the EOC staff under their direction, will interface directly with the Idaho Office of Emergency Management Southeast Idaho Area Field Officer to request support from the State of Idaho Military Division.

- The County will provide radio and pager communication. Should local communications be inoperable, then alternate means will be made available.

- Bingham County Emergency Management will post information provided by the Idaho National Guard, to include:

  - Location(s) of forces, status of forces, operation(s) areas, command post, billeting and messing areas
  - County/state agency tasks and mission status
  - Communication networks to include radio frequencies, telephone, and pager numbers
  - Staff meetings that include civilian and military attendees

Notification:

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

Response Actions: Bingham County defers to the Idaho State Emergency Operations Plan for issues of military support.

Agency Resources

Agency Name	Agency Resources
Bingham County	Personnel, Office Equipment, Supplies

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Annexes

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Annex A: Damage Assessment

I.   Purpose

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

II.   Situation and Assumptions

A.   Situations

1. Many events, natural or man-made, have the potential to cause major damage within the County. A planned damage assessment program will facilitate an efficient and effective response and recovery effort.

2. The initial damage assessment will document the severity and magnitude of the disaster for the following purposes:

   a. To identify the type, extent and location of damages.
   b. To establish priorities for recovery operations.
   c. To determine resource and personnel requirements.
   d. To determine eligibility and need for State and or Federal assistance.

3. Immediately following a major disaster, several organizations i.e. American Red Cross, insurance companies, and public utilities, will conduct damage assessments. Information from these organizations will be helpful in determining the full extent of damage and formulating response and recovery plans.

B.   Assumptions

1. An initial damage assessment will be conducted by local personnel.

2. Local damage assessment teams will be composed of personnel from the County Planning and Zoning office, City Building Inspectors, and engineers.

3. In the event of a major disaster, trained State and Federal personnel will be available to assist in detailed damage assessments

4. Accurate and timely damage assessment will expedite disaster assistance.

III.   Concept of Operations

A. Damage assessment operations will be coordinated from the EOC.

B. Initial damage assessment will be conducted as soon as possible after a disaster to determine the number of casualties, and the damage to public and private property. Elected officials will use this information to determine if a disaster declaration is warranted and if State or Federal assistance is required. Damage assessment information will be collected and summarized on Office of Emergency Management Damage Assessment Forms (Attachment 1).

C. Although initial assessment of damages immediately following a disaster rests with Bingham County, it may be apparent that a request for a presidential declaration is necessary. As such, the County, through the State Office of Emergency Management, will request that the Federal Emergency Management Agency (FEMA) dispatch Federal representatives to assist the County in assessing damages to public and private properties.

D. In the event agricultural areas are affected, the Commissioners may request through the Governor's office that a County Emergency Board perform a damage assessment.

IV   Organization and Responsibilities

A. The Incident Commander(s) will:

1. Authorize activation of the damage assessment function.

2. Authorize a request for State and/or Federal assistance in conducting damage assessment if appropriate.

3. Designate location of disaster debris disposal site.

B. The Damage Assessment Director (a member of the Planning & Zoning staff) will:

1. Report to the EOC when requested.

2. Form damage assessment teams and brief them on the following:

    a. Current disaster status.
    b. Damage assessment procedures, checklists, forms, etc. (Attachment 1).
    c. Assign area of assessment responsibility with priority given to key facilities and infrastructure.

3. Compile, analyze, and track the data received from damage assessment teams.

4. Debrief damage assessment teams and provide information to the EOC staff. Ensure the EOC staff is aware of unsafe buildings, roads, bridges, and other facilities.

5. Provide a detailed account of damage sustained throughout the County by contacting all municipalities, Highway Districts, irrigation districts, and appropriate County departments.

6. Coordinate with the American Red Cross for results of their assessment efforts.

7. Collect damage information, from all sources, on the following:

    a. Public roads and bridges.
    b. Dams.
    c. Public buildings and equipment.
    d. Hospitals.
    e. Schools.

     f. Jails and confinement facilities.
     g. Transportation facilities and equipment.
     h. Communication facilities and equipment.
     i. Water and sewage treatment plants.
     j. Irrigation canals and facilities.
     k. Private residences.
     l. Private businesses.
     m. Farms and ranches.
     n. Agriculture.
     o. Churches.

   8. Maintain a situation map.

C. The Bingham County Emergency Management Director will:

1. Review, with the Damage Assessment Director, appropriate local officials and EOC staff, damage assessment reports to determine if outside assistance is necessary.

2. If assistance is required, coordinate damage assessment reports and needs with OEM Field Officer.

3. Prepare damage assessment reports and plot damaged areas on maps.

4. Coordinate with ESF 15 Public Information to develop and release damage assessment and, if appropriate, claims information to the public.

5. Coordinate with ESF 3 Public Works and Engineering, Road & Bridge representatives to establish priorities for emergency repair to roads, bridges, buildings, and debris removal.

6. With the Damage Assessment Director, develop procedures for conducting safety assessments of damaged facilities to include checklists and placards to indicate condition of inspected buildings. (Attachment 2)

7. Coordinate procedures controlling entry into damaged buildings with the Damage Assessment Director and elected officials.

8. Implement a system to handle requests for inspection of damaged facilities. (Attachment 3)

9. Create a database that will manage records of damaged buildings and provide timely reports of buildings' status as repairs are made.

10. Coordinate with adjacent counties to determine how damage in these areas may impact the County.

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

12. Provide initial and follow-up situation and damage reports to OEM (Attachment 1).

D. Law Enforcement (Sheriff's Office and City Police), if available, assist with the initial damage assessment effort.

E. Fire Services, if available, assist with the initial damage assessment effort.

F. Road & Bridge as ESF 3 will:

Report damage to roads, bridges, and public facilities to the EOC and assist with initial damage assessment effort.

V. Attachments

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

Attachment 1: OEM Damage Assessment Report Forms

This attachment contains Office of Emergency Management Damage Assessment Report Forms.

Idaho Damage Assessment: Public Damage Jurisdiction Totals

Jurisdiction:			Date:		

Debris Loss Totals			_Protective Measures_		
Debris Type	**Qty. Cubic Yards**	**Cost Estimate**	**Type**	**Quantity and Unit of Measure**	**Cost Estimate**
Roadways		$	Sandbagging		$
Public Property		$	Barricades		$
Pvt Property (Health)		$	Overtime		$
Stream Clearance		$			$
Other		$			$
					$
					$
					$

Property / Facility Loss Totals		
Damage Type	**Quantity and Unit of Measure**	**Loss Value**
Road Damage		$
Public Buildings Destroyed		$
Public Buildings Severely Damaged		$
Public Buildings Moderately Damaged		$
Public Buildings Affected		

Idaho Damage Assessment: Road Systems Damage						
						Page #____ / ____
Agency:			Inspector/Team Leader:	Jurisdiction:		Date:
Location (Milepost, Address, GPS Coordinates)	**Road Miles Affected** Nearest 1/10 mile	**Alt. Route** Y/N?	# of homes / residents affected	# of Businesses Affected	Repair $	Damage Description
Sheet Total	**Amount**				**Cost in $**	
Summary – Local Resources Committed, Local Capability, Assistance Needed?						

Idaho Damage Assessment: Public Buildings, Facilities, Equipment

Page #____ / ____

Agency:		Inspector / Team Leader:	Jurisdiction:		Date:

Location (Milepost, Address, GPS Coordinates)	Building/ Facility/ Equipment	Insured Y /N	Impact	Repair $	Damage Description
Sheet Total	**Amount**			**Cost in $**	

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

Idaho Damage Assessment: Debris Removal

Page #____ / ____

Agency:	Inspector / Team Leader:	Jurisdiction:	Date:

Location (Milepost, Address, GPS Coordinates)	Roadways			Public Property		Private Property (Health Emergency Only)		Stream Clearance		Other	
	Distance Nearest 1/10 mile	Qty. Cubic Yds.	$	Qty. Cubic Yds.	$	Qty. Cubic Yds	$	Qty. Cubic Yds	$	Qty. Cubic Yds	$
Sheet Total	**Amount of Debris in Cubic Yards**					**Cost in $**					

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

Idaho Damage Assessment: Protective Measures

Page #____ / ____

Agency:		Inspector / Team Leader:		Jurisdiction:		Date:

Location (Milepost, Address, GPS Coordinates)	Sandbagging/ Expedient Flood Works		Barricades		Overtime		Comments
	Distance Nearest 1/10 mile Yards or Feet	$	Distance Nearest 1/10 mile Yards or Feet	$	Extra Hours Only	$	
Sheet Total	**Amount**					**Cost in $**	

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

Idaho Damage Assessment: Individual Damage Jurisdiction Totals

Jurisdiction:	Date:

Residential Loss Totals

People Affected	Number	Homes / Multi-family Dwellings (MFD)	Number	Loss Value
Killed		Homes Destroyed		$
Injured		Homes Severely Damaged		$
Missing		Homes Moderately Damaged		$
Evacuated		Homes Affected		$
Sheltered		MFD Destroyed		$
		MFD Severely Damaged		$
		MFD Moderately Damaged		$
		MFD Impacted		$

Business Loss Totals

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

Agriculture Loss Totals

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

Idaho Damage Assessment: Individual Damage

Page #____ / ____

Agency:	Inspector / Team Leader:	Jurisdiction:	Date:

Location (Milepost, Address, GPS Coordinates)	Damage Category 1-10	Insured Y/N	Dead/Injured/ Missing # **Circle One**	People Evacuated/ Displaced #	Loss Est. $ **Nearest 1K**	Damage Description
			Dead Injured Missing			
			Dead Injured Missing			
			Dead Injured Missing			
			Dead Injured Missing			
			Dead Injured Missing			
			Dead Injured Missing			
			Dead Injured Missing			
			Dead Injured Missing			
			Dead Injured Missing			
Sheet Total	**Amount**			**Cost in $**		

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

For Official Use Only

Jurisdiction Incident Report
For Operational Period – From: To:

Jurisdiction:	Phone #:
Date / Time:	Prepared By:
Incident Type:	Incident Onset (Date and Time):
Local Disaster Declaration #:	Date / Time of Declaration:

Situation: ☐ Critical / Unstable ☐ Stable ☐ Resolved	EOC Activated: ☐Yes ☐No Hours of Operation: _____

Incident Statistics

Casualties		Mass Care		Evacuations	
Injured		Number of Shelters Open		Evacuation Order In Place	☐ Yes ☐ No
Confirmed Dead		Number of People Sheltered		Number of Persons Evacuated	
Missing					
Trapped					

Damage Assessment Estimates	Number Affected (evacuated, no access, utilities out)	Number Damaged	Number Destroyed	Total Number Impacted
Large Businesses				
Small Businesses				
Multiple Occupant Dwellings				
Single Family Dwellings				

Imminent Hazards or Threats

Priority /Location	Description: *Provide a brief up to date synopsis of the nature of the hazard/threat, potential impact and population at risk.*
1	
2	
3	
4	

Jurisdiction Incident Report
For Operational Period – From: To:

Damage / Impact Assessment		
UTILITIES	**Communications:**	*Impacts to Communication System*
	Water Supply:	*Impacts to Water Supply: Potable and Non-Potable*
	Electric Power:	*Impacts to Electrical Power System*
	Natural Gas:	*Impacts to Natural Gas System*
	Sewage Treatment:	*Impacts to Sewage Treatment System*
	Other Utilities:	*Impacts to Other Utility like Systems such as propane, fuel oil, gasoline, etc.*
TRANSPORTATION	**Roads and Highways:**	*Impacts to the road system including local, county, state, and federal roads.*
	Bridges:	*Impacts to bridges.*
	Airports:	*Impacts to airports and related facilities.*
	Railways:	*Impacts to rail lines and related facilities.*

Jurisdiction Incident Report
For Operational Period – From: To:

CRITICAL FACILITIES	Hospitals / Clinics:	*Operational capability and impacts to hospitals and clinics.*
	Fire Suppression:	*Operational capability and impacts to fire response organizations.*
	Law Enforcement:	*Operational capability and impacts to law enforcement organizations.*
	Emergency Medical Services:	*Operational capability and impacts to EMS organizations.*
	Schools:	*Operational capability and impacts to schools.*
	Special Needs Facilities:	*Operational capability and impacts to nursing homes, care facilities, etc.*
	Hazardous Materials:	*Operational capability and impacts to facilities using or storing a significant quantity of hazardous materials.*
	Water Control:	*Operational capability and impacts to dams, levees, reservoirs, irrigation and canal systems.*

OTHER INFORMATION	

For Official Use Only

U.S. DEPARTMENT OF HOMELAND SECURITY EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE **PRELIMINARY DAMAGE ASSESSMENT - POTENTIAL SUBGRANTEE**		TEAM	Team Leader Initials/Date

PUBLIC ENTITY/POTENTIAL SUBGRANTEE INFORMATION

PUBLIC ENTITY/POTENTIAL SUBGRANTEE	CONTACT & TELEPHONE NO.		POPULATION
COUNTY/PARISH	ADDITIONAL CONTACT(S) & TELEPHONE NO(s)		

SITE ESTIMATE SUMMARY

CATEGORY		CRITICAL FACILITIES AND OTHER DAMAGES	INSPECTED		PROJECTED		TOTAL	
			# of Sites	Estimated Cost	# of Sites	Estimated Cost	# of Sites	Estimated Cost
EMERGENCY WORK								
A	Debris							
B	Emer. prot. meas.							
		Emergency Work sub-total						
PERMANENT WORK								
C	Roads and bridges							
		sub-total						
D	Water control facilities							
		sub-total						
E	Buildings and equipment							
		sub-total						
F	Utilities							
		sub-total						
G	Rec./other							
		Permanent work sub-total						
		TOTAL						

FEMA Form 90-135, JUN 03   *Continue on the reverse side.*

For Official Use Only

DISASTER IMPACTS

List detours/critical facilities damaged.

Describe any health and safety issues.

Did previous state or local hazard mitigation measures reduce otherwise eligible costs? *(If yes, please explain)*

Comments:

For Official Use Only

Clean Up Plan

General Information: *(please print or type)*

Site Name:

Address:

Phone:

Site Operator Name:

**Employee in Charge of
Operations on Site:**

Mailing Address:

Phone:

Property Owner Name:

Mailing Address:

Phone:

PART A

The operator shall attach to this form a written cost estimate in accordance with Part C, in current dollars, of the cost of hiring a third party to clean up the site. Parts B and C shall be based on the maximum quantity of debris to be stored on site.

PART B

The operator shall provide the following information to the board prior to the commencement of the clean up:

1. A clean up schedule with a time period for completion

2. Details of the final disposition of the debris. Include the name of each business that will receive the debris and the amounts. Provide also the address and phone number for each business.

For Official Use Only

PART C

CLEAN UP COST
ESTIMATE WORKSHEET

The estimate shall be completed by the operator or duly recognized representative to include the following information:

1)   The name, address, and telephone number of the site where the debris will be taken.

2)   The cost estimate for a third party to cleanup the site, along with the detail of how this estimate was calculated, as described below. The estimate shall be developed for the activities anticipated for the clean up including disposition of the debris, equipment, labor, and administration. Attach the cost estimate and all supporting documentation used in arriving at the clean up cost estimate.

Calculate the Total Clean up Cost Estimate in dollars for the operation or facility being cleaned up using the following formula:

Total Clean Up Cost Estimate (TCUC) = 1.2 x (Transportation Cost + Destination Charge + Loading Cost + Administration Cost + Security Cost)

Where:

"Transportation Cost" represents the total cost of transportation for all loads of debris leaving the site as well as the cost of the vehicles returning. The transportation cost shall be computed using the following formula:

Transportation Cost ($) = M x MT x TC

Factor "M" (miles) represents the total distance (Round Trip Mileage) to be covered by a vehicle transporting a load, from the site being cleaned to a facility selected by the operator that would accept the debris in the form that they are, or will be stored.

Factor "MT" (number of round trips) represents the number of truck loads of debris that will be required during the cleanup. The number of truck loads for a particular clean up is determined by dividing the total tonnage of debris by the tonnage of debris that can fit into one truck load. "MT" should be based on the maximum number of loads that will be necessary to clear the site.

Factor "TC" ($ per load per mile) represents the cost per mile to transport a load of debris. The cost includes the average expenses for transportation equipment, fuel, driver wages, tolls, and the vehicles maintenance. This cost will vary based on the size of vehicle.

The "Destination Charge" represents the total cost of tipping fees or disposal fees for all loads of debris transferred from the cleanup site to the destination facility. The Destination Charge shall be computed using the following formula:

Destination Charge ($) = MT x TF

Factor "MT" is described above.

Factor "TF" ($ per load) represents the cost to deposit the debris at the destination facility. This may be a tipping fee or a disposal fee. If the fee is expressed in dollars per ton then this number must be multiplied by the weight of the load in order to yield dollars per load.

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"Loading Cost" represents the total cost of loading all loads of debris in to vehicles at the site and unloading the vehicles at the final destination. "Loading Cost" shall be computed using the following formula:

Loading Cost ($) = MT x LC

Factor "MT" is described above.

Factor "LC" ($ per load) represents the unit cost to load one vehicle with debris at the clean up site, and to unload the same debris at the final destination. This cost includes operational expenses, which cover wages for workers and pro rated expenses for rental or lease of equipment and machinery.

"Administration Cost" ($) represents the total cost of administration activities for the entire clean up. This cost shall include the wages for personnel overseeing the cleanup activities and other operating expenses for the entire project.

"Security Cost" ($) represents the total cost of security arrangements for entire clean up operation. This is the cost to secure the site and restrict public access. This cost covers the expenses for the entire cleanup operation and includes installations of site fence, installations or repair of lighting, and wages for security guards, etc.

Note:

1) All costs will be added and then multiplied by the contingency factor of 1.2 to estimate Total Clean up Costs.

1) Any deviations from the above formula must be explained.

3) Complete a separate clean up cost estimate worksheet if the debris is to be transported to more than one point of destination.

OPERATOR CERTIFICATION

Operator certification: I certify that this document and all attachments were prepared under my direction or supervision. I have inquired of the person or persons who manage the system or those persons directly responsible for gathering the information, and certify that the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

Operator Signature_____   Date_____

For Official Use Only

Material Handling Summary Worksheet

Column A: List Actual Quantities of waste for each material type (in tons). To convert yards to tons, use the attached Materials Conversion Worksheet
Columns B, C, D: List actual quantities reused, recycled, or disposed based on Column A quantities.
Column E: State the name of all vendors or facilities used to reuse, recycle or dispose of materials listed. See example below for cases where more than on facility was used for a particular material type.
Column Totals: Add up all material quantities for each column.
Row F. Calculate the actual diversion percentage in the section at the bottom of this worksheet.
Attach another Worksheet to this one if you need more room.

Materials	A Total Quantity Discarded	B Salvage or Reuse	C Recycling	D Disposal (Landfill)	E Proposed Destination(s)
Example: Cardboard	2 tons		1.5	0.5	(Recycle) XYZ Recycling Facility (Disposal) Prima Deschecha Landfill
Asphalt & Concrete					
Brick/Masonry/Tile					
Cardboard					
Wood					
Metals					
Landscape Debris (do not include dirt)					
Dirt					
Garbage/Trash					
Other					
Other					
Column Totals	A	B	C	D	

F. Diversion Estimate:

Column Totals B _____ + C _____ = _____ / A _____ = _____ X 100%

Project # _____

For Official Use Only

Materials Conversion Worksheet

Material Category	Volume	Unit		Tons/unit		Tons
Asphalt/Concrete						
Asphalt (broken)	_____	cy	x	0.7	=	_____
Concrete (broken)	_____	cy	x	0.9	=	_____
Concrete (solid slab)	_____	cy	x	1.2975	=	_____
Brick/Masonry/Tile						
Brick (broken)	_____	cy	x	0.7	=	_____
Brick (whole, palletized)	_____	cy	x	1.512	=	_____
Masonry block (broken)	_____	cy	x	0.6	=	_____
Tile	_____	sq ft	x	0.00175	=	_____
Building Materials (doors, windows, cabinets, etc.)	_____	cy	x	0.15	=	_____
Cardboard (flat)	_____	cy	x	0.05	=	_____
Carpet						
By square foot	_____	sq ft	x	0.0005	=	_____
By Cubic yard	_____	cy	x	0.3	=	_____
Carpet Padding/Foam	_____	sq ft	x	0.000125	=	_____
Ceiling Tiles						
Whole (palletized)	_____	sq ft	x	0.0003	=	_____
Loose	_____	cy	x	0.0875	=	_____
Drywall (new or used)						
1/2" (by square foot)	_____	sq ft	x	0.0008	=	_____
5/8" (by square foot)	_____	sq ft	x	0.00105	=	_____
Demo/used (by cubic yard)	_____	cy	x	0.25	=	_____
Landscape Debris (brush, trees, etc.)	_____	cy	x	0.15	=	_____
Scrap Metal	_____	cy	x	0.453	=	
Unpainted Wood & Pallets						
By board foot	_____	bd ft	x	0.001375	=	_____
By cubic yard	_____	cy	x	0.15	=	_____
Garbage/Trash	_____	cy	x	0.175	=	_____
Dirt By cubic yard	_____	cy	x	1.03	=	_____

cy = cubic yards   *sq ft = square foot*   *bd ft = board foot*

Attachment 2: Conducting Building Safety Assessments

This Attachment contains Forms to conduct building safety assessments.

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date and time:_____ ☐ AM ☐ PM

Areas inspected: ☐ Exterior only   ☐ Exterior and interior

Building Description

Building name: _____

Address: _____
_____

Building contact/phone: _____

Number of stories above ground:____ below ground: ____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

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

Primary Occupancy

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

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions	Minor/None	Moderate	Severe
Collapse, partial collapse, or building off foundation	☐	☐	☐
Building or story leaning	☐	☐	☐
Racking damage to walls, other structural damage	☐	☐	☐
Chimney, parapet, or other falling hazard	☐	☐	☐
Ground slope movement or cracking	☐	☐	☐
Other (specify) _____	☐	☐	☐

Estimated Building Damage (excluding contents)

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

Comments: _____
_____

Posting

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

☐ **INSPECTED** (Green placard)   ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard:_____
_____
_____

Further Actions   Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____
_____

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

☐ Other recommendations: _____

Comments: _____
_____

ATC-20 Detailed Evaluation Safety Assessment Form

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date and time: _____ ☐ AM ☐ PM

Final Posting
from page 2

☐ Inspected
☐ Restricted Use
☐ Unsafe

Building Description

Building name: _____

Address: _____

_____

Building contact/phone: _____

Number of stories above ground: _____ below ground: _____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

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

Primary Occupancy

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

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	☐	☐	☐	_____
Building or story leaning	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Structural hazards:				
Foundations	☐	☐	☐	_____
Roofs, floors (vertical loads)	☐	☐	☐	_____
Columns, pilasters, corbels	☐	☐	☐	_____
Diaphragms, horizontal bracing	☐	☐	☐	_____
Walls, vertical bracing	☐	☐	☐	_____
Precast connections	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Nonstructural hazards:				
Parapets, ornamentation	☐	☐	☐	_____
Cladding, glazing	☐	☐	☐	_____
Ceilings, light fixtures	☐	☐	☐	_____
Interior walls, partitions	☐	☐	☐	_____
Elevators	☐	☐	☐	_____
Stairs, exits	☐	☐	☐	_____
Electric, gas	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Geotechnical hazards:				
Slope failure, debris	☐	☐	☐	_____
Ground movement, fissures	☐	☐	☐	_____
Other_____	☐	☐	☐	_____

General Comments: _____

_____

ATC-20 Detailed Evaluation Safety Assessment Form

Page 2

Building name: _____ Inspector ID: _____

Sketch (optional)

Provide a sketch of the building or damaged portions. Indicate damage points.

Estimated Building Damage

If requested by the jurisdiction, estimate building damage (repair cost + replacement cost, excluding contents).

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

Posting

If there is an existing posting from a previous evaluation, check the appropriate box.

Previous posting: ☐ INSPECTED   ☐ RESTRICTED USE   ☐ UNSAFE   Inspector ID: _____ Date: _____

If necessary, revise the posting based on the new evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Local *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Indicate the current posting below and at the top of page one.

☐ **INSPECTED** (Green placard)   ☐ **RESTRICTED USE** (Yellow placard)   ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

_____

Further Actions Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

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

☐ Other recommendations: _____

_____

Comments: _____

INSPECTED
LAWFUL OCCUPANCY PERMITTED

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

Date _____

Time _____

☐ **Inspected Exterior Only**

☐ **Inspected Exterior and Interior**

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

Inspector Comments:

_____

_____

_____

This facility was inspected under emergency conditions for:

_____
(Jurisdiction)

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

Inspector ID / Agency

_____

Facility Name and Address:

_____

_____

_____

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority

RESTRICTED USE

Caution: This structure has been inspected and found to be damaged as described below:

_____
_____
_____

Entry, occupancy, and lawful use are restricted as indicated below:

_____
_____
_____
_____

Facility Name and Address:

_____
_____
_____
_____

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority

Date _____

Time _____

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

This facility was inspected under emergency conditions for:

_____ (Jurisdiction)

Inspector ID / Agency

_____

UNSAFE

DO NOT ENTER OR OCCUPY
(THIS PLACARD IS NOT A DEMOLITION ORDER)

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below:

Date _____

Time _____

_____

_____

_____

This facility was inspected under emergency conditions for:

_____ (Jurisdiction)

Inspector ID / Agency _____

Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.

Facility Name and Address:

_____

_____

_____

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority

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Attachment 3: Inspection Request Standard Questions

Hello. I am about to ask you a series of questions about your building. Please respond only to the questions asked. This will help speed up your request for inspection.

1. What is the address of the building?_____ Unit no. _____
2. What is your name?_____
3. What is your telephone no?_____

4. Are you the: [ ] Owner   [ ] Tenant   [ ] Other
                        [ ] City Agency: [ ] Fire   [ ] Police   [ ] Other
                                                  [ ] Gas   [ ] Electricity
5. How is the building used: [ ] Dwelling   [ ] Apartments   [ ] Office
                                       [ ] Commercial [ ] School   [ ] Government
6. How many stories? _____
7. What kind of construction is your building?   [ ] Wood Frame   [ ] Masonry/Concrete
                                                   [ ] Steel   [ ] Other
8. Does the inspector need to go inside?   (Y)   (N)
    (If yes, someone to let the inspector in)
    Access Contact Person: _____
9. Is any part of your building collapsed?   (Y)   (N)
10. Is any part of your building leaning or off the foundation?   (Y)   (N)
11. Is there any falling hazard?   (Y)   (N)
12. Is there any severe cracking?   (Y)   (N)
13. Are any of your utilities damaged?   (Y)   (N)
    (If yes, insure caller has reported damage to the appropriate utility)
14. Is your building in any danger from buildings next door?   (Y)   (N)
15. Does the ground have any settlement or any cracks?   (Y)   (N)
16. Other than this inspection do you need any help?   (Y)   (N)
    (If so, what kind?)

Thank you for helping me to speed up your inspection response. If you have any further question please call the Department of Planning and Zoning.

List any pertinent information the field inspector may need:

_____

_____

_____

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

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Annex B: Evacuation

I.   Purpose

This Annex describes the provisions that have been made to ensure the safe and orderly evacuation of people threatened by hazards in the County.

II.   Situation and Assumptions

A.   Situations

   1.   This annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the County.

B.   Assumptions

   1.   Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being told to do so.

   2.   Some people will refuse to evacuate no matter what the threat. Evacuation will be primarily in family groups using private vehicles.

   3.   Public transportation will also be required.

   4.   Roughly 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government mass care facilities.

   5.   Evacuation in emergency situations that occur with little or no warning will be implemented on an as needed basis. The individual responsible for implementing evacuation in this situation is the incident commander at the scene of the emergency, with support arranged through the EOC as necessary. Evacuation instructions will be based on known or assumed health risks associated with the hazard.

III.   Concept of Operations

A.   The nature of the threat, the time available, adequacy of in place sheltering, the possibility of escalation, and the number of people affected will be considered when deciding if evacuation should be ordered. (See Attachments 2-5)

B.   The Evacuation Zones will be established by the 911 Dispatch Center using the County's automated evacuation determination program. (See Attachment 3 Addendums 1-7).

C.   Orders to evacuate unincorporated areas of the County will be made by the County Commissioners. The mayor will issue evacuation orders for the city.

D.   In an emergency situation, with little or no warning, authority to order an evacuation to save lives and protect property rests with the incident commander.

E.   Evacuation notices and recommended protective actions will be broadcast over the EAS, as well as local radio and TV stations. Depending upon the situation, door to door notification and or announcements via public address systems on law enforcement/fire department vehicles may be made.

F.   A number of individuals, who will need special assistance in the event of an evacuation, have registered with the Emergency Management Office. Their names are on file at the Dispatch Center.

G.   Schools, nursing homes, hospitals, jails, and other institutions are responsible for evacuation of their populations. (See Attachment 3 Addendum 2 and Attachment 6)

H.   Persons residing within the affected area will be directed to evacuate via designated highways. County roads will be used as alternate relocation routes, as necessary.

I.   Public transportation will be used to evacuate individuals who require transportation from designated pick up points. (See Attachment 3 Addendum 4)

J.   Emergency highway regulations will be in effect in time of National or State declared disasters, enforced by a team composed of personnel from the Idaho Transportation Department, Idaho State Police, and local government and law enforcement officials. The State Emergency Highway Traffic Regulation Center will have overall supervision of the emergency highway traffic regulations.

K.   Security of evacuated areas will be provided by local law enforcement and, in situations where local resources are exceeded, National Guard forces will be requested.

L.   The decision to allow the evacuated population to return will be made by the Chief Executive Officer(s).

IV.   Organization and Responsibilities

A.   The Chief Executive Officer(s) will:

1.   Issue evacuation orders when appropriate.

2.   Determine the County's policy for dealing with people that do not comply with evacuation instructions.

3.   Authorize return to evacuated areas when appropriate.

B.   The Sheriff's Office/ Police Department member(s), ESF 13 Public Safety and Security, who will coordinate the evacuation, will:

1.   When notified, report to the EOC.

2.   Review current information about the emergency situation and make recommendations on the appropriate evacuation options to implement as determined by the Bingham County automated evacuation program. (See Attachment 3 Addendums 1-7)

3.   Determine if the incident commander has already evacuated any areas; if so, identify perimeters and verify extent of evacuation and need for security.

4.   In support of evacuation:

   a.   Estimate traffic capacity of each designated evacuation route.
   b.   Select evacuation routes from risk area to designated mass care facilities. (See Attachment 3 Addendum 4)
   c.   Examine access to evacuation routes from each part of the risk area.
   d.   Prepare the evacuation movement control plan. (See Attachment 3 Addendum 4 and 5)
   e.   Coordinate with law enforcement officials in the field.

5.   Identify assembly areas for pick up of people that require transportation. (See Attachment 3 Addendum 6)

6.   Coordinate with animal care and control officers to evacuate animals at risk during catastrophic emergency situations.

C.   The Bingham County Emergency Management Director will:

1.   Coordinate with ESF 13 Public Safety and Security and the Evacuation Director before making evacuation recommendations to the Chief Executive Officer.

2.   Working with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ensure that functional Directors are clear on the location of mass care facilities that will be used to house evacuees.

3.   Working with ESF 11 Agriculture and Natural Resources, coordinate with and assist animal care and control agency staff to identify facilities that may be used to house evacuated animals.

4.   Coordinate County assistance requirements with OEM.

5.   Develop and maintain a County situation map showing damaged or destroyed highways and evacuation routes.

D.   ESF 13 Public Safety and Security will:

1.   Provide traffic control during evacuation operations. Operational considerations include: (See Attachment 3 Addendums 1-6)

   a.   Route assignment and departure scheduling.
   b.   Road capacity expansion.
   c.   Entry control for outbound routes.
   d.   Perimeter control for inbound routes.
   e.   Traffic flow, including dealing with breakdowns.

2.   Assist in the evacuation of the risk area, as necessary.

3.   Protect property in the evacuated area.

4.   Limit access to the evacuated area.

5.   Inform the EOC of progress or problems relative to the evacuation.

E.   ESF 3 Public Works and Engineering will:

1.   Verify the structural safety of routes (roads, bridges, etc.) that will be used to evacuate people.

2.   During State or National emergencies, coordinate County and State highway use with Idaho Transportation Department District #6.

F.   ESF 15 Public Information Emergency Pubic Information Officer will:

1.   Disseminate information to the public to include:

a.   Identification of areas to be evacuated. (See Attachment 3 Addendum 1)
b.   Evacuation routes. (See Attachment 3 Addendum 4)
c.   Departure times. (See Attachment 3 Addendum 6)
d.   Pick-up points for people requiring transportation assistance. (See Attachment 3 Addendum 6)
e.   Location of mass care facilities outside of the evacuation area. (See Attachment 3 Addendum 3)

2.   Keep evacuees and the general public informed on evacuation activities and any actions they should take.

3.   Disseminate information on appropriate actions to protect and care for pets and farm animals that are to be evacuated or left behind.

G.   ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Director will:

1.   Activate staff and open mass care facilities outside the evacuation area, when directed to do so by appropriate authority. (See Attachment 3 Addendum 3)

2.   Keep the EOC informed of conditions at mass care facilities.

H.   ESF 8 Public Health and Medical Services Director will:

Coordinate with hospitals, nursing homes, and other health care facilities that are to be evacuated.

I.   School Superintendents will:

1.   Evacuate students from school buildings when necessary.

2.   Close school facilities and release students from school when directed by appropriate authority.

3.   Coordinate with ESF 1 Transportation, when needed, the use of school buses and drivers to support the overall evacuation effort.

4.   Communicate evacuation plans and relocation with parents through the local media or by calling homes directly.

J.   All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Road & Bridge, and School Districts that are involved in emergency operations, will:

1.   Protect and secure facilities and equipment left in the area to be evacuated.

2.   Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.

V.   Attachments

Attachment 1: Evacuation Forms and Checklists
Attachment 2: Evacuation Pro and Con
Attachment 3: Evacuation Checklist
Attachment 4: Shelter in Place Pro and Con
Attachment 5: Shelter in Place Procedures and Checklists

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Attachment 1: Evacuation Forms and Checklists

For Official Use Only

Evacuation Information for Local Citizens

The County Sheriff's Office is preparing a Population Protection Guideline for the citizens in the vicinity of _____. This guideline is a preparedness measure in the event of an evacuation becoming necessary in this area. The information on this sheet is being provided to you to inform you of the steps in the evacuation process and what may be necessary for you to do **IF** an evacuation occurs.

THREE STAGES OF EVACUATION

Stage 1 Alert and Warning (Volunteer Evacuation)
There is a high probability of the need to evacuate. Law enforcement personnel/representatives will attempt to make personal visits to each resident and business in the threatened area. Residents are responsible to make arrangements to move property and livestock. Some residents, primarily those with special needs or other concerns, should relocate during this stage of evacuation.

Stage 2-Request (Order of Security)
Evacuation is necessary in order to protect the lives of area occupants and emergency personnel responding to the incident. Law Enforcement and/or Search and Rescue personnel shall attempt to convey this order/request to citizens door to door, however if this is not practical or possible this information may be delivered via a Public Address System from a patrol vehicle. Should the latter method be employed, the personnel will activate the emergency lights and siren on the vehicle. By code in the State of Idaho, no resident can be forced to evacuate his or her residence, unless ordered by the governor. This is a voluntary action. Roadblocks and 24-hour patrols by law enforcement will be instituted to protect property within the evacuated area.

Stage 3- Return
Occupants are allowed to return as soon as it is safe.

Evacuation Routes and Centers
A **Staging Area** has been established at: _____. In the event of an evacuation, you should report to this center and check-in to let officials know that you have made it safely out of the affected area. Following check-in you have the choice of staying at the center or going elsewhere for accommodations (i.e. friends, relatives or hotels). If the road is blocked, travel in the opposite direction and call _____ as soon as possible. Please provide a contact name and phone number of the place to which you are relocating, so that we can inform you when to return.

Keep Informed
The success of this guideline requires the cooperation and assistance of informed occupants. Stay tuned to local media outlets for updates. Listen and ask questions when an emergency service representative contacts you.

Plan Ahead
Preplanning can help you avoid last minute frustrations. Plan where you will go and WHAT YOU WILL TAKE when you evacuate. Please be sure to take any needed medications with you when you evacuate.

WARNING

This area may be evacuated

Because of:_____

By the order of the County Sheriff   date:_____   time:_____

Evacuation Center _____

Evacuee Information Form NO. _____

COMPLETE THE FOLLOWING

Name	Address	Phone	# Of Adults	# Of Children

Even if you plan to stay elsewhere, please check in at the above evacuation center. If you do not plan to stay at the center, please fill out the following information

We will be staying at:

Name	Address	Phone

In the case of an actual evacuation, return this form to the nearest roadblock, so we are assured of your safety. If you decide to pre-evacuate, please return this form to the County Sheriff's Office or call _____ and provide the above information. There are 3 stages in the evacuation process. Personnel from the Sheriffs Office, Search and Rescue, or Designee by Sheriffs Office will attempt to contact you and keep you informed as to the current stage of evacuation in your area.

For Official Use Only

Public Address Contact Checklist

_____ 1. If the EOC has been activated, the senior elected official shall approve the message being used. If the EOC is not activated, the Incident Commander shall approve the message before it is used. Content will vary with the circumstances. Keep it short and to the point.

_____ 2. Select a broadcast spot for good coverage. Consider wind direction and PA carrying distance.

_____ 3. Stop the vehicle and give a steady siren for 10 to 15 seconds. Wait 10 to 15 seconds.

_____ 4. Give the message TWICE. Use a slow command voice. Do not shout for amplification.

_____ 5. Sample: " YOUR ATTENTION PLEASE. YOUR ATTENTION PLEASE. THE SHERIFF HAS ADVISED THAT THIS NEIGHBORHOOD BE EVACUATED IMMEDIATELY BECAUSE OF EXTREME DANGER FROM _____ LOCK YOUR HOMES AND PROCEED ON_____ (route and directions) TO_____ (Evacuation Center) PLEASE EVACUATE NOW."

_____ 6. Have the team patrol neighborhoods to maintain order and provide assistance to those with no transportation.

_____ 7. Hand out Evacuee Information Forms as residents leave the area.

_____ 8. Mark each residence known to be evacuated with WARNING-AREA EVACUATED notice.

For Official Use Only

EVACUATION CONTACT LOG

Evacuation Stage:_____   **INCIDENT:**_____

LOCATION:_____   **OFFICER(S):**_____

Date/Time	Name	Address	Phone	#Of Adults	#Of Children

For Official Use Only

County Sheriff's Office Evacuation Refusal Waiver

___ I, _____, have been advised by
The County Sheriff's Office to evacuate this property/location,
due to extreme danger which is evident.

___ I, _____, **REFUSE** to evacuate
this property/location and acknowledge that I know and understand the hazards.
If I remain or enter this area, I hold harmless the "agency" responsible for evacuation.

___ I, _____, will evacuate this property/
location, however, I wish to return to check my property from time to time. I
acknowledge that I know and understand the hazard. I hold harmless the
"agency" responsible for evacuation. I understand that if I do not check in and
out at the same Check Point each time I go to and from my property, I may
not be notified if the danger increases.

Address/Location where individual was advised to leave (list below):

_____

_____

Person **REFUSING** to evacuate (list information)

Print name: _____

Date of Birth: _____ Social Security #: _____

Next of Kin (print name): _____

Address: _____

Phone #: _____

Signature: _____

Date: _____

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Attachment 2: Evacuation Pro and Con

Pro	**Con**

Pro

1. <u>Feel Safer</u>. Evacuees "feel" safer by traveling away from danger.

2. <u>Vehicles Are Available</u>. Most evacuees (65-76%) use family vehicles and many others (11-19%) use a relative's or friends vehicle.

3. <u>Destinations</u>. Most evacuees (67%) go to homes of relatives and friends, or to cabins or second homes.

4. <u>Family Units</u>. Nighttime evacuations are as family units, daytime evacuations are usually without family unity, as many are at work, school, recreation or shopping.

5. <u>Effective Precautionary Evacuations</u>. Precautionary evacuations are very effective when sufficient time is available or when the incident is under control, e.g., an overturned tank car accident where righting of the tank car or transfer of the chemical contents can be held off until evacuation is complete, or when the population potentially affected is some distance away and the leak rate is slow.

6. <u>Long Term</u>. An evacuation is necessary when an accidental release could be long term or when there is real potential for explosion.

Con

1. <u>Time Required</u>. May take up to 2 to 4 hours to accomplish successfully.

2. <u>Lengthy Warning Message</u>. The public warning messages may be lengthy and confusing, since it has to identify the danger, the area to be evacuated, list evacuation routes, identify public shelters, and list what can and cannot be taken to the shelter.

3. <u>Extensive Support Services</u>. Requires setting up public shelters, traffic control, and area security as well as special transportation for those without vehicles, handicapped, and intensive care patients.

4. <u>Transient Populations</u>. Transient populations at parks, marinas, campgrounds, summer camps and resorts do not have normal home type communications available (TV, radio, telephone, etc.) to receive evacuation instructions and may be unfamiliar with the area.

5. <u>Potential Exposure</u>. If toxic fumes are present during the evacuation and wind changes speed/direction, evacuees could travel unawares into or through dangerous gases.

6. <u>Panic Flight</u>. If not controlled and organized well with frequent credible information, provided, some "panic" and confusion will occur.

7. <u>Multi-Jurisdictional Problems</u>. Problems of coordination of effort exist when evacuees of one jurisdiction are sent to another, or where the area evacuated consists of several municipalities.

7. <u>Liability</u>. Liability issues may arise if injuries, damages or loss of business and production occur, particularly if it is believed the evacuation was unnecessary, inappropriate, or in error. This is a superior reason to declare a disaster emergency before the evacuation.

Attachment 3: Evacuation Checklist

AGENCY	ACTION	STATUS
_____	Determine area that must be evacuated.	_____ Working _____ Complete _____ N/A
_____	Secure authority to evacuate.	_____ Working _____ Complete _____ N/A
_____	Determine policy for those refusing to evacuate.	_____ Working _____ Complete _____ N/A
_____	Identify Special Needs Populations	_____ Working _____ Complete _____ N/A
_____	Identify and open reception centers.	_____ Working _____ Complete _____ N/A
_____	Choose evacuation routes.	_____ Working _____ Complete _____ N/A
_____	Identify traffic control procedures.	_____ Working _____ Complete _____ N/A
_____	Identify and open shelters.	_____ Working _____ Complete _____ N/A
_____	Identify access control procedures.	_____ Working _____ Complete _____ N/A

_____ Write warning message(s).   _____ Working _____ N/A _____ Complete

_____ Activate alert warning devices.   _____ Working _____ N/A _____ Complete

_____ Issue special instructions to population   _____ Working _____ N/A _____ Complete
(i.e. EAS, door to door, vehicle PA, media).

_____ Conduct the evacuation.   _____ Working _____ N/A _____ Complete
Consider motels, parks, tourists, hospitals, nursing homes, jails, senior citizens care centers, handicapped, schools

_____ Provide transportation for those without.   _____ Working _____ N/A _____ Complete

_____ Provide emergency medical care as needed.   _____ Working _____ N/A _____ Complete

_____ Provide traffic control.   _____ Working _____ N/A _____ Complete

_____ Provide security for evacuated areas.   _____ Working _____ N/A _____ Complete

_____ Monitor area for safe re-entry.   _____ Working _____ N/A _____ Complete

_____ Issue all clear.   _____ Working _____ N/A _____ Complete

_____ Manage the return of evacuees.   _____ Working _____ N/A _____ Complete

Attachment 4: Shelter in Place Pro and Con

Pro

1. Immediate Protection. Protection can be provided immediately with little or no time required after warning.

2. Short Warning Message. The public warning message is short since it is only necessary to identify the danger, describe the area affected, describe expedients to reduce air infiltration to the home or building, etc.

3. Little Preparation Time. Little or no preparation time is necessary for shelter (only possible "sealing" of room be expedient improvements).

4. Ideal Life Support System. The home is an ideal life support system with food, water, sanitation, medicines, bedding, clean air, communications (TV, radio, telephone), and familiar surroundings.

5. Short-Term Exposures. May be very appropriate for short-term exposures (particularly "puff" releases) of 2-4 hours duration.

6. Little Staff Support. Requires considerably less emergency staff support than evacuation, as public shelter, traffic control, special transportation, and security personnel are not needed.

7. Reduced Liability. An in-place protection action issued for a chemical leak that later information proves as unnecessary will not be as ruinous or liable as an unnecessary evacuation order issued.

Con

1. Public Training Needed. The general public needs to be trained on in-place protection actions and acceptance, as this action may be contrary to normal human nature to run from danger.

2. Indoor Air Uncertainties. Uncertainties may exist about whether indoor air concentrations will remain sufficiently low for a sufficiently long time period.

3. Explosive/Flammable Materials. Inappropriate where releases of explosive or flammable gases could enter structures and be ignited by furnace and water heater ignitions.

4. Long-term Exposures. May be very inappropriate for long-term exposures ("plume" potential) of 12 hours or more.

5. Need To Air Out. Infiltration of contaminated air into the structure over a period of time could result in high cumulative inhalation exposures unless the structure is vacated and "aired out" after the plume outdoors has passed on or dispersed.

6. Transients. Those in parks, marinas, campgrounds, and outdoor sporting events may not have suitable shelter available and would have to travel to such.

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Attachment 5: Shelter in Place Procedures and Checklist

1. Stay inside house or building.

2. Close windows and doors. Turn off air conditioners and heating system blowers.

3. Gather radio, flashlight, food, water, medicine, duct tape.

4. Go to an inside area of building and seal cracks and openings to provide extra protection especially if staying longer than two hours.

5. Do not shelter in basement as some toxic gases are heavier than air.

6. Provide protective breathing if necessary (wet towel will work).

AGENCY	ACTION	Working	STATUS Complete	N/A
	Determine area to be sheltered in place. Ensure consideration of jails, hospitals, senior centers and handicapped.	_Working_	_Complete_	_N/A_
	Write warning messages(s).	_Working_	_Complete_	_N/A_
	Activate alert warning devices	_Working_	_Complete_	_N/A_
	Issue special instruction to population. (i.e., EAS, door to door, vehicle PA, media)	_Working_	_Complete_	_N/A_
	Implement in-place sheltering.	_Working_	_Complete_	_N/A_
	Provide special shelter for transient populations (campgrounds, parks, etc.)	_Working_	_Complete_	_N/A_
	Monitor and inspect areas for safe exit.	_Working_	_Complete_	_N/A_
	Issue all clear.	_Working_	_Complete_	_N/A_
	Go outside, air out house or building.	_Working_	_Complete_	_N/A_

Annex C: Financial Management

I.   Purpose

This Annex describes the means, organization, and process by which the County will manage financial issues during a declared disaster.

II.   Situation and Assumptions

A.   Situations

In responding to a major disaster, expenses will be incurred that are outside of existing budget appropriations. Expenses will include additional manpower for response, consumable supplies, and in some instances, capital outlays. Expenses for short and long term recovery need to be tracked appropriately so that homeowners, businesses, and vendors can be reimbursed as provided by law.

B.   Assumptions

1.   Shortages in vital resources may occur quickly during major disasters.
2.   Response agencies will sustain themselves during the first 24 hours of an emergency.
3.   Households and businesses affected by the emergency will sustain themselves during the first 72-96 hours of an emergency.
4.   Support will be available from State and Federal agencies within 72-96 hours.
5.   Expenses incurred by a protracted event will exceed existing budget appropriations and agreements.
6.   Recovery expenses fall outside of the normal budget processes of the Cities and the County.

III.   Concept of Operations

A.   The Incident Commander(s) will authorize activation of the financial management function.

B.   The financial management function will coordinate actions to track expenses incurred to combat the effects of a disaster. This may include overtime pay for response agencies, consumable supplies, contract services, and in some cases, capital equipment purchases.

C.   Emergency service agencies will track their individual expenses and provide reports as outlined in the Annex to the Financial Management Director.

D.   The Financial Manager (County Clerk), in consultation with the Incident Commander(s) and the EOC staff, will set specific expense reporting guidelines.

E.   Disaster victims will be responsible to work with individual insurance companies and, as necessary, file claims with the Disaster Recovery Center.

F.   Expenses, even when eligible for reimbursement, should be the responsibility of the requesting agency.

G.   If needs exceed County resources; detailed lists of what is needed will be passed on to the Idaho Office of Emergency Management.

H.   ESF 7 Resource Support will implement procedures to determine needs, set priorities, obtain and distribute goods and services, and coordinate financial accountability with the Financial Manager. Depending upon the nature of the disaster, this could be a simple one person undertaking, or a complex multi-person operation.

IV.   Organization and Responsibilities

A.   The Incident Commander will:

Authorize activation of the financial management function.

B.   The Financial Management Director (County Clerk) will:

1.   Report to, and operate out of, the EOC during emergencies.
2.   Coordinate with Bingham County Emergency Management Director and the EOC staff to determine financial needs and the priority of those needs.
3.   Track financial expenditures and recommend action to the Incident Commander(s) and EOC staff.
4.   Expand the financial management staff to meet the demands of the emergency by calling upon County employees in procurement, payroll, personnel, and others as needed.
5.   Oversee the financial aspects of meeting resource requests, including record keeping and budgeting for procurement and transportation.
6.   Coordinate with the Bingham County Director of Emergency Management when outside, state and/or Federal, assistance is required.

C.   The Bingham County Emergency Management Director will:

1.   Assist the Financial Manager as needed during response operations.
2.   After coordination with the Financial Manager and the Incident Commander(s), request assistance from the Idaho Office of Emergency Management when County resources are or will soon be exhausted.

D.   The Legal Advisor will:

1.   When requested, report to the EOC.
2.   Advise the Financial Manager on contracts and questions of administrative law.
3.   Advise the Incident Commander(s) on legal requirements of financial management, to include acquisition, economic stabilization, and rationing of essential resources in the County.

V.   Attachments

Attachment 1: Forms for Disaster Record Keeping

Attachment 1: Disaster Reimbursement Forms

IDAHO BUREAU OF HOMELAND SECURITY
STATE DISASTER
COST RECOVERY CHECKLIST

To receive payment, complete and sign the documents specified below. If a form is not applicable, please enter N/A.

* Request for Advance or Reimbursement Form

* Force Account Labor Costs
  - Force Account Labor Record
  - Copies of Timesheets or Payroll Reports

* Force Account Equipment
  - Force Account Equipment Summary Record
  - Invoice referencing hourly cost of time the equipment is actually used

* Rented Equipment
  - Rented Equipment Record
  - Submit copy of invoice referencing hourly cost of equipment actually used

* Contract Work
  - Contract Work Record
  - Copies of Contract labor time sheets
  - Contract Agreement with Vendor: Submit copy of invoice detailing work performed and costs incurred

* Materials & Supplies
  - Material Summary Sheet
  - For purchased materials or supplies, copy of vendor invoice detailing supplies or materials used
  - If using existing inventory, invoice detailing supplies or materials used

Contact BHS for Automated Excel File of these forms.

DATA ENTRY SHEET

Fill out the highlighted areas only and it will fill in the additional forms

APPLICANT NAME
STATE DECLARATION/DISASTER NO.
MISSION/PROJECT NO.
LOCATION/SITE
DESCRIPTION OF WORK PERFORMED
PERIOD COVERING

REQUEST FOR ADVANCE OR REIMBURSEMENT	1. Type of Payment Requested (See Line 7 below)		For NIS Use Only
	Advance 1		Approved by:_____
	Partial Reimbursement 2		Approved Date:_____
	Final Payment 3		Pay Request #_____

2. Applicant Name:		
0		

3. EMPLOYER IDENTIFICATION NUMBER		4.	PERIOD COVERED BY THIS REQUEST	
		FROM (month, day, year)		TO (month, day, year)

5. RECIPIENT ORGANIZATION	6. PAYEE (Where check is to be sent if different than item 5)
Name:	Name:
Number	Number
and Street	and Street
City, State, and ZIP Code:	City, State, and ZIP Code:

7.	COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
Mission Assignment or Project/Agreement Number:	0				TOTAL
Type of Payment Requested (Choose from #1 above)					
a. Eligible MA Costs Claimed					
b. MA Advance					
c. State Share to be required [_____ %]					
e. Local Share of PA [_____ %]					
f. Total to be paid:					

8. I certify that to the best of my knowledge and belief the data is correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED:
	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (AREA CODE, NUMBER, EXTENSION)

APPLICANT		DISASTER NO.	MISSION OR PROJECT AGREEMENT NO.	PAGE	OF
LOCATION/SITE				PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED					

Federal/State/Dedicated (FSD) Employee	DATE	Dates and Hours Worked Each Week							TOTAL HOURS	Costs			TOTAL COSTS
										HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	
NAME	REG.								0.00			$0.00	$0.00
JOB TITLE	O.T.								0.00			$0.00	$0.00
NAME	REG.								0.00			$0.00	$0.00
JOB TITLE	O.T.								0.00			$0.00	$0.00
NAME	REG.								0.00			$0.00	$0.00
JOB TITLE	O.T.								0.00			$0.00	$0.00
NAME	REG.								0.00			$0.00	$0.00
JOB TITLE	O.T.								0.00			$0.00	$0.00
NAME	REG.								0.00			$0.00	$0.00
JOB TITLE	O.T.								0.00			$0.00	$0.00
NAME	REG.								0.00			#REF!	#REF!
JOB TITLE	O.T.												

TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME — #REF! — $0.00

TOTAL COSTS FOR FORCE ACCOUNT LABOR OVERTIME — #REF! — $0.00

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

PRINT NAME

The BHS Force Account Labor Summary Record is comparable to FEMA form 90-123

There are other ways to calculate Fringe Benefits, this is only one.
This is normally done for each employee or each pay grade.

Employee Name: _____

Applicant: **0** _____

Mission/Project No. **0** _____

Disaster Number: **0** _____

Department _____

All calculations are based on the amount that _only the employer pays_ -
Most figures can be obtained from accounting dept.

Blocks that you fill in = | [ ]

Work hrs per year *(2080 hrs is normal work year)*	#	[ ]
Pay / Hour	$	[ ]
Basic Pay Annualized	$	0.00

See note 1

			Regular Time	%	Overtime	%
Vacation - days/year	#	days			*	
Holidays - days/year	#	days			*	
Retirement (% of annual salary))						
Social Security - fixed rate	%					
Medicare	%					
Sick Leave	%					
Unemployment	%					
Workman's Comp	%					
Health Insurance	$	/ mo / employee			*	
Life Insurance	$	/ mo / employee			*	
Dental	$	/ mo / employee			*	
Vision	$	/ mo / employee			*	
401K					*	
	%				*	

Total Percent = [0.0] [0.0]
Transfer to Data Sheet for Employee
Starting at row F35

Typical ranges 20-60 % 3-20 %

I certify that the information above was transcribed from payroll records or other
documents which are available for audit.

Certified by: _____
Print Name: _____
Title: _____

Note 1: Vacation, Holidays and Insurance are not figured into overtime benefits.
401K plans or similar type plans sometimes are not included in Overtime.
Retirement, Unemployment and Workmans Comp are sometimes included in overtime benefits.

APPLICANT	DISASTER NO.	MISSION/PROJECT NO.	
0	0	0	PAGE __1____ OF _1_____
FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME	
HOLIDAYS			
VACATION LEAVE			
SICK LEAVE			
SOCIAL SECURITY			
MEDICARE			
UNEMPLOYMENT			
WORKERS'S COMP.			
RETIREMENT			
HEALTH BENEFITS			
LIFE INS. BENEFITS			
OTHER			
TOTAL in % of annual salary	0.00%	0.00%	

COMMENTS

I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE

CERTIFIED BY	TITLE	DATE
PRINT NAME		

The BHS Applicant Benefit Calculation Worksheet is comparable to FEMA Form No. 90-128

LOCATION/SITE: ●

DESCRIPTION OF WORK PERFORMED: ●

PAGE _____ OF _____

PERIOD COVERING: 0

VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
				$0.00				
				$0.00				
				$0.00				
				$0.00				
				$0.00				
				$0.00				
				$0.00				
				$0.00				
				$0.00				
GRAND TOTAL				$0.00				

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED _____ TITLE _____ DATE _____

PRINT NAME _____

The BHS Material Summary Form is comparable to FEMA form 90-124

APPLICANT

LOCATION/SITE

DESCRIPTION OF WORK PERFORMED

DISASTER NO.

MISSION/PROJECT NO.

PAGE _____ OF _____

PERIOD COVERING

TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower, Make and Models as Appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
				$0.00				
				$0.00				
				$0.00				
				$0.00				
				$0.00				
				$0.00				
				$0.00				
				$0.00				
				$0.00				
GRAND TOTAL							$0.00	

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED   TITLE   DATE

PRINT NAME

The ERI S Rented Equipment Form is comparable to FEMA form 90-125

APPLICANT	DISASTER NO.	MISSION/PROJECT NO.	PAGE ___ OF ___
LOCATION/SITE			PERIOD COVERING
DESCRIPTION OF WORK PERFORMED			

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS - SCOPE
	GRAND TOTAL	→	$0.00	

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

PRINT NAME

The BHS Contract Work Summary Record is comparable to FEMA Form No. 90-126

APPLICANT

LOCATION/SITE

DESCRIPTION OF WORK PERFORMED

DISASTER NO.

MISSION/PROJECT NO.

PAGE _____ OF _____

PERIOD COVERING

Type of Equipment		OPERATOR'S NAME	DATE	Dates and Hours Used Each Day									Costs		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE													TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			Hours										0.0		$0.00
			Hours										0.0		
			Hours										0.0		
			Hours										0.0		
			Hours										0.0		
			Hours										0.0		
			Hours										0.0		
GRAND TOTALS													0.0		$0.00

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED   TITLE

PRINT NAME   DATE

The BHS Force Account Equipment Summary is comparable to FEMA Form No. 90-127

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Annex D Point of Dispensing

See Volume 2

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Annex E Terrorism

I.   Purpose

- The purpose of this plan is to establish basic procedures for responding to terrorist incidents in Bingham County; and

- To protect emergency response workers and the populace from terrorist incidents; and

- To coordinate and expedite activities and actions required to initiate an operation; and

- To ensure the most effective use of resources in the shortest time and in the safest, most economical manner; and

- To establish cooperative agency resource ordering procedures, unified command, and communications methods; and

- To establish cooperative terrorism response planning efforts.

II. Concept of Operations

A. **Notification & Communication**

1. During a terrorist event, notification and communication issues will be handled on two levels. Bingham County 911 Dispatch will be the primary communications center for local response and the Idaho State Communications Center will handle coordinated communications with state and federal agencies. See NOTIFICATION CHART for details.

2. The Bingham County 911Dispatch Center will serve as the 24-hour contact points for notification of terrorist incidents.

3. When notified of an actual or potential terrorist incident, the dispatcher will immediately record the available information.

4. When a response is to a known or suspected act of terrorism, all responders will be dispatched with that information. Notification of emergency responders will include police, fire, and EMS responders, as well as the State Communications Center. Early notification of hospitals and other health care providers will be critical, given the likelihood of a mass casualty scenario. The Bingham County Emergency Manager will contact amateur radio operators and request their support at local hospitals to assist with communications, when appropriate. Dispatch procedures shall be developed specifically for acts of terrorism.

5. When the response is to a "routine" emergency that is discovered to be an act of terrorism, the responding unit(s) shall notify Dispatch immediately to implement "Acts of Terrorism" procedures.

6. An act of terrorism will require the coordinated response of local, state, and federal resources. Initially, the communications among these agencies shall be coordinated through the Idaho State Communications Center (State Comm.). State Comm. shall be notified promptly of any such event.

7. Emergency responders will use their respective agency frequencies. As the incident grows and several agencies become involved, communications can become complicated. It is the Incident Commander's responsibility to ensure that everyone has common communications.

8. All personnel will use proper radio etiquette and will use clear text for all radio transmissions.

- **The Incident Command System (ICS) will be used for all terrorist incident response**. The Incident Command System (ICS) is a management tool that provides a flexible structure for response to emergency situations. It allows local, state, federal, and private entities to be integrated under a single command structure. Incident Command System (ICS) is critical for a successful response to an act of terrorism. The event is likely to involve mass casualties, explosives, chemical agents, biological agents, and/or fire, and encompass a potentially large crime scene. This will allow responders to develop strategies jointly, to ensure that each agency's concerns are being addressed, to share radio frequencies, and to maintain overall accountability of personnel.

- **Roles and Responsibilities** - Local emergency response agencies will employ the Incident Command System with a Unified Command structure for all terrorist incidents. The agency which arrives first will initiate incident command and appoint an Incident Commander. Once other agencies with jurisdictional or functional responsibilities arrive on scene, Unified Command will be established as soon as practical. To facilitate operations and communications, the members of a unified command should always work at the same Incident Command Post. Upon arrival, the Federal Bureau of Investigation (FBI) may assume the lead role in crisis management and establish a Joint Operations Center (JOC). The Joint Operations Center (JOC) will include representatives from federal, state, and local agencies.

    Command must recognize that there may be an extended response involving local, state, and federal agencies. A command structure must be established to reflect the campaign structure of such a response. Specialized units (such as Bomb Squad, Hazmat, and large-scale triage) need to be able to determine and carry out tactics that will meet the strategic goals established by the command staff. These divisions will require strong leadership, capable of both making independent decisions when appropriate, and of maintaining excellent communications and coordination with command.

- **Unified Command**

1. Unified Command is a unified team effort which allows all agencies with jurisdictional, and in some cases functional responsibility for the incident, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. In Unified Command, resources stay under the administrative and policy control of their respective agencies. Unified Command's functions include:

2. Decide on strategies, plans, and resources needed to resolve the incident.

3. Decide which Incident Commander will act as spokesperson for the operational period.

4. Selecting a Safety Officer, Public Information Officer, Liaison Officer, Operations Chief, and other ICS positions as required. The Operations Chief will normally be from the jurisdiction or agency with the greatest involvement.

5. Decide on demobilization priorities.

- **Initial Actions**

  1. The Incident Commanders (IC) will immediately assess the situation. The IC can then select the most appropriate strategy or combination of strategies.

  2. The IC will set up an Incident Command Post (ICP). The Incident Command Post (ICP) will be signified by displaying a flashing green light, a fluorescent orange flag, or a traffic cone.

  3. The Incident Commander (IC) will establish appropriate communications. Terrorist incident communications networks may include: Command, Tactical, Support, and others, as the situation demands. Specific frequencies will be determined at the time of the incident. No codes should be used and communications should be confined to essential messages.

  4. Other Incident Command System (ICS) features — Staging, Base, etc., should be established as required.

- **Priority of goals on a terrorist incident should be:**

  - First, protect life
  - Second, stabilize the incident
  - Third, protect property and the environment
  - Fourth, preserve evidence

- **Site Assessment**

  Recognizing an act of terrorism may be difficult. First responders must use their knowledge and training to identify clues that they are involved in a suspicious incident. In fact, well-trained dispatchers may catch the first clues to an act of terrorism.

  Therefore, responders must be alert to the possibility of becoming victims of the terrorists' activities. Early recognition of the presence of nuclear, chemical, or biological agents will allow responders to take appropriate protective actions and request assistance by a hazardous materials team. Awareness of suspicious or out-of-place packages or devices allows first responders to withdraw until a Bomb Squad team can safely handle the device. Recognizing the signs and symptoms of widespread chemical exposure allows responders to notify local hospitals to lock down and prepare for an influx of patients who are very ill and very frightened.

  Dramatically heightened security is the primary difference between a "normal" response and a response to an act of terrorism. The law enforcement element of

the response must be emphasized, and all responders must be aware of the possibility that they are targets.

- **Armed Assault/Hostage Crisis**

   Rescue and first responder activities inside any area controlled by, or threatened by, armed suspects should cease until the threat is neutralized by specialized law enforcement action. All responders and civilians caught inside the threat zone should evacuate immediately, if possible, or take shelter behind substantial cover. Law enforcement will secure the threat zone and search for destructive devices before rescue operations can begin or resume.

- **Control Zones**

   If an incident involves chemical or biological agents, three control zones should be established to organize the site according to function and risk. The **Hot Zone** is the hazmat operations area, where contamination does or could occur. First response personnel entering the Hot Zone must wear prescribed levels of protective equipment. The **Warm Zone** is where the **Decontamination Corridor** is located, and the **Cold Zone** is the support zone. The Command Post should be in the Cold Zone. **Access Control Points** must be established at zone perimeters to regulate the flow of personnel and equipment into and out of the zones, and to verify that the procedures established to enter and exit are followed.

- **Response Levels:** Three levels have been identified to facilitate the response to any type of crisis situation in Bingham County:

   LEVEL I: Standard Event - An event that poses an actual or potential threat to life, property, or the environment. It requires a commitment of standard local resources.

   LEVEL II: Emergency Event - An event that poses a significant threat to life, property, or the environment. It requires a commitment of mutual aid resources.

   LEVEL III: Disaster Event - An event that poses an extreme threat to life, property, or the environment. It requires a commitment of state or federal resources.

- **Emergency Operations Center**

   Large, complex terrorist incidents may require the activation of the Emergency Operations Center (EOC) to coordinate field operations and provide overhead support. The EOC will provide a meeting place for area officials when used in accordance with this agreement.

- **Weather**

   Certain terrorist events, or the strategies for dealing with them, may be influenced by the weather. In those cases, the National Weather Service should be contacted to obtain the latest detailed weather information.

- **Access and Road Closures**

  1. The Incident Commanders will request and obtain authority for road closures from the responsible agencies, as necessary.

  2. The Incident Commanders will determine perimeters to control access.

     a. Outer Perimeter - Access permitted to authorized emergency responders.
     b. Inner Perimeter - Access permitted only by approval of Incident Commanders to those actually involved in incident response.

  3. Security and access control will be the responsibility of the jurisdiction law enforcement agency. Law enforcement should stop all unauthorized vehicles and persons from entering the incident area.

- **Evacuation and Transportation** (see Annex B Evacuation and ESF 1 Transportation)

  - The Incident Commanders will determine if evacuation of threatened areas should be recommended.
  - Evacuation warning/notification should be carried out by law enforcement agencies whenever possible, assisted by fire agencies if necessary.

- **Methods of warning may include** (see ESF 2 Communications):

  - Emergency vehicle Public Announcement (PA) Systems
  - Door to door
  - Local broadcast media
  - Emergency Alert System

- **Evacuation transportation may include the following** (see ESF 1 Transportation):

  - Personal vehicles
  - Emergency vehicles
  - Local school busses

- **Sheltering** (see ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services):

  - Any time evacuation occurs due to a terrorist incident, the Incident Commanders will notify Dispatch, who will then contact the American Red Cross (ARC).
  - The American Red Cross (ARC) will open a shelter or make other arrangements for evacuees, as required.

- **Quarantine** (see ESF 8 Public Health and Medical Services):

  For some events involving chemical or biological agents, it may be necessary to quarantine an affected building and its occupants. In such instances Eastern Idaho Public Health District should be contacted immediately because only Eastern Idaho Public Health District has statutory authority to take this action. First responders should take actions consistent with preserving public health and safety until authorized officials arrive to implement quarantine orders.

- **Rehab/Food** (see ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services):

All responders should provide their own subsistence for at least the first twenty four hours. The American Red Cross/Salvation Army and other agencies may provide food and beverage for emergency responders, when requested.

- **Search and Rescue** (see ESF 9 Search and Rescue)

    - The Incident Commanders will determine when search and rescue operations are required.
    - Search and rescue operations will be coordinated by the Bingham County Sheriff's Office.
    - If necessary, other Law Enforcement, Fire Agencies, Hazmat Teams, and resources such as Idaho Mountain Search and Rescue may conduct search and rescue.
    - If the search is for victims contaminated or possibly contaminated with chemical or biological agents, the search should be conducted by emergency responders properly trained and equipped to deal with the situation safely.

III. Organizational Capabilities

A. Idaho State Department of Agriculture

The Division of Animal Industries is responsible for animal disease control, care, and well-being of domestic animals, and controls the movement of domestic animals. The Division will use local and state law enforcement officers who have the authority by criminal code to enforce Department orders, directives, recommendations, and/or findings.

The Division is available to provide veterinary and epidemiological expertise concerning animal disease out-breaks, including zoonotic diseases. The Division will also provide expertise and direction concerning the destruction of affected or exposed animals, as well as the disposal of animal carcasses. The Division can also mobilize private veterinary practitioners in emergency situations.

The Division of Plant Industries is available to provide a rapid and effective response when chemical toxins or other contaminant problems threaten animal feed or human food products. Toxins, as used here, include pesticides, mycotoxins, and other substances which may contaminate food or feed products and cause them to be illegal for sale, or dangerous if allowed in the food chain. The Division's Laboratory Services provides analytical information concerning sample composition, physical and chemical properties, including microbiological, pesticides, drugs, industrial chemical and heavy metals, and physical filth. Samples include foods and feeds such as human and animal consumption, and from environmental sources such as water, soil, or vegetation.

The Division's Agricultural Inspections has over 200 employees located at various grain warehouses, fruit packing facilities, potato sheds, and processing plants throughout the Snake River region with good knowledge of the commodities they inspect. Their assistance as a support staff in the event of a hazardous materials incident, terrorism, or natural disaster could be invaluable.

B. Idaho Department of Health and Welfare

The State Health Agency in Idaho is the Department of Health and Welfare, with primary health-related responsibility delegated to the Division of Health (DOH). The mission of the Division of Health is to advance the health of Idahoans through assessment, communication, and the assurance of conditions that foster optimal health and safety. There are seven health districts distributed throughout Idaho based in major population centers: Coeur d'Alene, Lewiston, Caldwell, Boise, Twin Falls, Pocatello, and Idaho Falls. Local governments directly operate the health districts with a local board of health. The State Health Department and the health districts are mandated, as described in the Rules and Regulations Governing Idaho Reportable Diseases, to report, control, and, when possible, prevent the transmission of reportable diseases and conditions. Currently there are sixty-one (61) diseases and conditions classified as reportable within Idaho.

The Idaho Department of Health and Welfare has close ties with its federal counterpart, the Centers for Disease Control and Prevention (CDC), to provide comprehensive disease monitoring at the local, state, and national level.

The Division of Health (DOH) has many functions that may prove useful prior to and during a release of a biological or chemical weapon of mass destruction.

1. Surveillance: Ongoing disease surveillance by state and district epidemiologist may detect an act of bio-terrorism, as many potential bio-terrorism agents are already reportable in Idaho. An unannounced event will be detected as an unusual cluster of illness, even in the absence of a definitive diagnosis, which is also reportable. The Idaho Division of Health (DOH) has recently entered into an agreement with neighboring states, Montana, North Dakota, and South Dakota, to improve regional surveillance for unusual diseases or clusters of unusual syndromes by expanding surveillance efforts to include non-traditional sources of information such as 911 call-logs, ask-a-nurse requests, poison control logs, pharmacy sales of anti-diarrheas, veterinary surveillance, etc. Extended surveillance, to include sentinel veterinary species will be done in association with collaborators at the state and federal agriculture departments so that zoonotic diseases are noticed early.

2. Diagnostics: The Department of Health (DOH) State Bureau of Laboratories will assist the Federal Bureau of Investigation (FBI) with identifying etiologic agents of biological and chemical terrorism, whenever possible. Biological agents can be identified up to bio-safety level-3 (BL-3) at the Boise facility, which includes most suspected agents (ex: anthrax, plague, and brucellosis). The BL-4 agents, such as hemorrhagic fever viruses (Ebola, Marburg), smallpox, and genetically altered microorganisms, will be shipped directly to a BL-4 facility at Center for Disease Control (CDC) or the Department of Defense (DOD) for analysis. Chemical agents would most often be identified in the field by members of Hazmat teams using rapid detection kits; however, the Department of Health (DOH) State Laboratory Environmental Chemistry Section would play a supportive role in detection and confirmation when required.

3. Epidemiologic Investigations: Epidemiology Services will instigate epidemiologic investigations in response to all reported cases, conditions, and clusters of illness, as outlined in the Rules and Regulations Governing Idaho Reportable Diseases. In the case of a covert attack, the epidemiologic investigation may provide the first clues to rule in or rule out an intentional release of a biological agent. An increase in physician or Emergency Room (ER) visits may be the first indication of an intentional release. This increase should be reported to the State Department of Health (DOH) under the 'extraordinary occurrence of illness' provision in the Idaho Reportable Diseases Regulations.

4. Control: Through the assistance of Center for Disease Control (CDC) and the Department of Defense (DOD), State Epidemiologists will help communicate the need for prophylaxis against bio-terrorism pathogens. An algorithm for exposure and risk assessment will be generated on a case-by-case basis. Control may be as simple as hand- and clothes-washing or as complex as vaccination, antibiotic campaigns, and environmental decontamination.

5. Communication: Epidemiology Services will provide information on agents of bio-terrorism upon request or as needed in response to an incident. Information will be of a standardized format; fact sheets, presentations, Center for Disease Control (CDC) Morbidity and Mortality Weekly Reports (MMWRs), decontamination (if appropriate or known), and prophylaxis. In the case of an announced event, fact sheets will automatically be faxed to all emergency rooms and immediate care facilities in the cache area. A representative of Department of Health (DOH) will be available 24 hours a day, via the State Communications Emergency Pager system, for consultation in the case of an emergency.

6. Follow-up: Epidemiology Services records the number of affected individuals through surveillance at the local and state level. Case investigations will be carried out in a timely manner on all affected individuals. Alterations in normal case-investigation procedures may have to be developed in the case of a large scale (100's-1000's involved) incident.

IV.   Documentation

Participating agencies should keep the following records throughout the incident:
- Personnel records
- Time keeping records
- Injury records
- Exposure records
- Equipment procurement and use records
- Dispatch Logs

III.   Safety

The safety and welfare of emergency responders shall be the first and foremost consideration in all incident operations and decisions.

A.   Training

Bingham County intends to use courses sponsored by the federal and state governments, as well as private organizations, to fulfill training requirements. Each emergency response agency must determine what type and level of training is required for its own personnel. The Idaho Attorney General's Office has expressed the opinion that for hazmat operations, as a minimum, all responders should be trained to the *First Response Operation* level.

B.   Personal Protective Equipment

Personnel protective equipment for events involving chemical or biological agents is:

1. Level A Protection

   i.   Supplied-air respirator (Mine Safety and Health Administration (MSHA) and National Institute for Occupational Safety and Health (NIOSH) approved). Respirators may be pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, airline respirators
   ii.   Fully encapsulating, vapor protective, chemical resistant suits
   iii.   Coveralls
   iv.   Long cotton underwear
   v.   Gloves, chemical-resistant
   vi.   Boots, chemical-resistant, steel toe and shank
   vii.   Hard hat (under suit)
   viii.   Disposable gloves and boot covers
   ix.   Cooling unit
   x.   2-way radio communications

2. Level B Protection

   i.   SCBA
   ii.   Supplied-air respirator (MSHA/NIOSH approved)
   iii.   Chemical resistant clothing
   iv.   Long cotton underwear (optional)
   v.   Coveralls
   vi.   Gloves (outer), chemical-resistant
   vii.   Gloves (inner), chemical-resistant
   viii.   Boot covers (outer), chemical-resistant
   ix.   Hard hats
   x.   2-way radio communications.

3. Level C Protection

   i.   Air-purifying respirator, full-face canister equipped (MSHA/NIOSH approved)
   ii.   Chemical-resistant clothing (coveralls; hooded, one-piece or two-piece chemical splash suit; chemical-resistant hood and apron; disposable chemical-resistant coveralls)
   iii.   Gloves (outer), chemical-resistant
   iv.   Boots (outer), chemical-resistant
   v.   2-way radio communications

    4. Level D Protection

        i.   Work uniform (shoes, shirt, trousers, etc.)
        ii.   Coveralls - optional
        iii.   Gloves - optional
        iv.   Chemical resistant boots - optional
        v.   Goggles - optional

IV.   Terrorism Investigation

Every terrorist incident responded to by local agencies shall be investigated by law enforcement, and an investigation report shall be completed. Every effort should be made to collect and preserve pertinent evidence.

NOTIFICATION CHART

Incident Discovery

911 Dispatch Center

Emergency Medical Services

Fire

Law Enforcement

Local FBI

OTHERS AS NEEDED:

Bingham County Public Works

American Red Cross

Eastern Idaho Public Health

CHEMTREC

Coroner

Bingham County Emergency
Management

National Response Center

National Weather Service

Public Works Dept.

Utilities

State EMS Com. Center:

As per protocol to include as
required:

ATF

EPA

FBI

BDS

OEM

DEQ

ID Dept. Health & Welfare

ID Dept. Agriculture

ID State Epidemiologist

(Others to be determined by
State weapons of mass
destruction plan)

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Annex F Volunteer Management

I.   Purpose

This Annex establishes an organizational structure and process by which the County can access and manage volunteer and service program resources for community-wide disaster response, relief and recovery efforts. When managed appropriately, volunteers and service programs provide valuable and cost-effective resources to the community.

II.   Concept of Operations

A. At the time of an emergency a volunteer coordinator will be identified to assist with the processing and recruiting of volunteers.

B. The volunteer coordinator will work under the Logistics section of the EOC regarding task identification and specific volunteer skill and resource needs. All volunteer inquiries will be directed through this person to assure proper procedures are followed.

C. Job descriptions will be made by the agency requesting volunteers with assistance from the volunteer coordinator.

D. All volunteers will use either the individual volunteer signup sheet or the group signup sheet.

E. Volunteers will be told what "jobs" are open either by verbal announcement or posting of the job descriptions.

F. Volunteers who wish to apply for a position will go to the agency requesting that job and be interviewed by a supervisor to assess their ability to perform that duty.

G. The requesting agency will be responsible for verifying credentials of volunteers.

H. The selected volunteers will be trained and supervised by the requesting agency.

I. The requesting agency will be responsible for ensuring volunteers use the volunteer time sheet on the 5th page of this annex.

J. The requesting agency will be responsible for informing the volunteer coordinator of positions that have been filled.

Keys to an effective volunteer management program

A. All volunteers **MUST** be treated as employees. This includes interviewing the volunteers, workmen's comp, and tracking hours for personnel and equipment.

B. Be sure to adequately train your volunteers for the service they will be performing and provide proper supervision.

C. Recognize the volunteers after their service.

III. **Attachments**

Attachment 1 - Volunteer Coordinator Responsibility Checklist
Attachment 2 - Individual Volunteer Signup Sheet
Attachment 3 - Group volunteer Signup Sheet
Attachment 4 - Volunteer Time Sheet for Personnel and Equipment

Attachment 1: Volunteer Management Coordinator

General Duties

- Establish and maintain communications with, or relocate to, the EOC.

- Establish and maintain communications with agencies requesting volunteers.

- Recruit the needed volunteers through established groups or individual methods.

- Ensure all volunteers fill out either the individual or group signup sheet.

- Ensure all volunteers' hours are tracked through the volunteer time sheet.

- Ensure all volunteers are appropriately assigned, utilized, prepared, and fed.

Action Checklist

- ❑ Initiate an event log of activities, beginning with notification of the emergency.

- ❑ Obtain a status briefing from the Logistics Section. Determine if local emergency has been declared and the anticipated needs for volunteers.

- ❑ Determine needs of all EOC sections and branches for volunteers.

- ❑ If necessary, assign and train volunteers to assist you.

- ❑ Request needed resources from EOC, including food and water for staff, phone lines and/or electronic communications equipment.

- ❑ Work with EOC's Finance/Administration Section to make sure your staffing and operations cost tracking follow FEMA guidelines.

- ❑ Maintain all required records and documentation to support the history of the emergency.

- ❑ Thank volunteers who contributed to efforts in the community. Consider also recognizing volunteers after the event (e.g., phone call, letter from the mayor, an article or ad publishing their names in a local newspaper, gift of commemorative item).

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Attachment 2: Individual Volunteer Signup Sheet

I (Name):_____ give my permission to voluntarily participate in any disaster response and recovery activities.

I understand that all reasonable and prudent precautions will be taken to ensure no harm or injury comes to me.

My emergency contacts are:

Name:_____ Phone:_____

Name:_____ Phone:_____

I am allergic to the following medications and or substances:

_____

_____

_____

_____

I hereby covenant and agree to release and hold harmless Bingham County, Homeland Security, and all other agencies and participants from and against any and all liability, loss, damages, claims, or actions for bodily injury and/or property damage, to the extent permissible by law, arising out of my volunteer participation.

_____   Date: _____

Signature

If under 18 years of age:

I (Parent/Guardian Name): _____ give my permission for my minor child (Name): _____ to participate in the (County) _____ drill or exercise. I give my permission for the disaster Coordinator/assigned delegate to transport and have my child treated if required.

Parent or Guardian does hereby covenant and agree to release and hold harmless Bingham County, Homeland Security, and all other agencies and participants from and against any and all liability, loss, damages, claims, or actions for bodily injury and/or property damage, to the extent permissible by law, arising out of their volunteer participation.

_____   Date: _____

Parent/Guardian

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Attachment 3: Group Volunteer Signup Sheet

Group Name:		Date:	

Name	Emergency Contact	Emergency Phone	Allergies

By completing the above form, I agree to voluntarily participate in any disaster response and recovery activities. I further covenant and agree to release and hold harmless Bingham County, Homeland Security, and all other agencies and participants from and against any and all liability, loss, damages, claims, or actions for bodily injury and/or property damage, to the extent permissible by law, arising out of my voluntary participation.

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Attachment 4: Volunteer Time Sheet for Personnel and Equipment

Name of Person or Equipment	Volunteer Position	Date	Time In	Time Out

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Annex G Mass Fatalities

I.   Purpose:

The purpose of this Mass Fatality Plan is to provide a framework to facilitate an organized and effective response to mass fatality incidents that treat the dead and their loved ones with dignity and respect. Mass fatalities may be caused by infectious diseases, such as Pandemic Influenza, natural hazards (e.g. earthquakes, floods and hurricanes), human-related hazards (e.g., commercial airline crashes, bridge or tunnel collapses), or pro-active human hazards (e.g. terrorist acts).

Cooperation and collaboration among all mass fatality response organizations is critical for effective mass fatality management. Successful management of a mass fatality incident involves public communication, vital records administration, mortuary operations, and decedent operations. The latter function entails human remains recovery, morgue services, and family assistance. These tasks fall under the auspices of the County Coroner. If any one of these operational areas is not able to carry out its critical function, the entire mass fatality infrastructure will be impacted.

II.   Objectives:

The primary objectives for the mass fatality plan are:

- To facilitate Bingham County's management of a mass fatality incident

- To delineate the command and control structure, who is responsible for activating the plan, and the criteria for levels of activation.

- To outline a means for obtaining the following support functions with scalability:

    o   Supplies and equipment

    o   Staffing requirements

    o   Facility requirements

- To provide information regarding health and safety threats when handling decedents

- To identify decedent operational areas

- To identify the stakeholders and organizations responsible for management and coordination of operational activities

- To describe the method with which human remains will be recovered and identified

- To outline a method for the preserving and storing of human remains on a temporary basis when normal capacity has been exceeded

- To detail local morgue capacity and operations

- To delineate a method for assisting families during a mass fatality incident

- To outline the process for obtaining death certificates and permits for disposition of remains

- To describe how the plan will be exercised, updated and maintained

III. Scope:

The Bingham County Emergency Operations Center (EOC) will be activated in response to a mass fatality incident. (The Southeastern Idaho Public Health District EOC may also activate to offer assistance if the Mass Fatality Incident is tied to a Public Health issues.) The County EOC will oversee the coordination of the multiple local, regional, state and federal agencies and departments involved in the management of the incident. This Plan will operate concurrent with other emergency plans activated in response to the incident. It should be noted that a mass fatality plan does not address the needs of injured survivors.

This Plan is based on the following standard response process for the management of human remains.
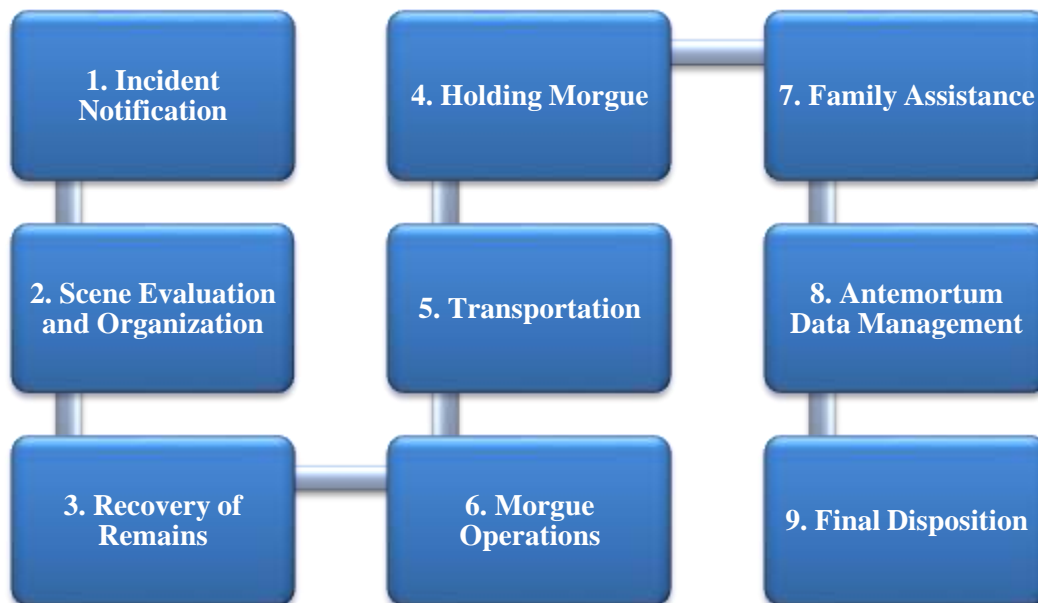
This Plan has been developed to fill the gap between those fatality incidents which can be managed by the Coroner's Office without assistance and those mass fatality incidents that cannot be handled locally or regionally which would require a federally activated Disaster Mortuary Operations Team. For the purpose of this Plan that gap is believed to be between 8 and 16 fatalities. The Plan has been written such that the County EOC and the Coroner's Office can easily transition to a full DMORT activation. The processes described and the forms dovetail directly into those that would be used by a DMORT if it was activated.

Introduction

A. General

The definition of a "mass fatalities incident" means a situation in which any of the following conditions exist:

1. There are more dead bodies than can be handled using local resources.

2. Numerous persons are known to have died, but no bodies were recovered from the site of the incident.

3. Numerous persons are known to have died, but the recovery and identification of the bodies of those persons is impracticable or impossible.

IV.   Situation and Assumptions

A.   Situation

- Bingham County has several State highways, railroad lines, and an airport. There is a daily potential for a mass fatality incident involving a passenger bus or aircraft. Additionally, there is the potential for a natural disaster to cause a mass fatality incident.

- A mass fatality incident in Bingham County can be defined as more than 8 deaths in a single incident or simultaneous incidents.

- Local, state, and federal assistance is available to help with mass fatalities operations.

- The County Coroner is responsible for search, recovery, identification, family notification, and disposal of mass fatality victims.

- The Bingham County Emergency Services Coordinator is responsible for the request and coordination of resource and will assist the Coroner in the completion of his responsibilities as needed.

B.   Assumptions

- The ultimate purpose in a mass fatality response is to recover, identify and effect final disposition in a timely, safe, and respectful manner while reasonably accommodating religious, cultural and societal expectations.

- Under certain circumstances, this will be challenging and require support and leadership from all levels of government.

- The Bingham County Coroner is ultimately responsible for managing mass fatalities; however, there are many other organizations that are involved in the resolution of a mass fatality incident.

- A mass fatality plan will be activated in concert with a mass casualty plan (to ensure care for survivors), and normally be activated in concert with jurisdictional emergency operations center(s).

- State and Federal laws and regulations provide guidance for mass fatality response. They specify organizations responsible for mass fatality management, response requirements, organizational authority and responsibilities.

- Requests for assistance and response efforts will be managed utilizing the National Incident Management System and the Incident Command System.

- Incident Site operations will be performed according to professional protocols to ensure accurate identification of human remains and, under certain circumstances (e.g., commercial airline accident and criminal or terrorist act), to preserve the scene and collect evidence.

- Mass fatality incidents create widespread traumatic stress for families, responders, and often, the community-at-large. Traumatic stress can lead to physical illness and disease, precipitate mental and psychological disorders, and can destroy relationships and families. Attending to behavioral health needs of victims' and responders is critical.

- Under certain circumstances (e.g., commercial airline accident or terrorist act) select federal agencies will have critical on-scene responsibilities, thus requiring close and on-going coordination with the Sheriff-Coroner's Office, local and state agencies.

- Evaluation of a mass fatality incident site may require specialized assistance from local, state and federal agencies. Chemical, biological and radiological detection equipment and personnel may be required.

- Depending upon the natural or manmade disaster that engenders the mass fatality incident, the County's infrastructure may be severely impacted causing significant delays and progress in recovering and managing the dead.

- All agencies will cooperate with scene preservation before, during, and after the survivors are removed from the scene.

- A mass fatality incident can physically and emotionally overwhelm responders. Critical Incident Stress Debriefing teams will be available.

- Disaster plans are in place and will be used by carriers, corporations, hospitals, and other agencies involved with mass fatality incidents.

- Specialized resources are available to assist local agencies deal with mass fatality incidents.

V.   References

- Bingham County Emergency Operations Plan June 2006

- Bingham County Multi-Jurisdiction All Hazard Mitigation Plan 2008

- National Association of Medical Examiners – Mass Fatality Plan

- Idaho Department of Health and Welfare – Public Health Preparedness and Response Plan – Annex J Mass Fatality Response, Version 6 September 2010

- DHS Target Capability – Fatality Management

VI.   Concepts of Operations

A.   Plan Activation

The Bingham County Mass Fatalities Plan will be activated upon request of the Bingham County Coroner. It is assumed that the Plan will be activated when the number of decedents exceeds 4.

To activate the Plan the Bingham County Coroner will:

1.   Request the Bingham County Dispatch Center to contact the Bingham County Coordinator of Emergency Services and request Plan activation.

2. The Bingham County Coordinator of Emergency Services will activate the County Emergency Operations Center.

3. The Bingham County Coordinator of Emergency Services working with the County Coroner will develop an Incident Action Plan which will outline tactical and strategic steps that will be taken including the activation of specific Emergency Support Functions.

4. If the incident exceeds the capabilities of Bingham County the Coordinator of Emergency Services will prepare and request approval of a Disaster Declaration by the Bingham County Board of County Commissioners.

5. The Disaster Declaration will be forwarded to the State of Idaho Office of Emergency Management.

6. The Bingham County Coordinator of Emergency Services will request the regional assistance through the OEM Area Field Officer.

B.   Initial Staging and Recovery Procedures.

1. Remains shall not be disturbed or moved until the Coroner has given approval.

2. A survey and assessment of the situation will be made by, or under the direction of, the Coroner to determine the following information:

   a.   Number of fatalities.

   b.   Condition of the bodies, i.e. burned, dismembered, etc.

   c.   Difficulty anticipated in the recovery of the bodies and the type of personnel and equipment needed.

   d.   Location of the incident, accessibility, and difficulty that may be encountered reaching and working at the scene.

   e.   Safety of scene

   f.   Condition of bodies

   g.   Resources/possible recovery hazards (chemical, biological, etc)

VIII.   Human Remains Recovery

A.   Overview

A mass fatality event is any incident resulting in more deaths than can be managed utilizing local available resources. Since the scale of the event will be significantly larger than normal, an organized response is essential for a timely and effective resolution. Resolution of a mass fatality event entails the following human remains recovery operation phases:

- Phase 1: Evaluation and Investigation of the incident scene

- Phase 2: Search and Recovery (collection and documentation of human remains, property and evidence at the incident site)

- Phase 3: Transportation of human remains, personal effects and evidence to the incident morgue

Human remains recovery efforts will vary greatly depending upon the incident. A natural or manmade disaster that produces mass fatalities may severely impact local infrastructure engendering significant delays in recovering and managing the deceased. However, regardless of the nature of the event, every effort should be made to treat the deceased with dignity and respect. How the response is handled and how it is perceived by the public can have long term impact. Additionally, all recovery sites for human remains should receive the same crime scene protocol as any other crime scene.

B.   Health and Safety Guidelines for Workers Handling Human Remains

Employers and workers face a variety of health hazards when handling, or working near, human remains. Workers directly involved in recovery or other efforts that require the handling of human remains are susceptible to blood borne viruses such as hepatitis and HIV, and bacteria that cause diarrheal diseases, such as Shigella and Salmonella.

General Precautions

The following precautionary measures can help employers and employees remain safe and healthy while handling human remains.

Personal Protective Equipment

- **Hand Protection**- When handling potentially infectious materials, use appropriate barrier protection including latex and nitrile gloves (powder-free latex gloves with reduced latex protein content can help avoid reaction to latex allergies). These gloves can be worn under heavy-duty gloves, which will protect the skin from injury (caused by sharp environmental debris or bone fragments). A combination of a cut-proof inner layer glove and a latex or similar outer layer is preferable.

- **Foot Protection**- Footwear should similarly protect against sharp debris.

- **Eye and Face Protection**- To protect your face from splashes of body fluids and fecal material, use a plastic face shield or a combination of eye protection (indirectly vented safety goggles are a good choice if available; safety glasses will only provide limited protection) and a surgical mask.

Hygiene

- Maintain hand hygiene to prevent transmission of diarrheal and other diseases from fecal materials on your hands. Wash your hands with soap and water or with an alcohol-based hand cleaner immediately after you remove your gloves.

- Give prompt care to any wounds sustained during work with human remains, including immediate cleansing with soap and clean water. Workers should also be vaccinated against hepatitis B, and receive a tetanus booster if indicated.

- Never wear PPE and underlying clothing if it is damaged or penetrated by body fluids.

- Ensure disinfection of vehicles and equipment

Ergonomic Considerations

Lifting or moving heavy objects, particularly when done repetitively, can result in injuries to the workers involved. Human remains that have been in water for some time are likely to be even heavier than normal. Having more than one person involved in lifting the human remains will help to reduce the potential for injury. Following appropriate lifting techniques will also help to protect people, as will the use of mechanical lifts or other devices when available.

Myths

- There is no direct risk of contagion or infectious disease from being near human remains for those who are not directly involved in recovery or other efforts that require handling the remains.

- Viruses associated with human remains (e.g., hepatitis B and C, HIV, various bacteria, etc.) do not pose a risk to someone walking nearby, nor do they cause significant environmental contamination.

- The smell of human decay is unpleasant; however, it does not create a public health hazard.

C.   Scene Evaluation and Investigation

In large events, unified command will oversee incident site operations. At the onset of an event, local law enforcement, fire, and EMS will be the first to arrive on seen. The Coroner's Office will be contacted once it's known that the incident involves mass fatalities. The Coroner's Office will be in charge of human remains recovery. They will establish an evaluation team which will work in conjunction with other agencies depending upon the nature of the event. At a minimum, the Coroner's Office Evaluation Team will consist of the Coroner, an Investigator from Local Law Enforcement, and a deputy Coroner for the initial evaluation.

The only potential exceptions to this rule are incidents involving commercial airline accidents and incidents where domestic terrorism is suspected. The FBI is the lead investigation agency for any credible terrorist threat or situation that could potentially threaten the public. The FBI Evidence Response Team will staff and oversee the search and recovery of human remains, personal effects, and accident-related wreckage, with the local jurisdiction augmenting response. In this instance, they will respond with a scene evaluation team in addition to search and recovery teams.

Depending upon the incident and the jurisdiction, local evaluation teams can be expanded by requesting regional assistance, and additional assistance from the State, and Federal level. Specialized search, recovery and decontamination teams will be called in to respond to incidents involving chemical, biological or radiological contamination such as Hazmat, Public Health, and Environmental Health, and if necessary, the Disaster Mortuary Operational Response Team (DMORT).

Site Safety and Security

Prior to entering the site to perform the evaluation, the site must be assessed and cleared for safety by the appropriate agency.

Site security will be required in order to

- Maintain the integrity of the scene

- Maintain chain of custody of evidentiary items

- Prevent incident response workers from being disturbed

- Control unauthorized volunteers who may rush to the scene in an attempt to render aid

- Prevent the media and the general public from witnessing/publicizing the condition of human remains

- Maintain the dignity and privacy of families

Access to the scene and other fatality management operations will be controlled by law enforcement/security. A badging system to monitor access will be employed. Rules of access will be clearly established and strictly enforced including:

- Utilizing a badging and identification procedure for everyone entering or leaving

- the incident scene

- Limiting vehicle access; establish traffic patterns for all incoming and outgoing vehicles

- Security guards will be stationed at site perimeter to prevent looting or tampering

Site Evaluation

Once the site is secured and considered safe, the Evaluation Team will assess the scene to determine the:

- Approximate number of dead

- Location of the remains

- Condition of the bodies

- Environmental conditions

- Accessibility of the incident site/type of terrain

- An estimate of the number of personnel necessary to implement an effective recovery plan

- Specialized equipment or personnel needed

- Locations of atypical cases

- Additional biological, chemical, radiological or physical hazards previously undetected

- Level of personal protective equipment required

The following chart outlines a typical ICS structure organized to manage the field component of a mass fatality recovery operation.
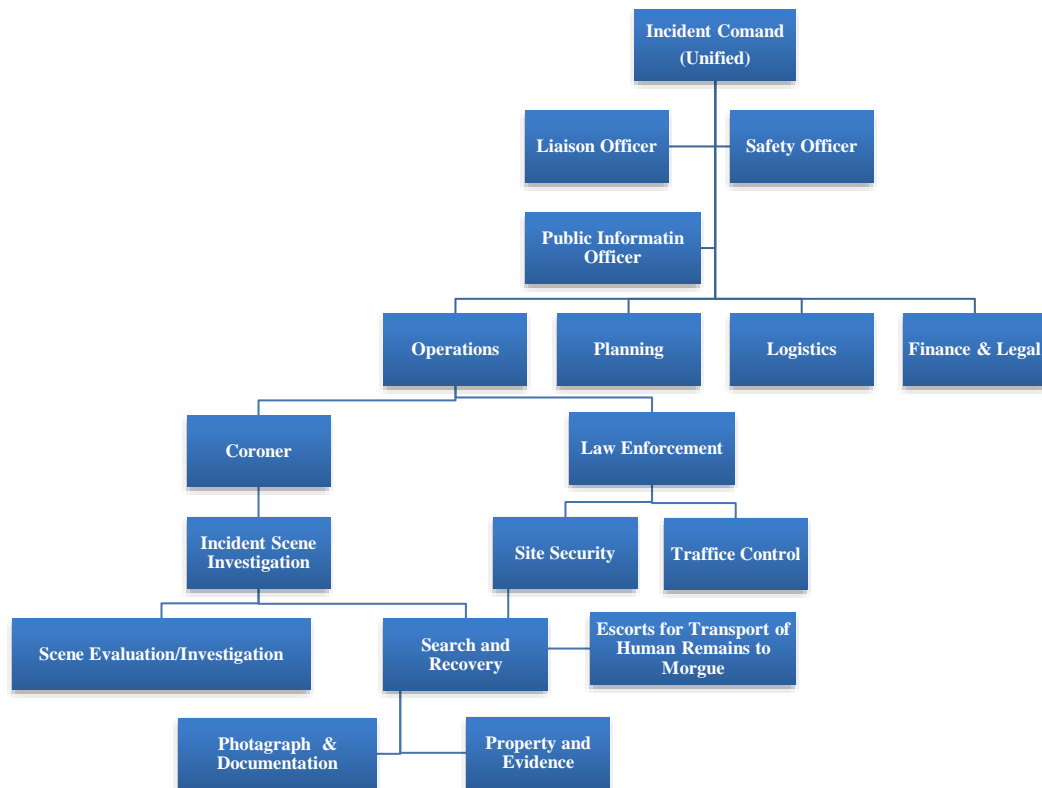
Incident Action Plan

The Coroner will determine incident objectives and strategy in coordination with Unified Command at the incident site to develop an Incident Action Plan. The information gathered by the initial evaluation team will serve as the basis from which all the agencies involved in incident site operations can collectively agree on an organized approach to processing the incident site.

At a minimum, the IAP will include a:

- Human Remains Recovery Plan

- Transportation and Storage Plan

- Safety Plan (which includes staff personal protective equipment requirements)

- Security Plan (which includes site security and credentialing systems).

Please refer to Bingham County Emergency Operations Plan – Standard Response Guide #1- Incident Action Plan Development.

D.   Search and Recovery

Search and Recovery entails locating, collecting and documenting postmortem human remains, property and evidence at the incident site. It requires a standardized approach to

ensure that the location of remains and materials at the scene is documented. Search and recovery activities will only commence after all rescue operations have been terminated. No remains shall be moved, or touched by workers until direction and approval have been given by the Coroner.

Search and Recovery personnel are responsible for the laborious physical removal and collection of human remains in whatever condition they may be found. It's important that search and recovery workers are prepared for the stress of recovering dead bodies and body parts.

Once workers have reported to the staging area, a briefing will be held, the Incident Safety Plan will be reviewed, assignments will be issued, and if appropriate, workers will be divided into teams based on the following responsibilities:

- **Photography and Documentation Team**- Responsible for photographic (video, Polaroid, digital images, hand sketches) and written documentation of human remains, property and other evidence found at the incident site prior to movement.

  All photographers must sign a *Release of Copyright* form. Photography and documentation must occur prior to the removal of human remains. This is to ensure the integrity of the scene and facilitate accurate identification of the deceased.

- **Search and Recovery Team**- Responsible for searching, removing, and transferring of human remains from the incident site to the incident morgue. This team coordinates human remains transportation needs and resource requests with the Logistics section.

- **Property and Evidence Team-** Responsible for recording, collecting, packaging and transferring property and evidence found at the incident site using standardized 'chain of custody' documents.

At the onset of search and recovery operations, a grid map should be prepared using surveying or equipment or computer gridding. An organized search pattern should be established that incorporates search and rescue intelligence. This should entail a comprehensive search of assigned grid or search patterns and consider the use of aides such as global positioning devices for each body or body part discovered. Engineering and surveying consultants should be utilized as needed.

All remains should be photographed and grid marked prior to recovery. Suitable stakes or flags will be placed at the location of each body or body part and the flags will be numbered. These flags should remain in place after collection of the items to be recovered.

An accurate and reliable numbering system for all human remains is crucial to an effective response mission.

All remains must be identified with a number:

- Complete bodies should be prefixed with the letter "B"

- Body parts should be prefixed with the letter "P"

- Personal effects should be prefixed with the letter "E"

Human remains will be tagged with waterproof tags and records documenting the location or surroundings in which the remains were found. When practical, remains will be containerized in a body bag with corresponding numbers labeled on the bag. To preserve dental evidence, craniofacial remains should be wrapped for protection. Remains may then be removed as authorized from the initial discovery site to a staging area for transport to the morgue.

Search and Recovery Equipment List:

- Boundary Tape
- Fluorescent Paint
- Body Bags
- Biohazard Bags
- Zip Lock Bags
- Paper Bags
- Measuring Device
- Computers
- Cellular Telephones
- Sharps Container
- Protective Suits, Mask and Gloves
- Metal ID Body Tags
- N-95 Respirators
- Refrigerated Trailer
- DVD Camcorder
- Cameras
- Motorola Radios
- Pin Flags
- Permanent Markers

E.   Personal Effects

The collection, identification, and disposition of the personal effects of deceased victims in a mass fatality incident are conducted concurrently with the collection, identification, and disposition of human remains.

Careful collection and location plotting of personal effects found at a disaster site is crucial to the preservation of clues of ownership. Property found on remains must stay with the recovered remains. 'Unattached' personal effects found near the body will be placed in a container, tagged with the corresponding numbers and data reflecting the location, and will be secured. Valuables such as wallets or jewelry that are attached to the body shall not be removed. Such valuables found on or near the body that has potential identification value should be placed in a container and charted as to the exact location of recovery. Personal effects will be photographed prior to removal. Items should be placed in clear plastic bags for easy identification. An identification number should be placed on each bag.

When recording items, basic descriptions should be used; never make assumptions as to what an item is. A ring should be described as "yellow metal with a clearstone" not "gold with a diamond".

The collection, inventory, and return of personal effects to the decedent's family is extremely important. If possible all personal effects should be released to the next of kin as soon as possible. All unidentified personal effects should remain under control of the Coroner or his designee.

F.   Contaminated Remains

A hazardous or contaminated mass fatality site will delay responders from recovering remains in a timely fashion. Human remains or personal effects contaminated with a chemical, biological or radiological agent **must** be decontaminated prior to transport. The

Bingham County Coroner, consulting with the Bingham County Fire Department or the Southeastern Idaho Regional Hazardous Materials (HazMat) team is responsible for determining the best approach for mitigating hazardous material agent(s) while preserving remains, personal effects, and evidence. This may entail additional local, state or coroner mutual aid assistance. If necessary, DMORT Weapons of Mass Destruction Teams (WMD) can be called in to manage the decontamination of remains at the incident site.

The bio-waste and other bodily fluids from human remains during phases of recovery could potentially become a hazardous and toxic issue requiring collaboration with the Southeastern Idaho Public Health District. Universal Precautions should be adhered to at all times.

On-Site Decontamination

Decontamination teams, when present, will establish a processing area, identified by color code zones, in order to facilitate site processing;

- **Red Zone**: Remains are brought to the site where remains are to be decontaminated. Body numbers are assigned, personal effects and clothing are removed, and photographs are taken.

- **Yellow Zone**: Remains undergo a full body examination, including notating significant features. Gross decontamination takes place by thorough scrubbing with an appropriate cleaner. A solution of sodium hypochlorite and soapy water are the best cleaning agents.

- **Part Yellow and Part Green Zone**: A Chemical Agent Monitor (CAM) is used to determine if the Yellow Zone performed its job completely. The body is returned to the Yellow Zone if the CAM detects any remaining contaminants.

  o If the remains cannot be "cleaned" after the number of attempts designated by the Coroner in consultation with Hazardous Materials Team, the team will report to the Coroner for determination of disposition of remains.

  o When remains cannot be adequately decontaminated, arrangements with the receiving funeral service may need to be coordinated to provide for a sealed container that can be externally decontaminated and must not be reopened prior to final disposition in accordance with incident directives.

- **Green Zone**: Remains are placed in a clean refrigeration unit and sent to the morgue.

G.   Transportation of Remains

Transportation entails movement of human remains, property and evidence to the incident morgue as well as transportation of personnel and equipment to and from the incident site. Transportation to both temporary and incident morgues is tasked and staffed through EOC Logistics based on needs identified by the Coroner.

This transfer should be handled discretely using closed vehicles if possible. If deemed necessary, all names or logos on transport vehicles will be removed or covered. Refrigerated vehicles should be parked in a secure area close to the incident site with

preferably easy access to load the remains. Records will be kept at the staging area and at the morgue as to the identity of the driver and the tag numbers of the deceased being transported.

The bags should be opened to verify tag and bag numbers. The bodies or body parts should be logged with the log entry containing bag number, vehicle number, driver's name, and time of dispatch. The driver should verify and sign the Transportation Log entry. Remains that have been bagged and tagged are loaded into the vehicle. Human remains should not be stacked. Vehicle doors should remain locked while human remains are inside. The remains are then transported to the morgue. Transport vehicles will follow an assigned route to the morgue moving in convoy and escorted by law enforcement.

H.   Respite Center

Responding to a mass fatality incident can be overwhelming, leading to traumatic stress. Support for responders is essential to monitoring and minimizing the impact. A respite center for incident site workers will be required.

The Respite Center will be organized and managed by the EOC Logistics Section based upon needs identified by the Coroner's Service Branch and other agencies/ departments with personnel at the incident site. The size, amount of space, and number of services needed at the respite center will depend on the nature of the incident. The Respite Center should be located in close proximity to the incident site and designed to preserve the privacy of workers. Additional important facility components include:

- Security present
- Showers and bathrooms
- Space for:
  - o Storing supply of Personal Protective Equipment (as required by nature of incident)
  - o Donning and cleaning/decontaminating and doffing PPE that is appropriate to the nature of the incident
- Capability for safe disposal of used Personal Protective Equipment (PPE) and decontamination, based on the nature of the incident.
- Large room for briefings and debriefings at beginning and end of shifts
- Lockers or space for storing workers' personal belongings
- Areas for rest
- Availability of food and beverages
- Basic first aid
- Mental health/spiritual care services

I.   Disaster Mortuary Operations Team (DMORT)

In the event that the recovery exceeds the capability of the local, regional, or State of Idaho capabilities the State of Idaho Emergency Operations Center can request the activation of a DMORT through FEMA Region 10.

The Department of Health and Human Services has organized Disaster Mortuary Operation Response Teams. Under this system, the country is divided into ten regions, each with a Regional Coordinator. Bingham County is served by the Region 10 team. For the duration of their service, DMORT members work under the local authorities of the disaster site and their professional licenses are recognized by all states.

The DMORTs are composed of civilian funeral directors, medical examiners, coroners, pathologists, forensic anthropologists, fingerprint specialists, forensic odontologists, dental assistants, and x-ray technicians. They are supported by medical records technicians and transcribers, mental health specialists, computer professionals, administrative support staff, and security and investigative personnel. When a DMORT is activated, the personnel on the team are treated and paid as a temporary Federal employee.

DMORT can be activated by four methods:

Federal Disaster Declaration:
The Federal Response Plan dictates how federal agencies respond following a disaster. A request for DMORT assistance must be made by a local official through the state Emergency Management Agency, who will then contact the regional office of the Federal Emergency Management Agency (FEMA). Based on the severity of the disaster, FEMA can ask for a presidential disaster declaration, allowing the DMORT team to be activated. This process can take 24-48 hours.

Aviation Disaster Family Assistance Act:
Under this federal act, the National Transportation Safety Board (NTSB) can ask for the assistance of DMORT. The act covers most passenger aircraft accidents in the United States and U.S. territories. The NTSB coordinates with the local medico-legal authority to assess local resources and capabilities, and can activate DMORT upon the request of the local authority.

U.S. Public Health Act:
Under the U.S. Public Health Act, the U.S. Public Health Service can provide support to a state or locality that cannot provide the necessary response. Under this act, the state or locality must pay for the services of DMORT, including salary, expenses, and other costs.

Memorandum of Understanding with Federal Agency:
The DMORT may be requested by a federal agency to provide disaster victim identification. Under this mechanism, the requesting agency must pay for the cost of the DMORT deployment. As an example, following the crash of United Airlines Flight 93 in Pennsylvania on September 11, 2001, DMORT was activated under an MOU with the FBI.

FEMA maintains two Disaster Portable Morgue Units (DPMU) which are staged at the FEMA Logistics Centers in Rockville, Maryland and San Jose, California. Each DPMU

is a cache of equipment and supplies for a complete morgue with designated workstations for each process the DMORT team is required to complete.

IX.   Human Remains Storage

A.   Overview

The purpose of this chapter is to identify the capabilities of Bingham County for the storage of victims and remains. A mass fatality incident will undoubtedly overload the existing capacity and therefore it will be necessary to sequentially: 1) Utilize existing surge capacity; 2) Request the Regional Portable Morgue Unit through mutual aid; and then 3) Construct temporary morgue facilities using tents or trailers. The latter two actions may take place at pre-identified temporary morgue sites. In some instances, it may be necessary to store remains for a period of time until the examination and identification process are able to occur. Guidelines for examination sites and short-term preservation are delineated below. The primary goal is to store and preserve human remains in a dignified and respectful manner as they await final disposition.

B.   Morgue Facilities – Permanent

The following table delineates the current storage capacity at local hospitals and morgues in or near Bingham County.

Location	Refrigerated Morgue Capacity
Bingham Memorial Hospital	0
Hawker Funeral Home (Blackfoot)	10
Nalder Funeral Home (Shelley)	3
Cornelison Funeral Home (Pocatello)	2
Colonia Funeral Home (Pocatello)	3 (6 if smaller children)
Downard Funeral Home (Pocatello)	2
Manning Wheatley Funeral Home (Pocatello)	2
Wilkes Funeral Home	4 (12 if in body bags)
Portneuf Medical Center	Unknown

C.   Morgue Facilities – Temporary

The refrigeration capacity of the county hospital morgues and local mortuary will likely be exceeded during a disaster, especially if there are many unidentified bodies or remains recovered in the first hours of the event. This will engender the need for temporary morgue facilities.

The Regional Portable Morgue Unit (To be developed) is a pre-packaged unit that contains administrative supplies, forensic equipment, support equipment and instrumentation required to operate a temporary morgue facility in the field. It may also be used to support an existing morgue in a surge situation. Additionally, this unit contains

office equipment to support a Family Assistance Center. The Unit can be requested through the OEM Area Field Officer or the Bannock County Coordinator of Emergency Services.

FEMA's Disaster Portable Mortuary Units (DPMU's) can be ordered through a DMORT team and arrive on scene via a flatbed tractor trailer unit. Should DPMU's not be available, it will be necessary to convert an existing site into a temporary morgue facility.

Sites that are frequently used by the general public such as public auditoriums and school gymnasiums should not be used. Also, facilities with nearby stores or offices should not be used. Abandoned warehouse and airplane hangars are the best options for incident morgue facilities.

Site Requirements

Any facility used as a temporary morgue should meet the following requirements:

Size

- 5,000 - 10,000 square feet at a minimum
- Room for 53' refrigerated trailer(s) (number needed to be determined by incident)

Structure Type

- Hard, weather-tight roofed structure
- Separate accessible office space for the Information Resource Center
- Separate space for administrative needs/personnel
- Non-porous floors, preferably concrete

Accessibility

The temporary morgue site should have:

- Easy access for vehicles, equipment and a tractor trailer
- A 10-foot by 10-foot door
- Loading dock access or site should be at ground level
- Convenience to the incident scene
- Complete security (away from families)

Electrical

- Electrical equipment utilizes standard household current (110-120 volts)
- Bingham obtained from accessible on site distribution panel (200-amp service)
- Electrical connections to distribution panels made by local licensed electricians

Communications Access

- Existing telephone lines for telephone/fax capabilities
- Expansion of telephone lines may occur as the mission dictates

- Broadband Internet connectivity

- If additional telephone lines are needed, only authorized personnel will complete any expansion and/or connections

Water/Sanitation/Drainage

- Single source of cold water with standard hose bib connection

- Water hoses, hot water heaters, and sinks

- Existing drainage to dispose of gray waster

- Pre-existing rest rooms within the facility are preferable

Temporary Holding Morgue Requirements

The temporary holding morgue is where remains are held until transported to the incident morgue.

- A permanent or semi-permanent structure near the incident site, which can be a refrigerated tent or container

- Consistent 35-38° F temperature

- Shelves (no higher than waist height) to store remains; remains will not be

- stacked

- Locked and/or with ongoing security.

The size of the temporary holding morgue will depend on the anticipated number of decedents. Refrigerated vehicles that will be used to transport remains to the incident morgue may be adequate for short term storage.

Temporary Morgue Sites Identified

The following sites in Bingham County have been identified as potential Temporary Morgue sites:

- Mathews Mortuary Garage

- Bingham County Airport Hangers

- Bingham County Ambulance Building

D.   Long Term Examination Center

A Long-Term Examination Center may be needed when there is extensive property destruction with the commingling of human remains. Examination and identification of human remains will need to continue after the temporary incident morgue closes. The center will provide working space for the Coroner, law enforcement and HazMat technicians. Often times, the Long-Term Examination Center will continue after the emergency has officially been declared over and the incident site, temporary incident morgue, and Family Assistance Center are closed. It is the responsibility of the Coroner and the County EOC to assure proper support and operation of the site as long as it is required.

E.   Human Remains Preservation and Storage

The following are recommendations for the temporary storage of human remains:

Refrigeration

Refrigeration of human remains between 38° and 42° Fahrenheit (4° to 8°C) is the best option. This can be accomplished with the use of:

Refrigerated transport containers/trucks: Large transport containers used by commercial shipping companies generally hold 25-30 bodies (laying flat on the floor with a walkway between). To increase storage capacity three-fold, lightweight temporary racking systems can be employed. Shelves should be set-up in such a way that allows for safe movement and removal of bodies (i.e., storage of bodies above the waist height is not recommended). When food, beverage and other consumer types of commercial vehicles are used, they will generally not be returned to their prior service function. The local jurisdiction will be ultimately responsible for replacing these vehicles. To reduce any liability for business losses, jurisdictions should avoid using trucks with markings of a supermarket chain or other companies, as the use of such trucks for storage of fatalities may result in negative implications for business. Using local businesses for the storage of human remains is not recommended and should only be considered as a last resort.

Refrigeration units should be maintained at low humidity because mold can become problematic if there is too much moisture present. Storing human remains at 38° and 42° Fahrenheit will slow down, but not stop decomposition. Remains can be preserved at this temperature for 1-3 months. The primary downside to this type of storage facility is that a sufficient quantity of refrigerated trucks/containers is seldom available during mass fatality incidents.

Dry Ice: Dry ice (carbon dioxide (CO_2) frozen at –78.5° Celsius) can be used for short-term storage. Approximately 22 lbs of dry ice will be needed daily for each individual set of remains. The dry ice should be applied by building a low wall with it around groups of about 20 remains and then covering with a plastic sheet. To prevent damaging the corpse, the ice should never be placed on top of remains, even when wrapped.

The down side to using dry ice is that it requires handling with gloves to avoid "cold burns." Additionally, it must be used in an area with good ventilation as it emits carbon dioxide as it melts. Further, this product is costly and often difficult to obtain during an emergency.

The following storage options are *less optimal* than refrigeration or the use of dry ice:

- **Embalming:** This frequently used technique provides transitory preservation meant to maintain the body in an acceptable state for up 72 hours post-mortem. The downside to embalming is that it requires considerable time and expense which is not practical during a mass fatality event. Additionally, a licensed professional is required to embalm. Also, this process is not possible is the integrity of a corpse is compromised.

- **Chemical Preservation:** Chemicals can be used to pack a decedent for a short period of time. Powdered formaldehyde and powdered calcium hydroxide may be useful for preserving fragmented remains. After these substances are applied, the body or fragments should be wrapped in several nylon or plastic bags and sealed completely.

The downside to this technique is that these chemicals have strong odors and can be irritating to workers.

- **Temporary Interment:** This method enables immediate storage **when no other method is possible**. This is not a true form of preservation and should primarily be considered when a great delay in final disposition is anticipated. Because the temperature underground is lower than surface temperature, a natural form of refrigeration occurs.

To ensure future recovery of bodies, the following should be adhered to:

- Each body should be labeled with a metal or plastic identification tag.

- Bodies should also be clearly marked at ground level.

- Bodies should be placed in a single layer (**not stacked).**

- Burial should be 5 feet deep and 1 foot should be left between bodies.

- Bodies should be at least 600 feet from drinking water sources.

- In extreme situations, trench burial can be used for larger numbers.

The following human remains temporary storage options are NOT recommended:

- **Stacking:** Placing bodies on top of one another is not only disrespectful to the decedents and their families, but it can also distort the faces of the victims, which can impede visual identification. Additionally, it is difficult to manage stacked decedents and challenging to read the identification tags.

- **Freezing:** For several reasons, this is a poor option. To begin with, freezing causes tissues to dehydrate which changes their color. This can make visual recognition by family members challenging and can also have a negative impact on the interpretation of injuries. When bodies are rapidly frozen, postmortem injuries, including cranial fracture can occur. Additionally**,** the process of freezing and thawing will accelerate decomposition of the remains.

- **Packing in Ice:** This is not recommended as large quantities of ice are necessary to preserve a body even for a short period of time. Not only is ice heavy and difficult to manage, it is often used for emergency medical units during a major emergency. Further, the use of large quantities of ice results in large amounts of run-off water.

  Ice-Rinks: While ice skating rinks may sound like the perfect solution, they are not recommended. A body placed on ice is only partially frozen. It eventually will stick to the ice making movement of the decedent difficult. Management and movement of decedents on solid ground is challenging in good circumstances. Workers having to negotiate ice walkways would pose an unacceptable safely risk.

X.   Morgue Services

A.   Overview

Morgue Services is reports to the Coroner in the ICS example offered above. It is most often supported by the Emergency Operations Center. Morgue Services are organized to support morgue operations, decedent identification, and data management. This is critical to ensuring the efficient, accurate, and timely identification of the deceased.

The ultimate goal of all disaster operations is to accurately establish the identification of every victim. This is essential to surviving family members. To accomplish decedent identification, ante-mortem (AM) and post-mortem (PM) data will be compared and match. Performed carefully and accurately, these processes will expedite disposition of the deceased and prevent insurance fraud and wrongful death cases.

Disaster victim identification is normally the responsibility of the local law enforcement. During a MFI, this difficult and demanding process must be well organized and allow for the inclusion and coordination with other agencies. While this course of action will vary considerably in scale and effect depending upon the incident, this identification process can be used under all circumstances. For management purposes, the morgue services division is divided into two groups:

- **Morgue Operations** includes Administration, the Information Resource Center, Receiving Station, Screening/Triage Station, Admitting Station, Documentation Station, Print Station, Final Holding, Release or Human Remains, and After Care Station.

- **Morgue Examination** Group includes stations for radiology, dental identification, pathology, anthropology/morphology, DNA retrieval, and identification confirmation meetings.

B.   Morgue Operations

Morgue Operations includes the following components:

1.   Administration

Responsibilities include:

- Monitoring staffing, supply and equipment needs
- Documenting labor time and purchases
- Inputting electronic data
- Maintaining ample supplies of:
  - Death Certificates
  - General morgue forms
  - Disaster Victim Packets
  - Embalming forms
  - Release Forms

2. Admitting Station

At this station, remains and personal effects are admitted and assigned a morgue reference numbers (MRN). Trackers are assigned to accompany the remains until examination/identification is complete and to ensure the security of the case file. In addition, the tracker will ensure that proper documentation is complete, signed, and attached at each station.

As remains are admitted, the Coroner, working with the Family Assistance Center, will consider religious and cultural customs when handling the remains.

3. Receiving Station

This is where the decedents (in body bags) are delivered from the Incident Site. All incoming body and property bags are documented and the chain of custody initiated. Bodies are placed in a temporary refrigerated holding morgue. All body bags are radiographed to facilitate safe handling of collected remains. The pathologist or anthropologist will read the radiographs in order to assess the contents of the bag for effective sorting and locating hazardous substances.

4. Screening/Triage

This function is performed per incident-based guidelines to separate remains, personal effects, evidence and debris delivered from the incident site in the body bag.

This entails:

- Using radiographs of bags taken prior to screening/triage, separate diagnostic human tissue from material evidence, debris and personal effects

- Photograph prior to disturbing clothing, property, foreign objects

- Complete anatomic charting

- Document and describe any personal effects or evidence that is removed

- Route potential evidence to law enforcement using chain of custody forms

- Determine path for examination/identification based on protocol:

   o Long path—continue through all subsequent stations.

   o Short path—Photography, Radiology, Anthropology and DNA

Retrieval Stations only:

- Bag human tissue/remains having potential for ID based on incident guidelines and probative value (remains with highest likelihood for identification)

- Store tissue that does not have potential for ID and unassociated personal effects as determined based on the incident

- If personal effects or dangerous material items (e.g., bomb fragments) could not be removed without possible damage, notify the Unit Leader and leave effects associated with tissue marking the disaster victim packets (DVP) alerting future stations

- Route to Admitting

- If remains are determined, at any station, to be unrelated, they will be separated and returned to Screening/Triage for assessment.

5.   Information Resource Center (IRC)

This center is the central repository for collecting, recording, and storing antemortem and postmortem information including:

- Keeping the information systems and records secure

- Matching antemortem and postmortem files

- Receiving electronic antemortem data from the Family Assistance Center

- Electronically logging antemortem and postmortem data

- Separates postmortem and antemortem records into four major file categories:

  o   Unidentified remains case files

  o   Missing person reports case files (antemortem data collection interviews)

- Identified remains case files

- Court issued presumptive death certificates and related documents (if applicable)

- Compare antemortem and postmortem records

All records and data must be kept secure and confidential because they are protected by the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and additional applicable local laws. No information will be released to any person(s) or agencies without proper authorization from the Coroner.

6.   Documentation Station

All remains and personal effects are photographed and documented adhering to the Coroner's policy of:

- Photographing prior to disturbing clothing, property, foreign objects

- Placing proper documentation in photo

- Including scale in photo

- Taking standard autopsy-type photographs (anatomical position) for complete bodies

- Taking full-face photographs when possible

- Ensuring entire remains are present in the photograph

- Sending digital files to Information Resource Center for inclusion in victim identification processes.

7.   Print Station

This is where finger/foot/palm printing of remains or body parts is performed.

8.   Final Holding Station

This is the refrigerated area where processed remains are held until release. All human remains (identified, unidentified, and common tissue) will be stored with dignity.

The holding areas for processed victims and for common tissue will be separate from that for remains that have not been processed and from where specimens (e.g., for DNA, histology, and toxicology) are stored while awaiting transfer to the lab for analysis. Remains will be held until the victim can be released for final disposition.

9.   Release of Human Remains for Final Disposition

Identified decedents and their personal effects are released to next of kin or a person authorized by next of kin. Release functions include, preparation, final identification review, and funeral home contact.

a.   Preparation

Preparation of human remains may include reassociation and/or aftercare (embalming and casketing). All human remains will be prepared with professionalism and transported to authorized funeral home or crematory with consideration.

b.   Final Identification Review

When remains are ready to be released, the Identification Team Leader and forensic specialists involved in the identification will:

- Conduct a final review of the methods of identification

- Physically examine the remains to ensure that the remains match the biological attributes of the deceased (based on the antemortem information)

- Ensure that the numbers associated with each remain are accounted for

- Sign and date the form indicating that the remains have been reviewed for final identification and place it in the Disaster Victim Packet. If next of kin/legal authority authorized after care and it is provided at the incident morgue, route to the After Care Station.

c.   Contact with Funeral Home

Funeral homes and crematoriums will be contacted to coordinate picking up or the shipping of remains.

d.   Final Release

Upon completion of the final identification, human remains and associated personal effects that are not deemed evidence, will be released according to the standard operating procedure of the Coroner's Office.

- Keep a log of remains/bodies that are cleared for release and those on hold

- Check/assure that remains/bodies are prepared for release as authorized by next of kin

- Complete Release of Human Remains form and Release of Personal Effects form

- Implement chain of custody

- Maintain a *Release Log* to document the overall release process

10.   After Care Station

After care can include embalming, cremation, and casketing; funeral homes and crematories may be so overwhelmed that final disposition cannot be carried out within a reasonable timeframe.

The following charts depict in some detail the organization of the Coroner's Service Branch in the ICS structure.
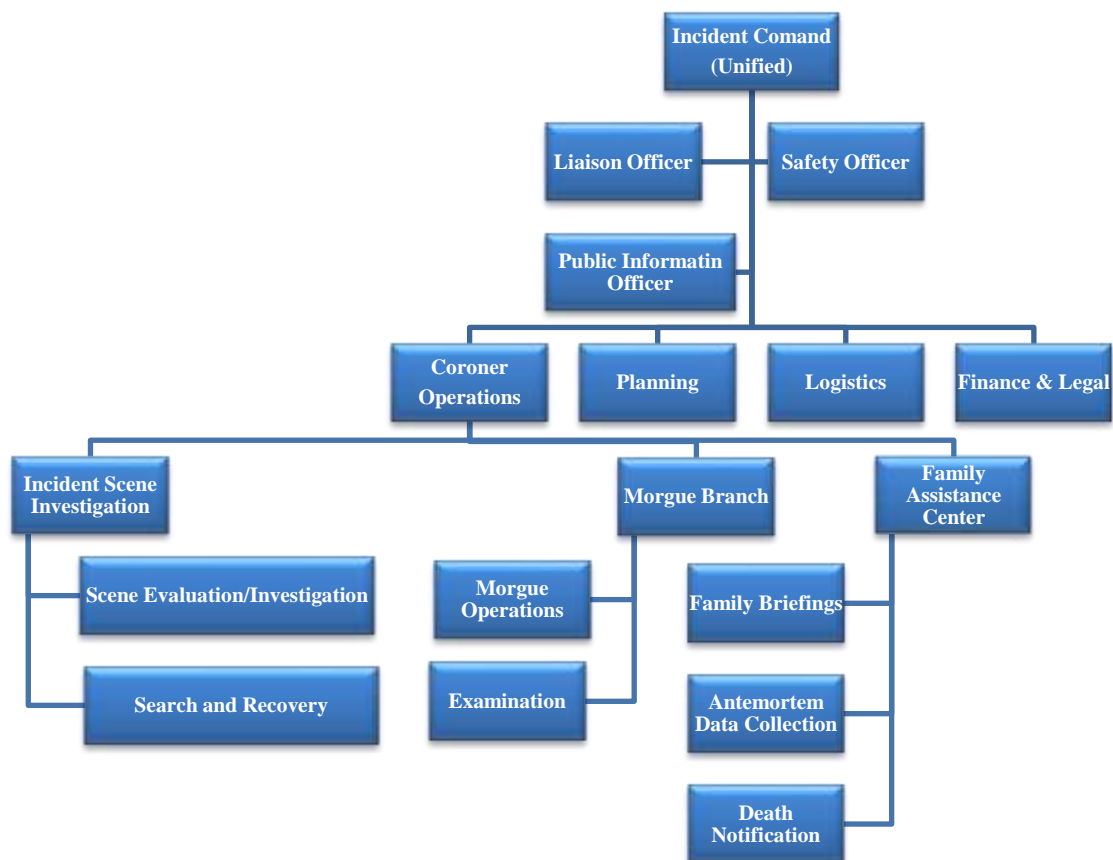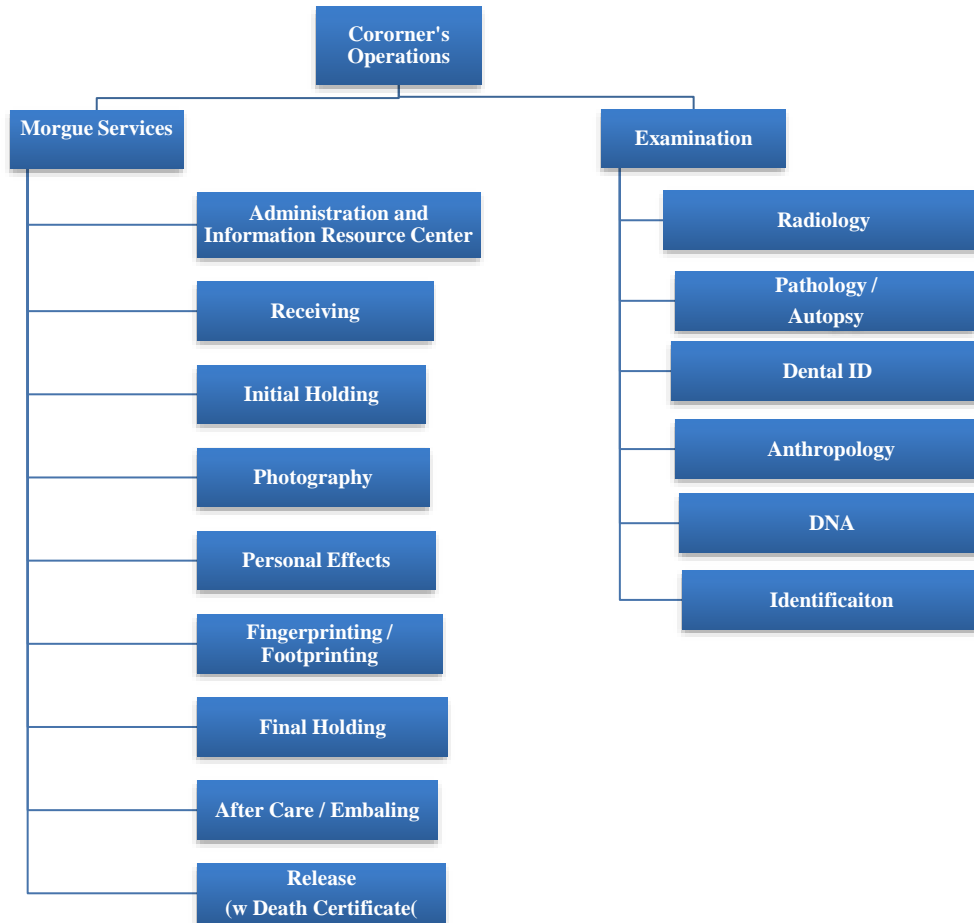
C.   Morgue Examination and Identification

Morgue Examination and Identification will usually take place under the direction of a medical examiner. Detailed description and procedures are not provided as part of this Plan as the work will take place using existing procedures. The areas covered in Morgue Examination and Identification include:

- Radiology
- Dental Identification
- Pathology
- Anthropology
- DNA Identification
- Identification Station and Victim Identification Profile (VIP)
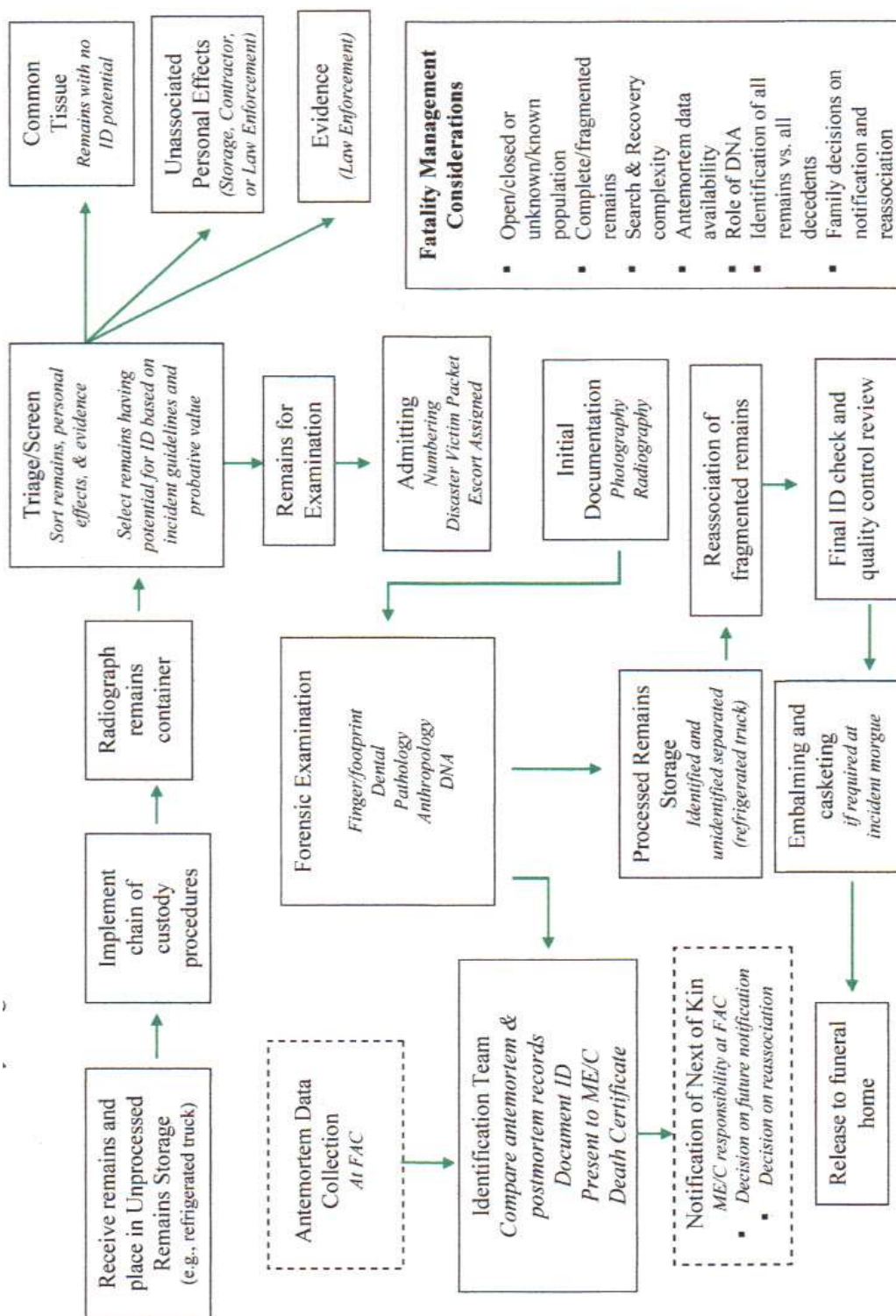
XI. Death Certificate Process

A. Overview

A mass fatality incident within Bingham County will engender a surge in requests to register deaths, obtain permits for disposition of human remains, and obtain certified death certificates. According to Idaho Code, Title 30 Health and Safety Chapter 2 Vital Statistics 39-260 the following steps must be taken to Register Deaths

(1) A certificate of each death which occurs in this state shall be filed with the local registrar of the district in which the death occurs, or as otherwise directed by the state registrar, within five (5) days after the occurrence. However, the board shall, by rule and upon such conditions as it may prescribe to assure compliance with the purposes of the vital statistics act, provide for the filing of death certificates without medical certifications of cause of death in cases in which compliance with the applicable prescribed period would result in undue hardship; but provided, however, that medical certifications of cause of death shall be provided by the certifying physician, physician assistant, advanced practice professional nurse or coroner to the vital statistics unit within fifteen (15) days from the filing of the death certificate. No certificate shall be deemed complete until every item of information required shall have been provided or its omission satisfactorily accounted for. When death occurs in a moving conveyance in the United States and the body is first removed from the conveyance in this state, the death shall be registered in this state and the place where the body is first removed shall be considered the place of death. When a death occurs on a moving conveyance while in international airspace or in a foreign country or its airspace and the body is first removed from the conveyance in this state, the death shall be registered in this state but the certificate shall show the actual place of death insofar as can be determined. If the place of death is unknown but the dead body is found in this state, the certificate of death shall be completed and filed in accordance with this section. The place where the body is found shall be shown as the place of death. If the date of death is unknown, it shall be determined by approximation.

The person in charge of interment or of removal of the body from the district shall be responsible for obtaining and filing the certificate. Said person shall obtain the required information from the following persons, over their respective signatures:

   (a) Personal data shall be supplied by the person best qualified to supply them; and

   (b) Except as otherwise provided, medical data shall be supplied by the physician, physician assistant or advanced practice professional nurse who attended the deceased during the last illness, who shall certify to the cause of death according to his best knowledge, information and belief within seventy-two (72) hours from time of death. In the absence of the attending physician, physician assistant or advanced practice professional nurse or with said person's approval the certificate may be completed and signed by said person's associate, who must be a physician, physician assistant or advanced practice professional nurse, the chief medical officer of the institution in which death occurred, or the physician who performed an autopsy upon the decedent, provided such individual has access to the

medical history of the case, views the deceased at or after death, and death is due to natural causes.

(2) The person in charge of interment or of removal of the body from the district shall refer the following cases to the coroner who shall make an immediate investigation, supply the necessary medical data, and certify to the cause of death:

(a) When no physician, physician assistant or advanced practice professional nurse was in attendance during the last illness of the deceased;

(b) When the circumstances suggest that the death occurred as a result of other than natural causes; or

(c) When death is due to natural causes and the physician, physician assistant or advanced practice professional nurse who attended the deceased during the last illness or said person's designated associate who must be a physician, physician assistant or advanced practice professional nurse, is not available or is physically incapable of signing.

(3) When a death is presumed to have occurred within this state but the body cannot be located, a death certificate may be prepared by the state registrar upon receipt of an order of a court of record of this state, which shall include the finding of facts required to complete the death certificate. Such a death certificate shall be marked "presumptive" and shall show on its face the date of registration and shall identify the court and the date of decree.

XII.   Family Assistance Center

A.   Overview

During and immediately following a mass fatality incident, the creation of a Family Assistance Center (FAC) is necessary to assist family members in providing information and locating their injured or deceased loved ones, and to help with the grieving process. Setting up a Family Assistance Center early on in the crisis shows the general public that the situation is under control, despite the circumstances. Family assistance services must be easily accessible, well organized, and sensitive to the needs of worried and distraught family members.

B.   Planning Assumptions

- Family assistance includes relatives, friends, and loved ones.
- Family members have understandably high expectations regarding:
    o The identification of the deceased
    o The return of loved ones to them
    o Ongoing information and updates
- Expect 8 to 10 family members to request assistance per victim.
- Family members will begin arriving at the incident site immediately following the disaster.

- Families of critically injured survivors will have similar needs for assistance as those families with deceased loved ones.

- When mass evacuation takes place, there may be a need to locate living and deceased family members.
- Planning will be flexible and based on the nature, size and complexity of the mass fatality incident.
- Services should be provided with the perspective of the bereaved in mind. How grieving families receive assistance during the crisis will be remembered for years to come.
- Personnel and volunteers responding to a mass fatality incident can be traumatized. Emotional support should be available for all workers.

C.   Roles and Responsibilities

The Coroner has the overall responsibility for family assistance for all mass fatality incidents. This excludes commercial airline and some transportation accidents. The Federal Family Assistance Act of 1996 requires the National Transportation Safety Board and individual air carriers to take actions to address the needs of families of passengers involved in aircraft accidents.

For mass fatality events occurring in Bingham County, excluding aircraft accidents, the

ESF 6 Mass Care, Emergency Assistance, Housing and Human Services has been designated by the Emergency Services Coordinator and the Coroner as the lead to manage and coordinate the FAC. Working under the Operations Section of the ICS, the Coroner's Services Branch will initiate a Family Assistance Unit.

Based on the type of incident and the variety of needs of the surviving family members, a large number of specialty groups may be involved in rendering care. For large scale incidents, where there are Mass Casualties and well as Mass Fatalities, it may be advisable to establish a **Joint Family Assistance Center,** as a separate ICS branch**,** to effectively manage and coordinate the multiple organizations and personnel providing family assistance. Additionally, it will engender coordinated communication and information sharing between the involved agencies.

Locally, the LDS Church and other Faith Based Groups, as well as the American Red Cross, Salvation Army, community services clubs, local volunteer agencies, and non-profit organizations support the Family Assistance Center and can be very instrumental in ensuring that these operations are successfully accomplished.

State and Federal agencies can also provide support to the FAC. State assistance can be requested from the Idaho Department of Health and Welfare. Federal assistance can be obtained from DMORT teams.

D.   Family Assistance Center Services

The Family Assistance Center's primary purpose is to give needed assistance in a safe, compassionate, and organized fashion to provide a sense of relief and stability to victim's families.

Specific FAC functions include:

1. Call Center/Hotline

The call center is set up immediately following an MFI and is coordinated with the Joint Information Center. It operates 24/7. The call center handles all incoming calls to the FAC using a toll-free telephone number. Its purpose is to facilitate communications to victims' families and families requesting missing person's information.

2. Information/Reception Desk

The information and reception area greets families as they arrive, checks them in, assesses their immediate needs, and assists families in accessing the services they need. In order to provide the most optimal services, the information desk should report to their supervisors how families are responding to FAC services.

3. Family Briefings

Family briefings are intended to provide families with current accurate information to enable them to understand what has happened to their loved ones. Information regarding recovery efforts, victim identifications, criminal investigation, missing person's data and other essential concerns will be provided to the families prior to release to the media.

4. Translation/interpreter services

The FAC will have staff present to assist with translations services for families. They will be responsible for translating ante mortem records, foreign dental and medical records and FAC materials as needed. Additionally, they will assist with the development of non-English written materials to be distributed to families.

5. A place to grieve

The FAC will offer a private place where families can grieve in a comforting supportive environment. The FAC will provide stability to grieving families as they adjust to the situation at hand and prepare to move on to the next phase of their lives. Grief counselors, religious leaders, and mental health professionals will be on hand to assist with the grieving process.

6. Antemortem Data Collection

The FAC will facilitate the exchange of information between families and the Coroner to aid the victim identification process. This data may include the victim's physical appearance, clothing, jewelry, unique identifying characteristics (scars, tattoos, birth marks) medical and dental records and fingerprint records.

7. Death Notifications

The FAC will notify family members when a positive identification has been made. This will facilitate the processing of death certificates and assist with the release of human remains for final disposition.

8. Assist with locating missing persons

The FAC will assist family members trying to locate missing loved ones who are living or deceased. They will have a missing person's information center and conduct web searches to assist with this effort. The FAC may request that family members sign release forms to allow for the release of the missing person's dental and medical records.

9. Emotional support services for victims' families

Mental health staff will be available at the FAC to provide crisis intervention, emotional support and grief counseling to families that need it. Disaster Mental Health Services will help victim's family members, FAC staff and volunteers in understanding and handling the full range of grief reactions. Mental health staff will be accessible during all FAC hours.

10. Religious/Spiritual Support

The FAC will provide multi-denominational religious/spiritual counseling (priests, pastors, rabbis, etc.) and emotional support to families of all faiths who request these services. Various cultural needs will be relayed to the command and general staff for facilitation if possible.

11. Child Care

The FAC will provide a safe and secure environment for children of victims' families. Licensed child care providers will be available at the FAC from 8:00 am to 5pm (unless a decision is made to extend these hours). They will provide short term child care for children aged 2 months to 21 years and to youths with special needs. This will allow families time to take care of what they need to do and also offer them some respite as they are forced to handle the crisis at hand.

Child care providers will offer a structured comfortable setting that contains toys, activities, televisions (for DVD's and tapes only-NO news broadcasts), snacks and meals, and caring support.

12. Logistical Needs

The FAC will provide immediate emergency assistance to families as needed. They will provide assistance with or money for travel, transportation, clothing, shelter, food and funeral costs. Administration will need to establish procedures for determining funding sources and processes.

13. Additional Services

Other FAC services will be available depending upon the incident and number of individuals affected. Some of these include:

- Legal Assistance
- Financial Assistance
- Benefits Counseling
- Physical Health Services
- Veterans Affairs Services
- Victim Assistance and Compensation

In accomplishing the functions described above, FAC personnel will need to be flexible and willing to accommodate reasonable family requests. The needs of families will change over time as the event progresses. For example, at the onset of a disaster, families will want basic information about the whereabouts of their loved ones, the disposition of

remains, legal assistance and emotional support. Later on, FAC resources will be directed toward easing the long-term psychological, emotional and financial impact on victims' families. Personnel should allow family members every opportunity to make their own choices and begin to regain control of their lives.

E.   Activation of the Center

The Bingham County Coroner in cooperation with the County Coordinator of Emergency Services and Bingham Memorial Hospital will determine whether a single or joint Family Assistance Center(s) will be needed. FAC's should open within hours of a disaster and plan on staying open indefinitely until their services are no longer required.

The following chart depicts the ICS structure which includes a Family Assistance Center.
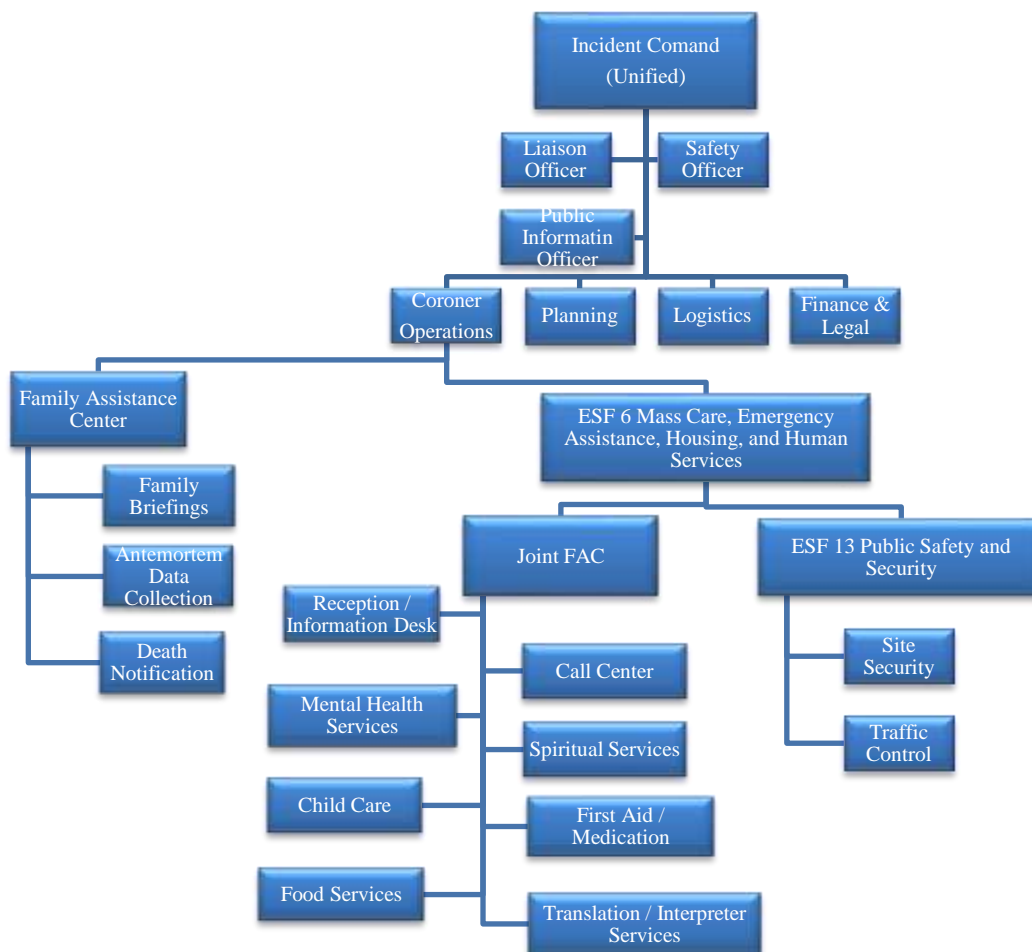
Attachment 1: Position Checklists

Job Action Sheet
<u>**Coroner's Service Branch Director**</u>

Location Assigned to:	Emergency Operations Center
Section Assigned to:	Operations
Report to:	Operations Section Chief
Coordinate with:	Human Remains Recovery, Morgue Services, Family Assistance Center, Logistics Section and the Medical Branch
Supervise:	Human Remains Recovery, Morgue Services and the Family Assistance Units. Typically assigned a deputy.
Preferred Qualifications and Certifications:	Designated by the County as the Coroner, this position requires extensive managerial experience, NIMS and ICS expertise. A complete understanding of County Coroner's Office, the County EOC, and the Public Health District EOC.
Job Description:	The Branch Director is responsible for managing personnel, equipment, and resources to affect recovery, identification and disposition of mass fatality victims.

Beginning of Shift Duties:	☐ Obtain identification badge
	☐ Review Incident Action Plan
	☐ Obtain briefing from Operations Section Chief
	☐ Review Mass Fatality Plan
	☐ Assess the current situation
	☐ Determine resources assigned
	☐ Establish Recovery, Morgue Services and Family Assistance Operations, assigning personnel as needed
	☐ Conduct staff briefing unit leaders assigned.
Job Duties:	☐ Determine locations for the temporary morgues and Family Assistance Center(s)
	☐ Establish a communications post (if not located in EOC)
	☐ Ensure planning meetings are scheduled and attended as required

	☐ Participate in the development of an Incident Action Plan and prepare contingency planning.
	☐ Determine work schedules and shrifts as needed
	☐ Coordinate activities for all staff
	☐ Ensure employees understand their work assignments
	☐ Distribute Job Action Sheets and documents for review
	☐ Make certain employee welfare is cared for
	☐ Ensure that adequate safety measures are in place and being adhered to
	☐ Supervise and review the effectiveness of all operations assigned
	☐ Report directly to Operations Section Chief and inform the command staff about developments, progress and problems related to functional activities within the branch
	☐ Review logistical support and make recommendations as necessary
	☐ Compare current capacity with future requirements and estimate future logistical requirements
	☐ Communicate with the other Branch Directors to ensure continuity and effectiveness of the overall operation
	☐ Maintain unit records, including Unit Log
End of Shirt Duties:	☐ Check out with the Operations Section Chief and assigned unit leaders
	☐ Brief Branch Director working next shift
	☐ Verify return schedule
Demobilization Duties:	☐ Ensure development of the Coroner's Service Branch Demobilization Plan
	☐ Identify issues for the After Action Report
	☐ Ensure all records and reports are completed and submitted
	☐ Conduct staff debriefing
	☐ Participate in After Action Review

Job Action Sheet
Scene Investigation/Human Remains Recovery Officer

Location Assigned to:	Incident Scene
Section Assigned to:	Operations
Report to:	Coroner's Service Branch Director
Coordinate with:	Human Remains Recovery, Morgue Services, and Logistics Section
Preferred Qualifications and Certifications:	This position requires extensive managerial experience, NIMS and ICS expertise. A complete understanding of County Coroner's Office, the County EOC
Job Description:	Oversees the collection and documentation of postmortem remains, property, and evidence at the incident scene.

Beginning of Shift Duties:	☐ Obtain identification badge
	☐ Review Incident Action Plan
	☐ Obtain briefing from Coroner's Service Branch Director
	☐ Review Mass Fatality Plan
	☐ Review the IAP
	☐ Assess the current situation
	☐ Request clarifying information
	☐ Determine resources assigned
	☐ Establish Scene Evaluations Operations, assigning personnel as needed
	☐ Conduct staff briefing unit leaders assigned.
Job Duties:	☐ Establish a Command Post
	☐ Maintain Communications with the EOC
	☐ Assess the Situation
	☐ Ensure adequate safety measures are in place
	☐ Assist Team in establishing grid or search patterns
	☐ Ensure that all personnel and equipment get to and from assignments in a timely manner
	☐ Expand the scene evaluations team as needed to include law enforcement, HazMat, Public Health, or

	other agencies based on the nature of the mass fatality incident.
	☐ Monitor Search and Rescue Teams
	☐ Obtain Information concerning progress on assigned tasks from subordinates by:
	✓ Condition of Special Requests
	✓ Periodic/routine reports
	✓ Personal observation
	✓ Take corrective action as appropriate
	✓ Ensure the general safety and welfare of Team personnel
	✓ Maintain communications with subordinates
	☐ Resolve logistics problems within the Team
	☐ Advise of any surplus of resources
	☐ Coordinate activities with other Divisions/Groups
	☐ Respond to information requests from other team elements
	☐ Communicate with the other Branch Directors to ensure continuity and effectiveness of the overall operation
	☐ Recommend expedient changes to the IAP during the operations period as necessary
	☐ Maintain unit records, including Unit Log
End of Shift Duties:	☐ Check out with the Coroner's Service Branch Director
	☐ Brief oncoming Scene Investigation/Human Remains Recovery Officer working next shift
	☐ Verify return schedule
Demobilization Duties:	☐ Ensure development of the Scene Evaluations Team Demobilization Plan
	☐ Identify issues for the After Action Report
	☐ Ensure all records and reports are completed and submitted
	☐ Conduct staff debriefing
	☐ Participate in After Action Review

Job Action Sheet
<u>Scene Evaluation Team</u>

Location Assigned to:	Incident Scene
Section Assigned to:	Coroner's Service Operations Branch
Report to:	Scene Investigation/Human Remains Recovery Officer
Coordinate with:	Human Remains Recovery, Morgue Services, and Logistics Section
Preferred Qualifications and Certifications:	This position requires extensive managerial experience, NIMS and ICS expertise. A complete understanding of County Coroner's Office, the County EOC
Job Description:	Responsible for evaluating and investigating the scene, developing a field action plan and determining incident objectives and strategy in coordination with the EOC.

Beginning of Shift Duties:	☐ Obtain identification badge
	☐ Review Incident Action Plan
	☐ Obtain briefing from Coroner's Service Branch Director
	☐ Review Mass Fatality Plan
	☐ Assess the current situation
	☐ Determine resources assigned
	☐ Establish Scene Evaluations Operations, assigning personnel as needed
	☐ Conduct staff briefing unit leaders assigned.
Job Duties:	☐ Establish a Command Post
	☐ Assess the Situation
	☐ Ensure adequate safety measures are in place
	☐ Expand the scene evaluations team as needed to include law enforcement, HazMat, Public Health, or other agencies based on the nature of the mass fatality incident.
	☐ Evaluate the Scene for the following:
	✓ Potential or real number and location of remains
	✓ Condition of the bodies

<table>
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✓ Location of atypical cases

✓ Potential number of remains for autopsy

✓ Complicating factors or level of difficulty in recovery – types and numbers of personnel and equipment needed

✓ Accessibility of the incident site

✓ Possible biological, chemical, physical, or radiological hazards

✓ Level of personal protective equipment required

☐ Ensure that initial pictures of the site are taken

☐ Establish tactical and support resource needs for operations

☐ Establish immediate priorities and assign on-scene resources

☐ Communicate with the other Branch Directors to ensure continuity and effectiveness of the overall operation

☐ Maintain unit records, including Unit Log
</td></tr>
</table>

End of Shift Duties:	☐ Check out with the Scene Investigation/Human Remains Officer ☐ Brief oncoming Scene Evaluations Team working next shift ☐ Verify return schedule
Demobilization Duties:	☐ Ensure development of the Scene Evaluations Team Demobilization Plan ☐ Identify issues for the After Action Report ☐ Ensure all records and reports are completed and submitted ☐ Conduct staff debriefing ☐ Participate in After Action Review

Job Action Sheet
Human Remains Recovery Logistics Officer

Location Assigned to:	Incident Scene
Section Assigned to:	Scene Investigations
Report to:	Scene Investigations/Human Remains Recovery Officer
Coordinate with:	Human Remains Recovery, Morgue Services, and Logistics Section
Preferred Qualifications and Certifications:	This position requires extensive managerial experience, NIMS and ICS expertise. A complete understanding of County Coroner's Office, the County EOC
Job Description:	Acquire, issue, store, and account for all supplies, equipment, facilities, personnel, and services necessary to support the Human Remains Recovery. Monitor status of procurement actions, staffing requirements, and interface with the EOC Logistics Officer to ensure Human Remains Recovery Mission is met.

Beginning of Shift Duties:	☐ Check in at Command Post ☐ Obtain identification badge ☐ Review Incident Action Plan ☐ Review Mass Fatality Plan ☐ Obtain Briefing from Investigations/Human Remains Recovery Officer ☐ Conduct staff briefing to personnel as assigned
Job Duties:	☐ Identify and track all necessary communications supplies and equipment to support the Human Remains Recovery Team and consult with EOC Logistics to locate, allocate, and procure communications supplies and equipment ☐ Identify and track all necessary health and medical services, supplies, and equipment ☐ Identify and track all necessary food services, supplies, and equipment ☐ Identify and track all necessary facility needs and consult with EOC Logistics on locating and procuring temporary morgue space and/or refrigerated vehicles to transport human remains

	☐ Identify and track all necessary transportation needs
	☐ Identify and track staff and volunteer needs and coordinate with EOC Logistics to procure staff and volunteers
	☐ Identify and track all information systems needs and coordinate with EOC Logistics to locate and procure information systems equipment, software, networks, and technical support
	☐ Convey, as necessary logistics requests for all high priority supply actions to the EOC Logistics Officer
	☐ Maintain expense data, accountability documents, procurement documents, and other information pertaining to the mission
	☐ Resolve logistics problems within the Team
	☐ Communicate with the other Branch Directors to ensure continuity and effectiveness of the overall operation
	☐ Recommend expedient changes to the IAP during the operations period as necessary
	☐ Maintain unit records, including Unit Log
End of Shift Duties:	☐ Check out with the Scene Investigations Officer
	☐ Brief oncoming Human Remains Recovery Logistics Officer coming on shift
	☐ Verify return schedule
Demobilization Duties:	☐ Ensure development of the Human Remains Logistics Demobilization Plan
	☐ Identify issues for the After Action Report
	☐ Ensure all records and reports are completed and submitted
	☐ Conduct staff debriefing
	☐ Participate in After Action Review

Job Action Sheet
<u>Morgue Services Unit Leader</u>

Location Assigned to:	Morgue Site:_____
Section Assigned to:	Operations Section
Report to:	Coroner Service Branch
Coordinate with:	Human Remains Recovery Unit, Family Assistance Center, Logistics Section and the Medical Branch if activated
Supervise:	Staff assigned to morgue
Preferred Qualifications and Certifications:	Managerial experience, ICS/NIMS expertise. A complete understanding of County Coroner's Office, the County EOC, and the Public Health District EOC.
Job Description:	The Morgue Services Unit Leader will coordinate and oversee the operation of the morgue. Identification, examination, body processing, and release for burial are the primary objectives of the unit.

Beginning of Shift Duties:	☐ Obtain identification badge ☐ Review Incident Action Plan ☐ Review Mass Fatality Plan ☐ Obtain briefing from the Morgue Services Unit Leader completing shift ☐ Check-in with Coroner Branch Director and the Human Remains Recovery Unit Leader ☐ Assess the current situation ☐ Conduct staff briefing
Job Duties:	☐ If operations warrant, establish a command post ☐ Determine staff required to complete operations in a timely manner ☐ Place orders for required staff though Logistics ☐ Identify tasks/activities needed, prioritize and assign to staff ☐ Determine work schedules and shifts needed ☐ Coordinate activities for all staff ☐ Ensure employees understand their work assignments

	☐ Make certain employee welfare is cared for
	☐ Ensure that adequate safety measures are in place and being adhered to
	☐ Ensure personnel have the proper tools and supplies they will need to perform their job
	☐ Report directly to Coroner Branch Director: inform about developments, progress and problems related to functional activities in the morgue operation
	☐ Be familiar with the equipment used and the protective gear that staff should have (e.g., steel-toed shoes, coveralls, gloves and masks)
	☐ Communicate with the Human Remains Recovery Unit Leader to ensure coordination between the recovery site and the morgue
End of Shift Duties:	☐ Check out with Branch Director and the Human Remains recovery Unit Leader
	☐ Provide briefing to Morgue Unit Leader working the next shift
	☐ Verify return schedule
Demobilization Duties:	☐ Participate in the development and the implementation of the Coroner's Branch Demobilization Plan
	☐ Identify issues for the After Action Report
	☐ Ensure all records and reports are completed and submitted
	☐ Conduct staff debriefing
	☐ Participate in After Action Review

Job Action Sheet
<u>Human Remains Recovery Unit Leader</u>

Location Assigned to:	Morgue Site:_____
Section Assigned to:	Operations Section
Report to:	Coroner Service Branch
Coordinate with:	Morgue Services, Family Assistance Center, Logistics Section and the Medical Branch if activated
Supervise:	Staff assigned to the Search and Recovery Team
Preferred Qualifications and Certifications:	Managerial experience, ICS/NIMS expertise. A complete understanding of County Coroner's Office, the County EOC, and the Public Health Districts EOC.
Job Description:	The Human Remains Recovery Unit Leader (HRR Unit Leader) will oversee the collection and documentation of postmortem remains, property and evidence at the incident scene.

Beginning of Shift Duties:	☐ Obtain identification badge
	☐ Review Incident Action Plan
	☐ Review Mass Fatality Plan
	☐ Obtain briefing from the HRR Unit Leader completing shift
	☐ Check-in with Coroner Branch Director and the Morgue Services Unit Leader
	☐ Assess the current situation
	☐ Conduct Recovery Team briefing
Job Duties:	☐ Establish a Recovery site communications post
	☐ Identify tasks/activities needed for Recovery Team
	☐ Determine work schedules and shrifts as needed
	☐ Coordinate activities for all staff
	☐ Ensure employees understand their work assignments
	☐ Make certain employee welfare is cared for
	☐ Ensure that adequate safety measures are in place and being adhered to

	☐ Ensure personnel have the proper tools and supplies they will need to perform their job
	☐ Report directly to Coroner Branch Director: inform about developments, progress and problems related to functional activities at the recovery site
	☐ Be familiar with the equipment used and the protective gear that staff should have (e.g., steel-toed shoes, coveralls, gloves and masks)
	☐ Communicate with the Morgue Services Unit Leader to ensure coordination between the recovery site and the morgue
	☐ Maintain unit records, including Unit Log
End of Shift Duties:	☐ Check out with Branch Director and the Morgue Services Unit Leader
	☐ Provide briefing to HRR Unit Leader working the next shift
	☐ Verify return schedule
Demobilization Duties:	☐ Participate in the development and the implementation of the Coroner's Services Branch Demobilization Plan
	☐ Identify issues for the After Action Report
	☐ Ensure all records and reports are completed and submitted
	☐ Conduct Recovery Team debriefing
	☐ Participate in After Action Review

Job Action Sheet
__Mass Fatality Security Unit Leader__

Location Assigned to:	Morgue sites, Family Assistance Center, and other areas as requested
Section Assigned to:	Logistics
Report to:	Logistics Section Chief and other Branch Directors or Unit Leaders as assigned
Coordinate with:	State and local law enforcement agencies
Supervise:	Security staff
Preferred Qualifications and Certifications:	Law Enforcement/Management experience. ICS/NIMS expertise. Knowledge of the County ECO and Public Health District EOC.
Job Description:	The Security Unit Leader is responsible for the development and recommendation of measures for assuring personnel, material and facility safety. This position is responsible for ensuring EOC and the FAC, and Morgue personnel comply with security protocols required by the hosting agency for access to, from, and on the hosting agency's property.

Beginning of Shift Duties:	☐ Obtain briefing from Security Unit Leader completing shift ☐ Report to Logistics or Branch Directors as assigned ☐ Review Job Action Sheet ☐ Obtain identification badge ☐ Determine current status of Security Unit
Job Duties:	☐ Participate in incident planning meetings, as required ☐ Establish contacts with state and local law enforcement or private security agencies as required ☐ Communicate with law enforcement and security staff to discuss any special requirements that may affect operations ☐ Request required personnel support to accomplish work assignments ☐ Advise the Morgue Unit Leader and Family Assistance Center Unit Leader, of any unsafe, hazardous or security condition

	☐ Ensure that support personnel are qualified to manage security problems
	☐ Coordinate security activities with appropriate incident personnel
	☐ Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives
	☐ Prevent theft of all government and personal property
	☐ Assign specific duties to Security Staff
	☐ Train and supervise Security Staff
	☐ Develop and implement accountability, safety and security measures for personnel and resources
	☐ Maintain unit records, including Unit Log
End of Shift Duties:	☐ Check out with Section Chief, Branch Director, or Unit Leader as assigned
	☐ Brief in-coming Security Unit Leader
	☐ Verify return schedule
Demobilization Duties:	☐ Supervise demobilization of Security Unit
	☐ Make sure all activities are documented and Unit Logs are submitted to Documentation Unit
	☐ Identify issues for the After Action Report
	☐ Participate in After Action Review

Job Action Sheet
<u>Family Assistance Center</u>

Location Assigned to:	Site Located at:_____
Section Assigned to:	Operations Section
Report to:	Coroner Services Branch or if the size of the incident warrants this unit may be designated as a separate Branch reporting directly to the Operations Section Chief
Coordinate with:	Morgue Services, Human Remains Recovery Unit, Logistics Section and the Medical Branch if activated
Supervise:	Staff that are assigned to the Family Assistance Center
Preferred Qualifications and Certifications:	Mental Health or Behavioral Health expertise. Managerial experience, ICS/NIMS expertise. A complete understanding of the County EOC and the Public Health District EOC.
Job Description:	This position oversees the family Assistance Center (FAC). The primary objective is to act as a liaison between the Coroner and the families of the incident victims. The services provided include death notification, information briefings, grief counseling and antemortem data collection.

Beginning of Shift Duties:	☐ Obtain identification badge
	☐ Review Incident Action Plan
	☐ Review Mass Fatality Plan
	☐ Obtain briefing from the Command Staff
	☐ Check-in with Coroner Branch Director and the Morgue Services and Human Remains Recovery Unit Leaders
	☐ Assess the current situation
	☐ Conduct FAC staff briefing
Job Duties:	☐ Establish a location for the Family Assistance Center
	☐ Evaluate the number of victims and estimate the number of family members expected (8-10 per victim) and report findings to command staff
	☐ Identify tasks/activities, prioritize and assign to the FAC staff
	☐ Determine work schedules and shrifts as needed

	☐ Coordinate activities for all staff
	☐ Ensure employees understand their work assignments
	☐ Make certain employee welfare is cared for
	☐ Ensure that adequate safety measures are in place and being adhered to
	☐ Ensure personnel have the proper tools and supplies they will need to perform their job
	☐ Report directly to Coroner Branch Director: inform about developments, progress and problems related to functional activities at the FAC
	☐ Communicate with the Morgue Services and Human Remains Recovery Unit Leaders to ensure coordination between the recovery site, the morgue, and the Family Assistance Center
	☐ Establish and supervise family briefing procedures
	☐ Conduct family briefings assuring the release of accurate and timely information
	☐ Coordinate release of information with the Public Information Officer, sharing information learned from family members
	☐ Establish and supervise antemortem data collection procedures and ensure efficient transfer of data to the Morgue Services Unit
	☐ Assist in the collection of DNA sampling from family members in support of the DNA lab
	☐ Establish and supervise death notification procedures and assign staff members and/or law enforcement personnel to the death notification teams
	☐ Serve as a liaison with outside agencies and the death industry at the FAC
	☐ Maintain unit records, including Unit Log

End of Shift Duties:	☐ Check out with Branch Director and the Morgue Services and the Human Remains Recovery Unit Leaders
	☐ Provide briefing to FAC Unit Leader or Branch Director working the next shift
	☐ Verify return schedule
Demobilization Duties:	☐ Participate in the development and the implementation of the Coroner's Services Branch Demobilization Plan
	☐ Identify issues for the After Action Report
	☐ Ensure all records and reports are completed and submitted
	☐ Conduct FAC staff debriefing
	☐ Participate in After Action Review

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Job Action Sheet
<u>Transportation Unit Leader</u>

Location Assigned to:	EOC
Section Assigned to:	Logistics Section
Report to:	Logistics Section Chief
Coordinate with:	Coroner's Service Branch
Supervise:	Transportation Staff
Preferred Qualifications and Certifications:	Administrative/Management experience, knowledge or ICS/NIMS, County Coroner's Office and County EOC. Prior transportation management experience preferred.
Job Description:	The Transportation Unit Leader is responsible for 1) Coordination of ground transportation activities that are supporting search and rescue operations, 2) moving bodies from the recovery site to the morgue site(s), 3) Moving bodies from the hospital to the morgue site(s), 4) Transportation of personnel, supplies, food, and equipment, 5) Selection of appropriate vehicles, 6) Fueling, service, maintenance, and repair of vehicles and other ground support equipment, and 7) Developing and implementing traffic plans.

Beginning of Shift Duties:	☐ Obtain briefing from Transportation Unit Leader completing shift ☐ Report to Logistics Section Chief ☐ Review Job Action Sheet ☐ Obtain identification badge ☐ Determine current status of Transportation Unit activities
Job Duties:	☐ Participate in incident planning meetings, as required ☐ Assign specific duties to staff ☐ Train and supervise staff ☐ Develop and implement accountability, safety and security measures for personnel and resources ☐ Oversee and organize all ground transportations operations

	☐ Develop and implement off site Traffic Plan for the movement of bodies from recovery to morgue sites and from hospitals to morgue sires.
	☐ Participate in preparation of the Incident Action Plan through the EOC. Ensure that the Ground Operations portion of the Incident Action Plan takes into consideration the transportation requirements of assigned units
	☐ Arrange for and activate fueling, maintenance, and repair of on-site ground resources
	☐ Maintain inventory of all transportation vehicles (ICS Form 218)
	☐ Document usage information on rented equipment assigned to the incident
	☐ Requisition maintenance and repair supplies (e.g., fuel, spare parts)
	☐ Arrange for an accident investigation team when warranted
	☐ Provide training and briefings on any special considerations to drivers
	☐ Evaluate conditions for special precautions, such as equipment drivers, weather, and escorts with personal protective equipment
	☐ Maintain unit records, including Unit Log
End of Shift Duties:	☐ Check out with Logistics Section Chief
	☐ Brief in-coming Transportation Unit Leader
	☐ Make certain all activities/problems are documented on Unit
	☐ Verify return schedule
	☐ Return RSS Warehouse Identification badge
Demobilization Duties:	☐ Supervise demobilization of Transportation Unit
	☐ Oversee refueling, maintenance and return of all vehicles to appropriate location
	☐ Make sure all forms and records are completed and submitted to Administrative Unit
	☐ Identify issues for the After Action Report
	☐ Participate in After Action Review

Attachment 2: Blank Forms

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Disaster Scene
Death Investigation Record

Date/Time: _____   Body Number: _____

Possible Name of Deceased: _____

Race: _____   Sex: _____   Approximate Age: _____

Physical Investigation: _____   Photos Taken: Yes _____   No _____

Clothing/Personal Effects:

_____

Position and Location of Body: (Grid location, GPS, etc./Note type of surface the body is on, covering, etc.)

Rigor Mortis:	Livor:	Body Temperature:
Observations/Trauma: (NOTE MISSING PARTS)		Decomposition and Artifacts:
		Identifying Marks: (i.e. scars, tattoo. etc.)

Comments/Summary

_____

Team Leader: _____

Recovery Team: _____

_____

Notification of Mass Disaster

Medical Examiner's Office Notified by _____
                                                                    NAME OF CALLER

from _____ at _____
              AGENCY   DATE AND TIME

Call back number(s)   _____   _____

Type of Incident (i.e. aircraft crash, train derailment) _____

_____

Agency handing scene _____ _____
                                                                          TELEPHONE #

Approximately Number of Fatalities _____

Date and Time of Occurrence _____

Exact Location of Incident _____

_____

_____

_____

_____

_____

Access Route to Use _____

_____

Noteworthy Conditions (i.e. Hazards to responders, terrain, chemical/biological exposure)

_____

_____

_____

_____

Exact Location of Command Post _____
                                                                          TELEPHONE #
Exact Location of Staging Area _____

Need a Representative Now? _____

When do you anticipate needing a disaster response? _____

    Pathologist on duty notified: _____   Date and Time _____
    By: _____   Comments: _____

    Chief Medical Examiner notified: _____   Date and Time _____
    By: _____   Comments: _____

    Director of Operations notified: _____   Date and Time _____
    By: _____   Comments: _____

Transportation Log

ALL of the following fields must be completed before the transfer vehicle is released to the morgue. The driver of the transfer vehicle is responsible for the log sheet until he/she releases it to the admitting section leader at the morgue. Additional sheets may be added depepending on the number of body bags that are being transferred.

Each Body Bag Number Being Transported

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

Total Number of Body Bags: _____

License Number of the Vehicle: _____

_____   _____
Driver's Name (Printed)   Driver's Signature

_____
Date and Time Leaving Crash Site

_____   _____
Admitting Section Leader (Printed)   Admitting Section Leader's Signature

_____
Date and Time Vehicle Arrived at the Morgue

MORGUE ADMISSION LOG

Body Bag Number	Admitting Section Leader	Date & Time Admission	Body Escort Name	Destintation of Remains

PHOTOGRAPHY LOG

Photographer	Film Role & Picture Number	Admitting Morgue Number	Description of Photograph

PATHOLOGY LOG

Pathologist	Morgue Number	Date & Time Arrived	General Description	Date & Time Leaving	Path Initials

RADIOLOGY LOG

Requested By	Morgue Number	Date & Time Received	Radiograph Number	Number of Radiographs Taken	X-ray Tech

RELEASE LOG

Name of Deceased	Morgue Number	Date & Time Released	Name of Removal Person	Removal Vehicle License No.	Funeral Home Name

Release Authorization

Name of Deceased _____ MRN-_____

Please be advised unidentified human tissue will be buried in an appropriate manner.

In the event any additional tissue(s) are recovered in the future and are identified as belonging to the above named deceased. I/We request the following:

1. ( ) I/We do not wish to be notified. I/We are authorizing the appropriate officials to dispose of said tissue(s) by methods deemed appropriate by said officials.

2. ( ) I/We wish to be notified and will make a decision regarding disposition at that time.

I/We the undersigned hereby authorize the _____ Office to release the
(Name of ME/Coroner)

Remains of _____ to the designated Disaster Mortuary Team or
(Name of Deceased)

other authorized agent.

I/We further authorize the designated Disaster Mortuary Team or another authorized agent to embalm, and perform post mortem reconstructive surgery techniques, and otherwise prepare, as they deem necessary and upon completion to release said remains to:

_____
_____
_____
(Name, address & phone of Funeral Home or Agent)

I/We certify that I/We have read and understand this document. I/We further state that I/We are all of the next of kin, or represent all of the next of kin and am/are legally authorized, and/or charged with the responsibility of burial and/or final disposition of above said deceased.

Signed: _____ Relationship to Deceased: _____

Print Name: _____ Date Signed: _____ Time: _____

Complete Address: _____

Telephone Number: _____

Signed: _____ Relationship to Deceased: _____

Print Name: _____ Date Signed: _____ Time: _____

Complete Address: _____

Telephone Number: _____

Witness: _____   _____
Printed Name of Witness   Signature of Witness

VIP/DMORT Program

Requested Records List

Victim Last/First/Middle

Case #	
Informant LAst/First/Middle	Address

Informant phone _____
On Site Phone _____

Dental

Type	Location	Contact	Phone	Date Ord	Date Rec

Prints

Radiographs

Medical Records

Photo Requests

Requested Records Notes

Policy on Release of <u>Incomplete</u> Human Remains

<u>Incomplete</u> is defined as a body with any missing structure due to the disaster incident.

When Positive identification is made by the Medical Examiner/Coroner of a disaster victim classified as Incomplete Human Remains the "Declaration of Positive Identification of Disaster Victim". Following the completion of said form, the next of kin will be notified through established procedures by designated staff at the Family Assistance Center. Release Authorization Form shall be used for "Incomplete Human Remains". This form must be signed by the next of kin or person acting as such and returned to the Mortuary Operations Center.

If, after release of the "Incomplete Human Remains", additional tissue(s) or structure(s) are recovered and positively identified as belonging to the released "Incomplete Human Remains" appropriate next of kin wishes will be followed as designated on the "Incomplete Human Remains Form".

The Incomplete Human Remains Form outlines two options for the next of kin. They are:

1. I/We **do not** wish to be notified. I/We are authorizing the appropriate officials to dispose of said tissue(s) by methods deemed appropriate by said officials.

2. I/We **wish to be** notified and will make a decision regarding disposition at that time.

This policy is agreed upon and adopted this date: _____

Signed: _____   Signed: _____
          Medical Examiner/Coroner   DMORT Incident Commander

Print Name: _____   Print Name: _____

SAMPLE/ LETTER
Official Notification to Next of Kin
Regarding Positive Identification of Victim

(The following is a suggested format, which should be created on the official letterhead of the Office Medical Examiner/Coroner of jurisdiction)

Date

Name of Next of Kin
Address

Dear, ...

Please consider this letter official notification to you and your family that the body of your ...*enter relationship...* , ...*enter full name of deceased,* has been positively identified. Identification was accomplished as a result of forensic examinations correlated with ante-mortem records. On behalf of the entire mortuary disaster team please accept our heartfelt condolences regarding the loss of your loved one.

I appreciate your patience and cooperation during this most trying time. It is necessary for you and your family to make certain decisions regarding disposition. Please carefully read the following information and complete where necessary.

Our office will arrange for your ...*enter relationship...*to be transferred to a funeral home or agent of your designation. Please sign and return the attached RELEASE FORM to the official who delivered this form to you.

VIP Personal Information
Page 1 of 8

Name _____ / _____ / _____ **Gender** ○ Male ○ Female
          Last   First   Middle   Maiden/Birth name _____

Address _____ **Phone** (H) _____

   City _____ **State** ____ **Zip** _____ **Phone** (W) _____

Res County _____ **Res Country** _____USA_____ **Phone** (O) _____

Live Inside City Limits ○ Yes ○ No **Race:** ○ African American ○ Hispanic ○ Asian/Pacific Islander
                                              ○ Caucasian   ○ Native American ○ Other _____

Social Security # / Other _____ **Age** _____ **Date of Birth** _____
                                                                               (MM/DD/YYYY)

   Citizenship (1 or more) _____

Naturalization Card ○ Yes ○ No   **Religion** _____

Alias 1 _____ _____ _____   **2** _____ _____ _____
              Last   First   Middle   Last   First   Middle

_____   _____   _____
Birth Hospital   **Birth City**   **State/Country**

Group Status: ○ Traveling Alone ○ Group   such as family, company, sports team or school

   Group Type: _____   **Fam/Grp Name** _____

If family group, please list other family members below:
Related to _____

Marital Status ☐ Never Married ☐ Widowed ☐ Divorced ☐ Separated ☐ Unknown **Wedding Date** _____
                                                                                                (MM/DD/YYYY)

Spouse _____ _____ _____ _____   ☐ Living ☐ Deceased ☐ Unknown
             Last   Maiden/Birth name First Middle

Father _____ _____ _____   ☐ Living ☐ Deceased ☐ Unknown
             Last   First   Middle

Mother _____ _____ _____ _____   ☐ Living ☐ Deceased ☐ Unknown
             Last   Maiden/Birth name First Middle

Legal Next of Kin _____ _____ _____   **Phone** _____
                        Last   First   Middle

Address: _____   **On Site Phone** _____

   City _____ **State** ____ **Zip** _____
                    ☐ Wife   ☐ Father ☐ Brother ☐ Son   ☐ Employer ☐ Other _____
Relationship: ☐ Husband ☐ Mother ☐ Sister ☐ Daughter ☐ Friend

---

Informant 1: Name _____ _____   **Phone** _____
                        Last   First

Address _____   **On Site Phone** _____

City _____ **State** ____ **Zip** _____

Relationship ○ Wife   ○ Father ○ Brother ○ Son   ○ Employer ○ Other
                 ○ Husband ○ Mother ○ Sister ○ Daughter ○ Friend   _____
                                                                            Please place other here

---

Informant 2: Name _____ _____
                        Last   First

Address _____   **Phone** _____

   City _____ **State** ____ **Zip** _____   **On Site Phone** _____

Relationship ○ Wife   ○ Father ○ Brother ○ Son   ○ Employer ○ Other _____
                 ○ Husband ○ Mother ○ Sister ○ Daughter ○ Friend   Please place other relationship here

V9.2002

VIP Personal Information
Page 2 of 8

Name _____ / _____ / _____
Last   First   Middle
    ○ Male
    ○ Female

Dentist Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____

☐ Extensive Dental Work ☐ Most/all teeth
☐ Lower dentures ☐ Dental Films
☐ Upper dentures ☐ Bridge
☐ Upper & Lower ☐ Other
☐ Partial Plate

Dentist 2 _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____

☐ Braces
☐ No teeth

Medical Radiographs?   **Physican(s)** _____

○ Yes
○ No

Address

Medical Radiographs Location	Potential Type of Radiographs - and dates taken if known

Objects in Body: ☐ Pacemaker ☐ Steel plate ☐ Shrapnel
          ☐ Bullets ☐ Needles ☐ Other _____
                           Please place other objects here

Old Fractures: Description: _____

○ Yes   ○ No   _____

Surgery ☐ Gall Bladder ☐ Laparotomy ☐ Breast Implants
         ☐ Appendectomy ☐ Caesarean ☐ Open heart
         ☐ Tracheotomy ☐ Mastectomy ☐ Other _____
                                Please place other surgery here

Unique Characteristics   Description of: Scars, Operations, birthmarks, burns, missing organs, amputations, other special characteristics

○ Yes   ○ No   _____

Prosthetic   **Prosthetic Location/Description**

○ Yes   _____
○ No   _____

Prints on File: **Prints Located**

○ Yes   ○ No

☐ Fingerprints   _____
☐ Footprints   _____

Employer & Address Please list last employer if retired - Information on additional employers should be placed on page 6

_____

Type of Business _____

Occupation _____   V9.2002

VIP Personal Information
Page 3 of 8

Name _____ / _____ / _____   ○ Male
        Last   First   Middle   ○ Female

Height inches ○ Less than 24 ○ 24-36" ○ 37-48" ○ 49-60" ○ 61-72" ○ 73-84" ○ 85-96" ○ Over 96"

Weight in Pounds
○ less than 10 ○ 41-60   ○ 101-120 ○ 161-180 ○ 221-240 ○ 281-300
○   11-20   ○ 61-80   ○ 121-140 ○ 181-200 ○ 241-260 ○ Greater than 300
○   21-40   ○ 81-100 ○ 141-160 ○ 201-220 ○ 261-280

Eye Color ☐ Blue ☐ Green ☐ Grey   **Eye Status** ☐ Missing R ☐ Glass R ☐ Cataract R ☐ Blind R
               ☐ Brown ☐ Hazel   ☐ Missing L ☐ Glass L ☐ Cataract L ☐ Blind L

Optical ☐ Glasses   **Description** _____
            ☐ Contacts   _____
            ☐ None

Hair Color ☐ Auburn ☐ Brown ☐ Gray ☐ Salt & Pepper ☐ Other _____
               ☐ Blonde ☐ Black ☐ Red   ☐ White   Please place other here

Hair Colored ○ Yes ○ No ○ Unknown **Color** _____ **Hair Style** _____

Hair Accessory ☐ Wig ☐ Toupee ☐ Hair Piece ☐ Hair Transplant

Hair Length ○ Short 1-3" ○ Medium 4-8" ○ Long 8-12" ○ Very Long 12-24" ○ Over 24" ○ Bald

Hair Description _____

Facial Hair Color ○ Blonde ○ Brown ○ Black ○ Gray ○ Red ○ Salt & Pepper ○ White ○ N/Applicable

Facial Hair Type ○ Beard ○ Beard & Moustache ○ Moustache ○ Clean Shaven ○ Goatee ○ N/Applicable

Facial Hair Style ○ Fu Manchu   ○ Mutton Chops
                      ○ Handle Bar   ○ Pencil Thin Upper Lip
                      ○ Whiskers Under Lower Lip ○ Full Upper Lip

Facial Hair Notes

Ear Lobes ○ Attached ○ Unattached ○ Unknown   **Circumcision** ○ Yes ○ No ○ Unknown ○ NA

Fingernail Type ○ Natural ○ Artificial ○ Unknown   **Length** ○ Extremely Long ○ Long ○ Medium ○ Short

Fingernail Color _____ **Fingernail Characterisitics** ☐ Bites ☐ Mishapen ☐ Decorated ☐ Stained

Description _____

Toenail Color _____ **Toenail Characteristics** ☐ Bites ☐ Mishapen ☐ Decorated ☐ Stained

Toenail description _____

Complexion: ○ Light ○ Medium ○ Dark ○ Acne ○ Tanned ○ Olive ○ Ruddy

Tan Mark Description _____

Tatoo(s) ○ Yes **Description/** _____
             ○ No   **Body Location** _____

Can family draw a picture?

Tatoo Photos ○ Yes ○ Unknown   **Tatoo Photo Location** _____
                 ○ No   ○ NA

Body Piercing(s)? ☐ Yes ☐ No

Body Piercing Location(s) _____

Body Piercing Description _____

V9.2002

VIP Personal Information
Page 4 of 8

Name _____ / _____ / _____ ○ Male ○ Female

Last   First   Middle

A= Data not available B= Photo C= Further information available on page 6

#	Clothing Items	Material	Color	Description	Size	A	B	C
01	Hat					☐ A	☐ B	☐ C
02	Overcoat					☐ A	☐ B	☐ C
03	Scarf					☐ A	☐ B	☐ C
04	Gloves					☐ A	☐ B	☐ C
05	Jacket					☐ A	☐ B	☐ C
26	Suspenders/Braces					☐ A	☐ B	☐ C
14	Sweater					☐ A	☐ B	☐ C
09	Vest					☐ A	☐ B	☐ C
07	Tie					☐ A	☐ B	☐ C
08	Shirt					☐ A	☐ B	☐ C
15	Blouse					☐ A	☐ B	☐ C
06	Undershirt					☐ A	☐ B	☐ C
18	Chemise/Camisole					☐ A	☐ B	☐ C
19	Bra					☐ A	☐ B	☐ C
11	Underpants					☐ A	☐ B	☐ C
20	Girdle					☐ A	☐ B	☐ C
17	Slip					☐ A	☐ B	☐ C
10	Trousers/Slacks					☐ A	☐ B	☐ C
23	Shorts/walking					☐ A	☐ B	☐ C
13	Dress					☐ A	☐ B	☐ C
16	Skirt					☐ A	☐ B	☐ C
12	Socks					☐ A	☐ B	☐ C
21	Hose/Stockings					☐ A	☐ B	☐ C
22	Tights					☐ A	☐ B	☐ C
24	Belt					☐ A	☐ B	☐ C
25	Belt Buckle					☐ A	☐ B	☐ C
27	Other 1					☐ A	☐ B	☐ C
28	Other 2					☐ A	☐ B	☐ C
29	Other 3					☐ A	☐ B	☐ C
30	Other 4					☐ A	☐ B	☐ C

V9.2002

VIP Personal Information

Page 5 of 8

Name _____ / _____ / _____   ○ Male ○ Female
                        Last   First   Middle

Shoes

A= Data not available B= Photo C= Further information available on page 6

#	Material	Color	Description	Label	Size US	Size cm	A	B	C
01 Shoes							☐ A	☐ B	☐ C

Watch

A= Data not available B= Photo C= Further information available on page 6

#	Type	Material	Color	Description	Make	Inscription			
01	Digital						☐ A	☐ B	☐ C
02	Analog						☐ A	☐ B	☐ C
03	Other						☐ A	☐ B	☐ C

04   **Worn** ☐ Right Wrist ☐ Left Wrist ☐ Finger ☐ Pin On ☐ Pocket Watch

05   **Band** ☐ Leather ☐ Metal ☐ Other   Specify Other   Band Color

Jewelry

A= Data not available B= Photo C= Further information available on page 6

#	Jewelry	Material Color	Stone Color	Description	Inscription	Where Worn			
01	Wedding Ring						☐ A	☐ B	☐ C
02	Finger Rings						☐ A	☐ B	☐ C
03	Ear Rings						☐ A	☐ B	☐ C
04	Earclips						☐ A	☐ B	☐ C
05	Neck Chains						☐ A	☐ B	☐ C
06	Pendant Chain						☐ A	☐ B	☐ C
07	Other Chains						☐ A	☐ B	☐ C
08	Bracelets						☐ A	☐ B	☐ C
09	Medic Alert						☐ A	☐ B	☐ C
10	Other2						☐ A	☐ B	☐ C
11	Other3						☐ A	☐ B	☐ C
12	Other4						☐ A	☐ B	☐ C
13	Other5						☐ A	☐ B	☐ C

Use this space for more info regarding jewelry:

V9.2002

VIP Personal Information
Page 6 of 8

Name _____ / _____ / _____   ○ Male
Last   First   Middle   ○ Female

Wallet: Description _____

           Contents _____

Purse: Description _____

           Contents

Other Personal Effects

Ever in Armed Forces? ○ Yes ○ No ○ Unknown   Military Branch _____

Military Service Number _____   Nation Served _____

Approximate Service Date _____

Highest Education Level: Elem/Second (0-12) _____   *Or*   College (1-5+) _____

Additional Data

V9.2002

VIP Personal Information

Page 7 of 8

Name _____ / _____ / _____ SS# _____
       Last   First   Middle   ○ Male ○ Female

Potential Living Biological Donors

Mother/Father of Missing Individual

				DNA Collected	Consent Form Signed
Name	Age	Address	Phone		
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No

Brother and Sisters of Missing Individual

Name	Age	Address	Phone		
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No ,
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No

Spouse of Missing Individual

Name	Age	Address	Phone		
				○ Yes ○ No	○ Yes ○ No

Children of Missing Individual

Name	Age	Address	Phone		
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No
				○ Yes ○ No	○ Yes ○ No

Primary donor for Nuclear DNA Analysis

An "appropriate family member" for **nuclear DNA Analysis** is someone that is biologically related to and only one generation removed from the deceased. The following are the family members who are appropriate donors to provide reference specimens, and in the order of preference (family memers highlighted in bold print are the most desirable):

1. Natural (Biological) **Mother and Father**, OR
2. **Spouse** and Natural (Biological) **Children**, OR
3. A Natural (Biological) Mother or Father and victim's biological children, OR
4. Multiple Full Siblings of the Victim (i.e., children from the same Mother and Father

V9.2002

VIP Personal Information
Page 8 of 8

Name _____ / _____ / _____
Last   First   Middle

Interview Location _____   Interview Date _____   Interview Time _____
(MM/DD/YYYY)

Interviewer Info:

Interviewer Name _____ _____
First   Last

Interviewing Organization _____

Interviewer Home Information

Interviewer Address _____
Street, City State, Zip

Interviewer home phone _____

Interviewer cell phone _____

interviewer work phone _____

Interviewer On-Site Information

interviewer onsite address _____
Street, Hotel, Room #

interviewer onsite phone _____

interviewer onsite cell _____

Reviewer Info:

Reviewer Name _____

Reviewer Signature _____

Reviewing agency _____

V9.2002

VIP/DMORT Program

Requested Records List

Victim Last/First/Middle _____

Case # _____

Informant LAst/First/Middle _____   Address _____

Informant phone _____

On Site Phone _____

Dental

Type	Location	Contact	Phone	Date Ord	Date Rec

Prints

Type	Location	Contact	Phone	Date Ord	Date Rec

Radiographs

Type	Location	Contact	Phone	Date Ord	Date Rec

Medical Records

Type	Location	Contact	Phone	Date Ord	Date Rec

Photo Requests

Type	Location	Contact	Phone	Date Ord	Date Rec

Requested Records Notes

VIP/DMORT Program
Jewelry Recovered Description

Post Mortem Records

Body #   Location

	Description on Tracking Form	Inscription
Ankle Bracelet		
Belt Buckle		
Bracelet		
Cuff Links		
Necklace		
Religious Medal		
Misc Jewelry		
Tie Clip		

Ear Ring Location   Both   Right   Left   More than one right   More than one left

Ear Ring Description

VIP/DMORT Program
Pathology Report
Personal Effects

Body Bag# _____

	Rings		**Stone Color**	_____

Size |_____| ○ None ○ 2 ○ 4   ☐ Clear ☐ Blue   ☐ Gray   ☐ Green ☐ Red   ☐ Turquoise
                ○ 1   ○ 3 ○ 5   ☐ White ☐ Lt Blue ☐ Lt Green ☐ Black ☐ Yellow ☐ Jade ☐ Garnet

Wedding Ring   **Number of Stones** ☐ None ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Description on Tracking Form

Inscription | _____

Additional Rings _____
Description _____

Additional Rings
Inscription | _____

Misc Jewlery _____
Description _____
Misc Jewlery _____
Description _____

Watch Brand ○ Yes ○ No   ....   **Band Color**   ----------------

  Description on Tracking Form --
  Inscription --

Necklace   Description on Tracking Form ----------------------------------
             Inscription ---

Religious Description on Tracking Form
Medal   Inscription

Wallet   Description on Tracking Form ------------------------------------
             Contents _____

Purse   Description _____
  Yes   No Contents _____

CURRENCY: _____
....
_____

MISC ITEMS FOUND:
_____
....
_____

Currency found _____
Misc personal effects _____

VIP/DMORT Program
Pathology Report
Recovered Clothing Description
Incident Name _____

AK Body #	Coroner Case #	First Name	MI	Last Name	Location

Item	Color	Size	Style	Material	Manufacturer
Dress					
Blouse					
Hose					
Slip					
Girdle					
Bra					
Skirt					
Shirt					
Tie					
Undershirt					
Hat					
Jacket					
Gloves					
Sweatshirt					
Coat					
Sweater					
Blazer					
Suit Jacket					
Vest					
Slacks					
Shorts					
Shoes					
Boots					
Socks					
Underpants					
Belt					

Belt Buckle Description

Belt Buckle Inscription

Other Clothing: (List significant descriptions)

Dry Cleaning Marks Description	Laundry Marks Description

Tobacco Smoker	Tobacco Product	Tobacco Brand	What Fingers Stained
○ Yes ○ No			

VIP/DMORT Program

Pathology Examination of Partial or Complete Remains

Bag #　　　　Coroner Case #　　Sex:　　　　　　　　　　　Date of Exam

○ Male　○ Female　○ Unknown

Examining
Pathologist

Morgue # _____

Coroner Case # _____

General Description

Est Race

○ Caucasoid　○ Negroid　○ Asian　○ American Indian　○ Hispanic　○ Unknown　○ Other

Est Height Inches _____

Est Wt Pounds · _____

Consists Of:　　　Specimen Wt _____　　　　Dimensions _____

Head

Scalp Hair

☐ Black　☐ Lt Brown　☐ Gray　☐ Red /Auburn　☐ Other
☐ Dk Brown　☐ Blonde　☐ White　☐ Gray/White

Hair Length Style

○ >24"　○ 8-12"　○ 1-3"　○ Straight　○ Curly
○ 12-24"　○ 4-8"　○ <1"　○ Wavy　○ Tightly curled

Other _____

Facial Hair Color

☐ Black　☐ Lt Brown　☐ Gray　☐ Red /Auburn　☐ Other
☐ Dk Brown　☐ Blonde　☐ White　☐ Gray/White

Facial Hair Type

☐ Beard　　☐ Other (describe)
☐ Moustache
☐ Clean Shaven

Ears ○ Left Ear　Pierced　Yes　No　# _____　　○ Right Ear　Pierced ○ Yes ○ No # _____

Pierced other: _____

Teeth Present?　　○ Yes　○ No

Additional head and neck exam remarks:

Torso

○ Viscera Identifiable

Pathology Exam Form Page 2 0f 2

Bag #   Sex

○ Male ○ Female ○ Unknown   Date of Exam _____

Genitalia

Ext ☐ Male ☐ Female ☐ Indeterminate ☐ Penis Circumcised ☐ Penis Uncircumcised ☐ Penis Indeterminate

Internal ☐ Testis Left ☐ Testis Right ☐ Uterus ☐ Tubes Left ☐ Tubes Right ☐ Ovaries Left ☐ Ovaries Right

---

Extremities

○ Rt Upper	○ Arm	○ Forearm	○ Hand	# Fingers ____	Fingernails/Polish _____
○ Left Upper	○ Arm	○ Forearm	○ Hand	# Fingers ____	Fingernails/Polish _____
○ Rt Lower	○ Thigh	○ Leg	○ Foot	# Toes ____	Toenails/Polish _____
○ Left Lower	○ Thigh	○ Leg	○ Foot	# Toes ____	Toenails/Polish _____

Extremity Remarks

○ Scars (other than surgical) _____

○ Birthmarks _____

○ Deformities (non peri-mortem) _____

○ Tattoos _____

Objects in Body ○ Pacemaker ○ Bullets ○ Prosthetic Devices ○ Orthopedic devices ○ Other

Prothestics List manufacturer, serial numbers, and other identifying features:

_____

Surgery ○ Thoracotomy ○ Cholecystectomy ○ Other laparotomy ○ Laminectomy
○ Coronary Artery Bypass ○ Appendectomy ○ Mastectomy _____

Personal Effects Brief Description
○ Yes ○ No

Optical ○ Glasses ○ Contacts   ○ Clothing   (See Clothing Form)

Additional Information

VIP/DMORT Program

Radiology Report

Body #

Incident Name _____

Incident Location _____

Coroner Case #

_____

Date of Exam _____ _____

Decedent: _____
(LAST,FIRST, MIDDLE)

Radiology Team
From :

Sex _____   Age _____

Healed fractures
- ☐ Cranium
- ☐ Mandible
- ☐ Torso
- ☐ R Upper Arm

- ☐ R Forearm
- ☐ R Hand
- ☐ L Upper Arm
- ☐ L Forearm

- ☐ L Hand
- ☐ R Upper Leg
- ☐ R Lower Leg
- ☐ R Foot

- ☐ L Upper Leg
- ☐ L Lower Leg
- ☐ L Foot

Radiology Parts X-Rayed

_____
_____
_____
_____
_____
_____
_____

Radiology Per Effects

_____
_____
_____
_____
_____
_____
_____

VIP/DMORT Program

Pathology Report
Physical Characteristics

Incident Name

Bag # _____   **Sex** ○ Male ○ Female ○ Unk

First/MI/Last Name _____   **Grid Location** _____

Race ○ African American ○ Caucasion ○ Hispanic ○ Native American ○ Asian/Pacific Islander ○ Other

Build ○ Gracile   ○ Robust   **Height cm** ___ **Inches** ___
○ Intermediate ○ Indeterminate   **Weight kg** ___ **Pounds** ___

Complexion ○ Light ○ Medium ○ Dark ○ Acne ○ Tanned ○ Olive ○ Ruddy

Eyes ○ Blue ○ Green ○ Grey ○ Missing R ○ Glass R ○ Cataract R   **Ear Lobes** ○ Attached   ○ Unknown
○ Brown ○ Hazel ○ Blind ○ Missing L ○ Glass L ○ Cataract L   ○ Unattached

Facial Hair   ○ Beard ○ Beard & Moustache ○ Moustache ○ Clean Shaven ○ Goatee

Facial Hair Color   ○ Blonde ○ Brown ○ Black ○ Gray ○ Red ○ Salt & Pepper ○ White

Facial Hair Style ○ Bushy   ○ Full Upper Lip ○ Whiskers Under Lower Lip ○ Pencil Thin Upper Lip
○ Fu Manchu ○ Handle Bar ○   Mutton Chops   ○   Very long

Hair Color ○ Auburn ○ Blonde ○ Brown ○ Black ○ Gray ○ Red ○ Salt & Pepper ○ White ○ Other

Hair Length ○ Ex Short less than 1" ○ Medium 4-8" ○ Very Long 12-24"   ○ Shaved
○ Short 1-3"   ○ Long 8-12"   ○ Ex Long more than 24"

Hair Colored ○ Yes ○ No ○ Unk   **Hair Accessory** ○ Wig ○ Toupee ○ Hair Piece ○ Hair Transplant

Finger Nail Type ○ Natural ○ Artificial ○ Unknown   **Length** ○ Extremely Long ○ Long ○ Medium ○ Short

Characteristics ○ Bites ○ Deformed ○ Dirty ○ Mishapen ○ Decorated ○ Tobacco Stain

Polish Color _____

Toenail Length ○ Extremely Long ○ Long ○ Medium ○ Short

Characteristics ○ Deformed ○ Dirty ○ Mishapen ○ Decorated   **Toenail Color** _____

Optical   ○ Glasses ○ Contacts

Objects in Body ○ Pacemaker ○ Bullets ○ Prosthetic Devices ○ Orthopedic devices ○ Other _____

Prothestics _____

Circumsion ○ Yes ○ No ○ Unk ○ NA

Scars, birthmarks, deformities _____

Surgery ○ Thoracotomy   ○ Cholecystectomy ○ Other laparotomy ○ Lamii
○ Coronary Artery Bypass ○ Appendectomy ○   Mastectomy _____

Smoker ○ Yes ○ No

Tatoos _____

Other Personal Effects _____

4/10/2002

VIP/DMORT Program

AK Body #

Anthropology Examination Form

Date of Exam _4/29/2002_

Coroner # _____	Decedent: _____
	(First, middle, last)
Sex _____ Age _____	Race _____
	(Do not enter info in this box)

Estimate age　　　　**Anthropology estimated information in this area.**

Age narrow lower _____ **Age narrow upper** _____ **95% Lower limits:** _____ **95%Upper limits:** _____

Stature _____ (in Inches) **Anthro sex** ☐ Male ☐ Female ☐ Unknown ☐ Male possible ☐ Female possible

Ancestry Skeletal　　　　　　　　　　　　　　**Skeletal Robusticity**

○ Caucasoid ○ Asian ○ Hispanic ○ Other	○ Gracile ○ Robust
○ Negroid ○ American Indian ○ Unknown	○ Intermediate ○ Indeterminate

Present Parts

☐ Cranium	☐ Partial R Upper Arm	☐ L Forearm	☐ Partial R Lower Leg	☐ L Foot
☐ Partial Cranium	☐ R Forearm	☐ Partial L Forearm	☐ R Foot	☐ Partial L Foot
☐ Mandible	☐ Partial R Forearm	☐ L Hand	☐ Partial R Foot	
☐ Partial Mandible	☐ R Hand	☐ Partial L Hand	☐ L Upper Leg	
☐ Torso	☐ Partial R Hand	☐ R Upper Leg	☐ Partial L Upper Leg	
☐ Partial Torso	☐ L Upper Arm	☐ Partial R Upper Leg	☐ L Lower Leg	
☐ R Upper Arm	☐ Partial L Upper Arm	☐ R Lower Leg	☐ Partial L Lower Leg	

Unique Skeletal Features (Pathology, Healed Trauma, Non-metric Traits, Etc.)

☐ Cranium	☐ Partial R Upper Arm	☐ L Forearm	☐ Partial R Lower Leg	☐ L Foot
☐ Partial Cranium	☐ R Forearm	☐ Partial L Forearm	☐ R Foot	☐ Partial L Foot
☐ Mandible	☐ Partial R Forearm	☐ L Hand	☐ Partial R Foot	
☐ Partial Mandible	☐ R Hand	☐ Partial L Hand	☐ L Upper Leg	
☐ Torso	☐ Partial R Hand	☐ R Upper Leg	☐ Partial L Upper Leg	
☐ Partial Torso	☐ L Upper Arm	☐ Partial R Upper Leg	☐ L Lower Leg	
☐ R Upper Arm	☐ Partial L Upper Arm	☐ R Lower Leg	☐ Partial L Lower Leg	

Anthro sex based on _____

Anthro age based on _____

Anthro Ancestry based on _____

Anthro Stature based on _____

Anthro UniqueSkeletal _____

Anthro Cond of Remains _____

Examining Anthropologist _____

_4/10/2002_

VIP/DMORT Program
Morphology Examination Form
FRAGMENTED REMAINS

Bag #	Location #		DNA Taken	Date of Exam

DNA Taken: ○ Yes ○ No ○ Unk

Case # _____   Seat Assignment

Decedent: _____

(First, middle, last)

Sex _____   Age _____   Race _____

(Confirmed info in this box DO NOT enter info)

Condition of Remains

☐ Fresh   ☐ Charred   ☐ Specific Trauma   ☐ Scavenger Activity
☐ Decomposing   ☐ Cremains   ☐ Floating (GPS)
☐ Burned   ☐ Distinct Marks   ☐ Submerged (Grid #)

Associated with Material:	Sex	Size
○ Aircraft Parts ○ Non Aircraft Parts ○ Unknown Source	○ Not Determined ○ Male ○ Female	○ Less than 1" (2.5cm) ○ 1-2" (2.5-5cm) ○ 2"-6" (6-15cm) ○ 6"-12" (16-32cm) ○ 1'-2 Feet (33-64cm) ○ Larger than 2 Feet (Greatest Dimensions)

Shape ○ Piece (Fairly symmetrical)   ○ Strand (Linear)

Recognizable ☐ Tissue ☐ Organ ☐ Bone ☐ Teeth

Descriptions of Fragmented Remains in Full Detail :

Pathology   Additional Information Available? ○ Yes ○ No

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Dental Additional Information Available? ○ Yes ○ No   Anthropology Additional Information Available? ○ Yes ○ No

Pathologist signature: _____   Anthropologist signature _____

4/10/2002

VIP/DMORT Program
FINGERPRINT EXAM FORM

Incident Location _____ **Incident Name** _____

Body # _____ Date of Exam _____ _____

Examiner 1

Examiner 2

Condition of Body
Burned, mutilated, etc

Finger Printed

(LIST FINGERS PRINTED)

If not, why?

Footprint available ☐ Yes ☐ No

4/10/2002

AFIP/DNA SPECIMEN TAKEN

Incident Location _____   **Incident Name** _____

Body Bag # _____ DATE OF SPECIMEN PROCUREMENT _____

EXAMINER1 ....
....

EXAMINER 2 ....
....

○ **NOT SUITABLE FOR TYPING - NO SPECIMEN TAKEN**

If not, why?

○ **ENTIRE SPECIMEN TAKEN**

○ **PORTION OF SPECIMEN TAKEN - DESCRIPTION OF SPECIMEN TAKEN (INCLUDE SIZE)**

○ **HOLD   (NOTES ON HOLD)**

ADDITIONAL INFORMATION

4/10/2002

VIP/DMORT Program
To be attached to the front of each Disaster Victim Packet

Tracking Form

Incident Location _____

Incident Name _____

Body Bag #

First/Middle/Last Name:

Coroner Case # _____

Person performing station function must check and sign below when completed. "No" represents that this station function **could not be performed.**

Processing Station:	**Section Rep. Signature:**	**Tracker's Name**
Admitting ○ Yes ○ No		
Personal Effects ○ Yes ○ No		
Photography ○ Yes ○ No		**After Processing Location**
Body Radiography ○ Yes ○ No		
Fingerprint ○ Yes ○ No		_____
Anthropology ○ Yes ○ No		
Pathology ○ Yes ○ No		
Embalming ○ Yes ○ No		**Identification Method**
DNA ○ Yes ○ No		○ Anthropology
Dental Examination ○ Yes ○ No		○ Radiographic
Dental Photography ○ Yes ○ No		○ Dental Records
Dental Radiology ○ Yes ○ No		○ Fingerprints

Identification Method:
○ Anthropology
○ Radiographic
○ Dental Records
○ Fingerprints
○ Pathology
○ Personal Effects
○ Photography
○ DNA

Comments

This bag produced bag #'s:

Photo's:

_____ NUMBER OF DENTAL PHOTOS   _____ NUMBER OF SPECIMAN PHOTOS

_____ NUMBER OF PERSONAL EFFECTS PHOTOS

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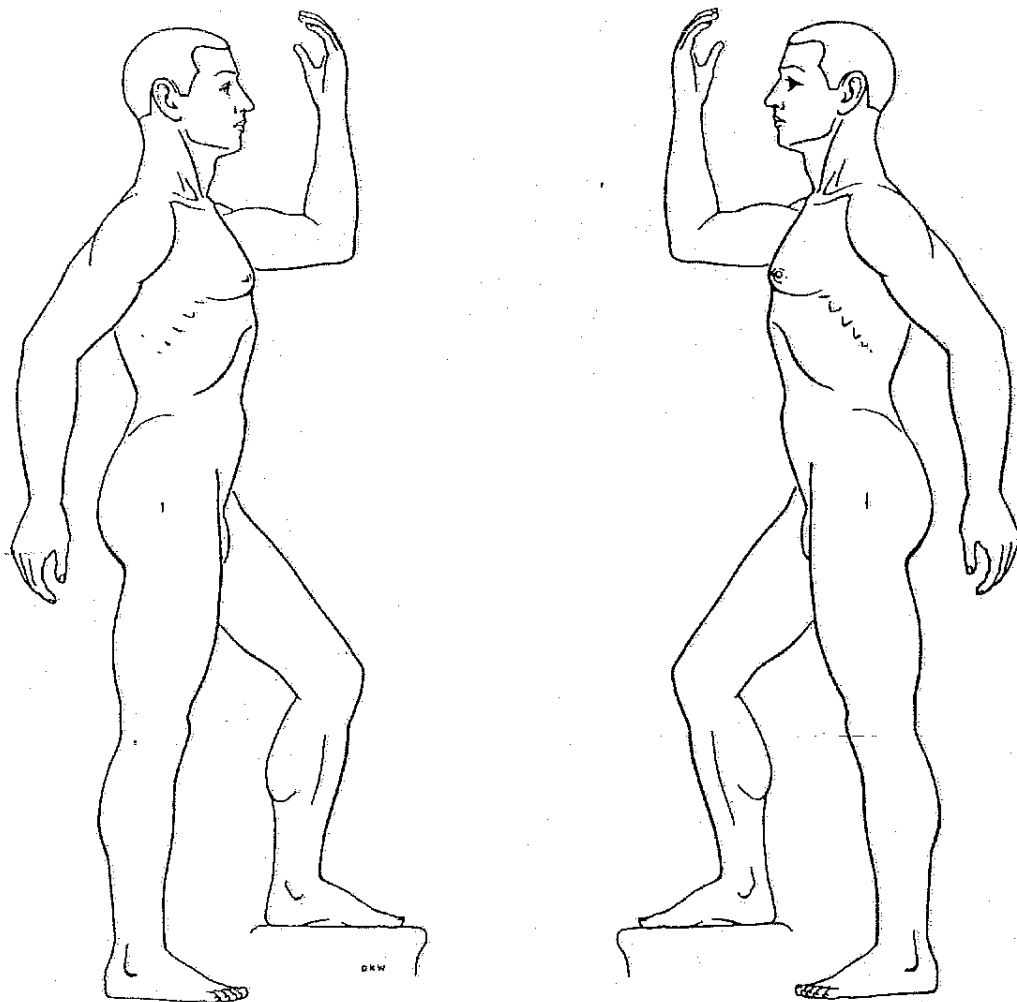...

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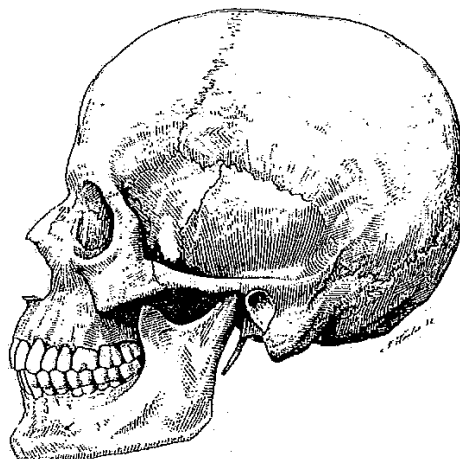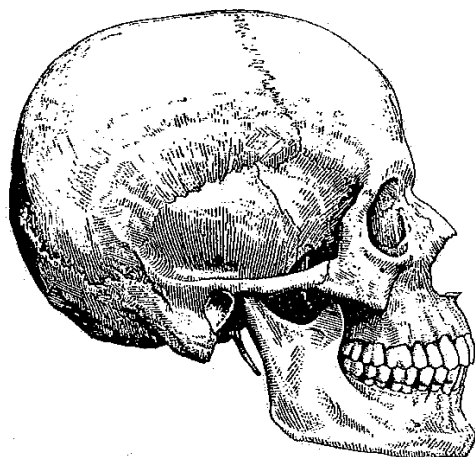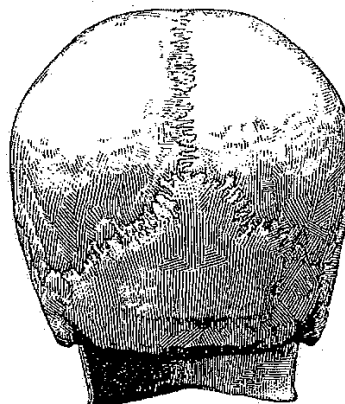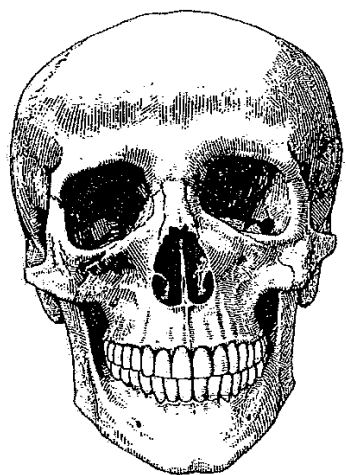
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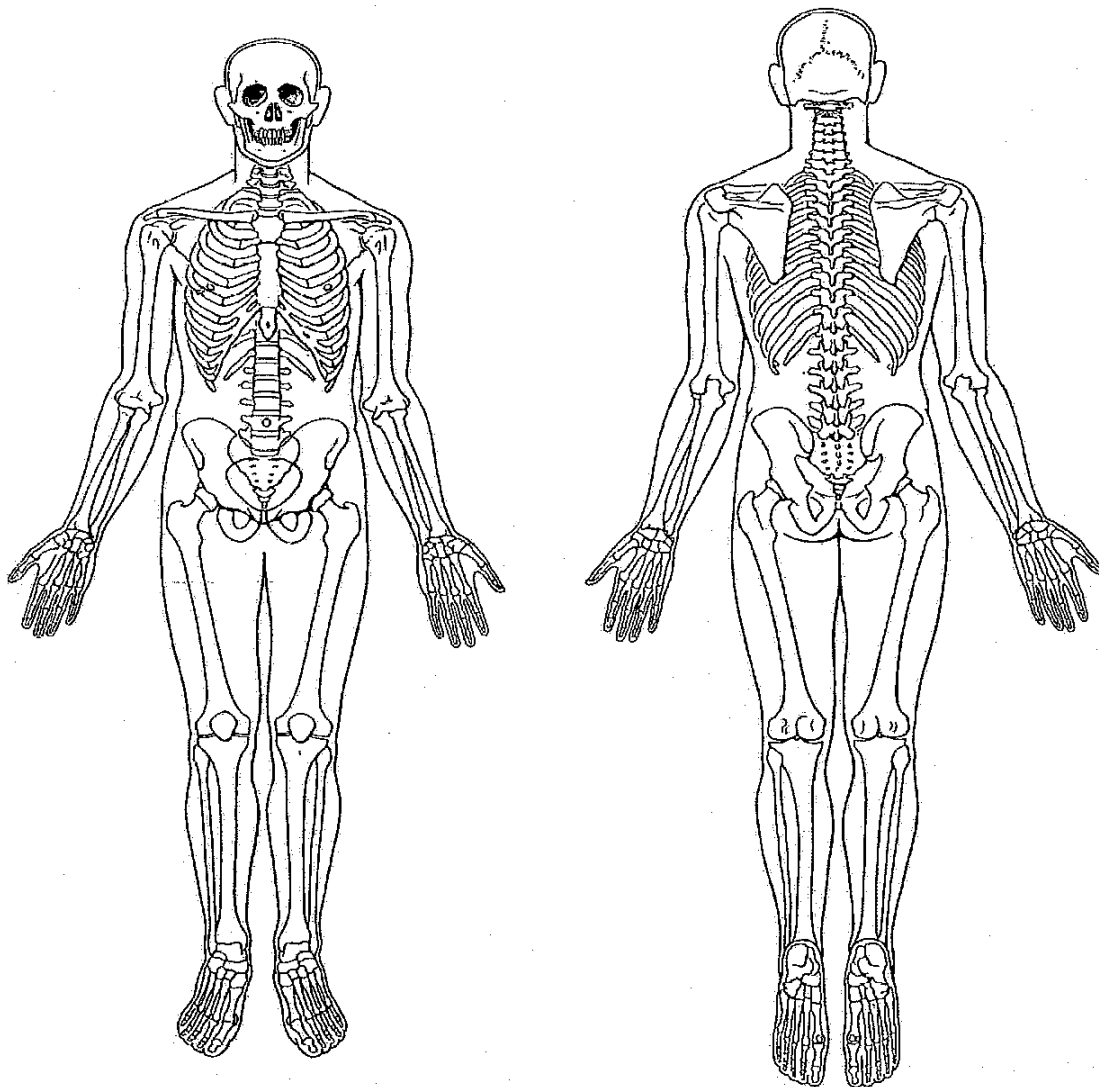FORM B

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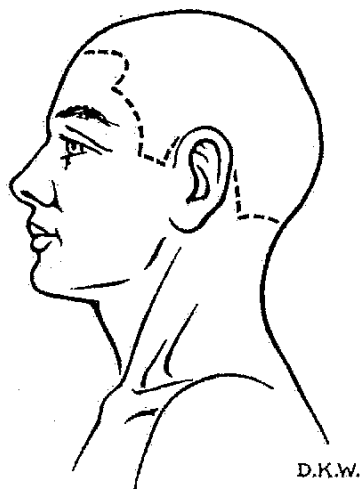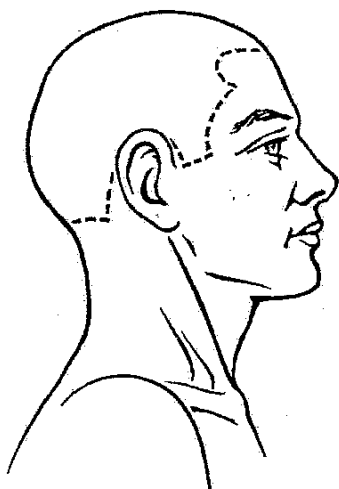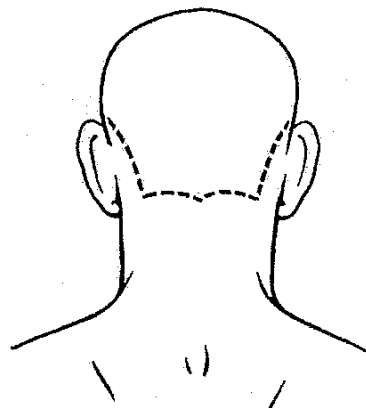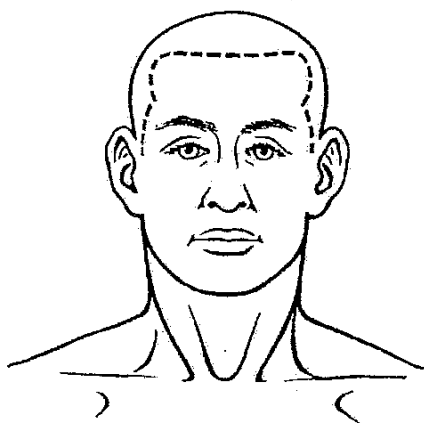
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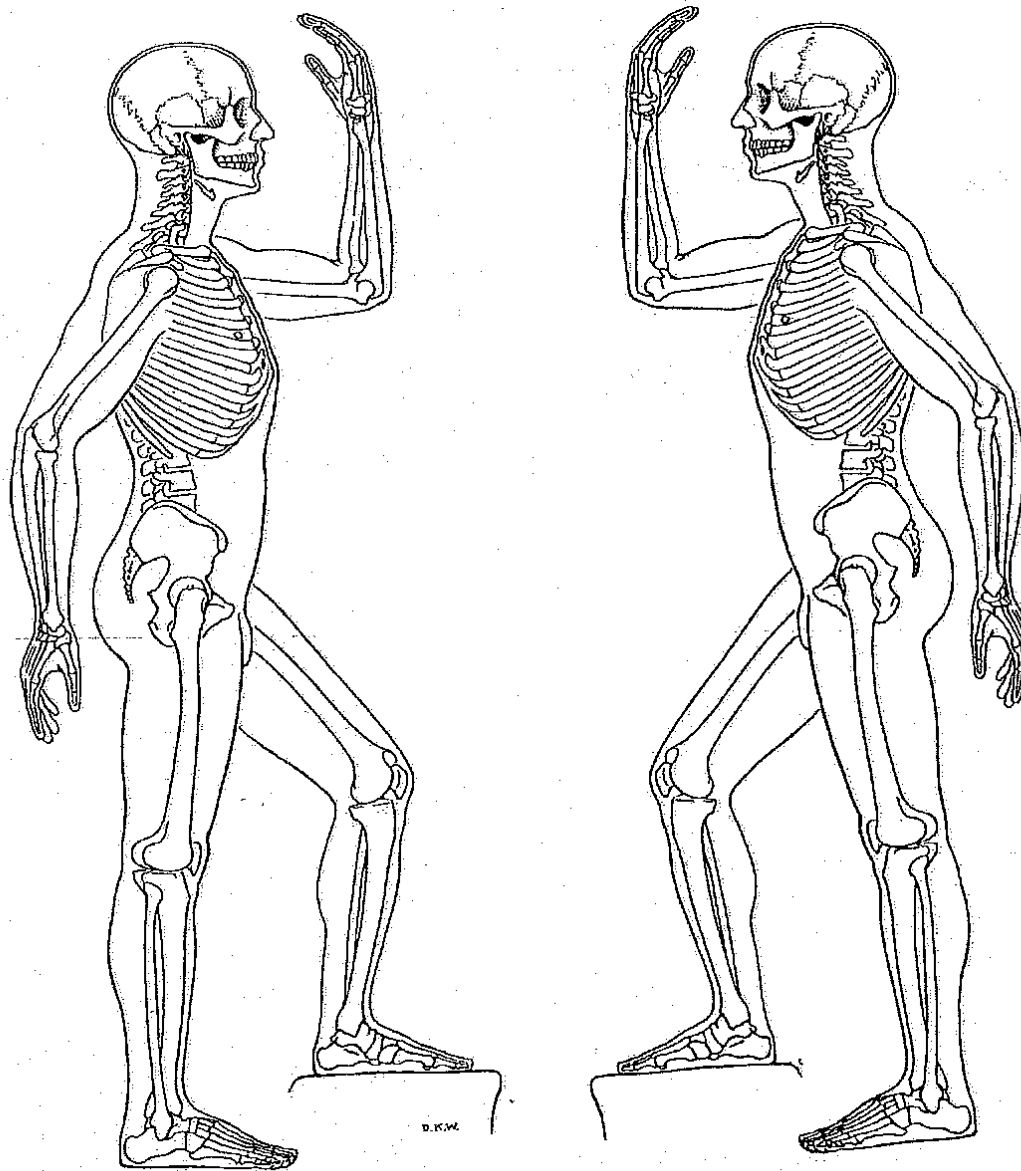
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FORM D

CASE NO._____ NAME _____

FORM C

Attachment 3: Health and Safety Plan

A.   Purpose

The purpose of this Plan is to ensure the safety of incident personnel and the general public. This is accomplished by identifying, monitoring and managing all safety hazards for the duration of the incident.

B.   Policy

It is the policy of all Incident Commanders in Bingham County that safety of personnel is of primary importance and concern throughout all aspects of the incident. Once identified, safety hazards or concerns shall be appropriately mitigated or addressed.

C.   Roles and Responsibilities

- Incident Commander – Establish safety policy

- Safety Officer – Implement safety policy

- Operations Section Personnel – Assure that safety considerations are included in all tactical and strategic decisions

- Unit Leaders & Supervisors – Communicate safety information to all assigned personnel and closely monitor their activities to assure compliance

- All Personnel – Primary responsibility is to perform assignments in a safe manner at all times

D.   Elements

The Safety Officer will develop a safety plan that addresses the hazards associated with a mass fatality incident. The following concerns have been identified as being significant hazard potentials:

- Public safety and security issues at the morgue and recovery sites.

- Public health issues at the morgue and recovery sites.

- Worker Safety at all sites.

- Bio- Hazards for workers.

   These concerns will be mitigated by taking the follow actions:

- Limit control operations to limit unnecessary exposure of personnel.

- Consider a risk-to-benefit ratio when considering strategy and tactics.

- Maintain constant contact and communications with ALL field personnel.

- Document operational period briefings and safety sessions, documented on Unit Log.

- Conducting a safety analysis for each operational period.

- Providing appropriate health and safety information to be included in the Incident Action Plans (IAP).

In addition, the Public Information Officer, working closely with Command Staff, will make a concerted effort to educate the general public in regards to safety concerns specific to the incident.

All new personnel checking into the incident will be required to review a general safety message that outlines general concerns. Daily shift briefings and the IAP will be the primary means of communicating safety concerns and issues to incident personnel. It is imperative that supervisors communicate this information to all personnel assigned to them, to assure that the information reaches all levels of the incident organization.

Safety concerns will be addressed by each IAP through the inclusion of, at a minimum, IAP will include an objective which provides for incident personnel and public safety. Safety concerns specific to Tactical Teams should be identified in the IAP. The Safety Officer, and assistants if necessary, will monitor conditions in the field at all incident facilities and surrounding areas. Identified hazards will be communicated to affected personnel. All intelligence gathered regarding potential hazards will be evaluated. Mitigation measures will be developed and information will be included in the IAP as required.

E.   Mitigation Of Specific Concerns or Hazards

Safety has been identified as the primary objective, and it is the responsibility of **all** incident personnel. Specific concerns and hazards will be identified and mitigated by all members of the Command and General Staff (Officers & Section Chiefs) and throughout their organization and area of responsibility. The IAP will be used to identify the major hazards and mitigations. All accidents will be reported, investigated, documented, and reviewed for "Lesson's Learned" potential.

Safety is the responsibility of every individual assigned to the incident. It is of primary importance and should be a consideration throughout all aspects of the incident.

Attachment 4: Mass Fatality Incident Communications Plan

A. Purpose

The purpose of this Plan is to identify the communication needs and delineate responsibilities for: 1) the rapid notification of staff members, and 2) the methods of tactical communications.

A mass fatality incident is seldom a standalone event; therefore it is very important that communication between the various County departments and local government agencies be established, coordinated and maintained.

B. Roles and Responsibilities

1. Logistics Section Chief – Approve Communications Plan
2. Planning Section Chief – Include Communications Plan in the operational period Incident Action Plan and discuss communications concerns during daily briefings.

3. Communications Unit Leader - Establish and Implement Communications Plan. Coordinate all internal and external communications for search and recovery sites and permanent and temporary morgue locations. Prepare and implement the effective use of incident communication equipment and facilities. Install and test communication equipment and distribute to incident personnel. Maintain and repair communication equipment.

C. Elements

Effective tactical communications during an event is critical to the continual and timely flow of material and staff to search and recovery sites and permanent and temporary morgue sites, hospitals, and other locations.

This will include:

- Using a call-down list to alert key staff members of an emergency and to request them to report to their designated sites

- Alerting personnel to set up morgue sites

- Ensuring that the incident scene and morgue site are properly equipped and staffed with communications devices

- Assisting the PIO with technical expertise in making information available to the general public

- Maintaining and distributing phone numbers, e-mail addresses, and radio frequencies

- Providing technical advice to staff and others for the communications devices they use

D. Methods of Communications

The primary means of communication will be the existing phones, both cellular and landlines, within the Dispatch Center, the Coroner's office, the County EOC, and response personnel.

Sites may also be equipped with 700 MHz radios and cellular phones for a back-up means of communications. Internet connections and fax machines at the sites will also be used.

Alternate sources of communications may include volunteer HAM radio operators, runners, and television. Radio Amateur Civil Emergency Service (RACES) is a public service provided by a reserve volunteer communications group within government agencies in times of extraordinary need. During periods of RACES activation, certified unpaid personnel are called upon to perform many tasks for the government agencies they serve. Although the exact nature of various activations will be different, the common thread is communications.

E. Communications Concerns

Staff utilizing two-way radios must to be cautious of the information they transmit. Conversations could reveal sensitive information to unauthorized listeners and potentially jeopardize or interfere with operations.

Attachment 5: Mass Fatality Incident Public Information Plan

A.   Purpose

The purpose of this Plan is to provide for the timely and accurate dissemination of information during a Mass Fatality Incident (MFI) so as to minimize the suffering of decedent's family members and loved ones.

A MFI is seldom a standalone event. During and after a MFI, the need for public information is critical. A consistent, confident message must be provided to maintain smooth operations and credibility. It is very important that timely and accurate information be provided to minimize fear and educate the public regarding any safety precautions that should be taken.

Should the MFI be a result of a communicable disease outbreak, hazardous material release, or other public health crisis, the Southeastern Idaho Public Health District Public Information Plan should be concurrently utilized. Detailed information regarding the use of the Health Department's Emergency Phone Center and other technical information relating to the mitigation of health emergencies can be found there.

B.   Policy

It is the policy of the Coroner of Bingham County, and/or the Incident Commander of a MFI, that the dissemination of timely and accurate information is of primary importance and concern throughout all aspects of the event. Once identified, short comings and/or public information concerns shall be appropriately mitigated as soon as possible.

C.   Roles and Responsibilities

Coroner/Incident Commander – Establishes policies and approves of all public information and news releases as prepared by the Public Information Officer (PIO).

Public Information Officer – Implement Public Information Plan and develop and present public information.

Operations Section Personnel – Assure that public information considerations are included in all tactical and strategic decisions and that public information concerns are referred to the PIO.

All Personnel – Communicate approved public information to the general public.

D.   Elements

Preparation for communication to all potential recipients of information should include generalized fact sheets, health alerts, and press releases that can be customized to the particulars of the emergency. These resources will help answer questions from law enforcement, fire departments, medical personnel, the public, and the media. Messages need to be tailored to the intended audiences so that they are relevant and easy to comprehend to diverse recipients.

Messages should include statements that:

- Recognize and empathize with public concerns.

- Acknowledge that reports from the media may be confusing.

- Avoid comparing the present risk to other risks that are not part of the present fears.

- Provide frequent updates of information based on medical and scientific data.

- Give the public suggestions for actions that will help safeguard health if a threat exists.

- Assure the public that the Coroner and the Public Health District are working actively to minimize health risks.

The PIO will:

- Assure timely dissemination of essential information that will increase survivability and reduce human suffering at the onset, during, and after the event.

- Supply the media with accurate and timely news information from a central source so that rumors are minimized and disruption of the response to the event is avoided.

- Provide the Bingham Board of County Commissioners, State of Idaho officials, local government and tribal officials within Bingham County, with accurate information so that these agencies may assist in keeping the public informed in a consistent manner.

To attain these elements, the PIO will:

Direct media - Act as a liaison to the media by:

- Assessing media needs and organizing mechanisms to fulfill those needs during the crisis

- Triage the response to media requests and inquiries

- Support spokespersons, including field staff PIOs

- Develop and maintain media contact lists and call logs

- Produce and distribute media advisories and news releases

- Produce and distribute materials, such as fact sheets and audio/ video releases

- Review news and video clips to correct inaccurate information and to identify ways to improve future releases

- Develop trust and credibility

- Maintain records of all information released to the media utilizing the Unit Log

Direct Public - Provide support to the:

- Logistic Section by providing accurate information for use by the Family Assistance Center and the Health Department's Emergency Phone Center should it be placed into service

- Dispatch Center by providing releases for the Emergency Alerting System

- County IT staff in managing e-mail inquiries coming in over the County Web site and producing information for dissemination via "blanket" text messaging systems. (Social Networking such as Twitter)

ESF 15 Public Information Support Staff – Provide the following support

- Develop and establish mechanisms to rapidly receive information from the Bingham County Emergency Operations Center (EOC) regarding the incident

- Translate EOC situation reports and meeting notes into information appropriate for public and partner needs

- Work with subject matter experts to create situation-specific fact sheets, Q/A sheets, and updates

- In consultation with appropriate staff, test messages and materials for cultural and language requirements of special populations

- Receive input from other communication team members regarding content and message needs

E.   Special Considerations

Public Officials and the Media

Public officials, who are known and trusted by their constituents, and are well informed about the situation at hand can be utilized as a Binghamful source in allaying public fears. An important function for public officials in any major emergency is to dispel disruptive rumors and instill in the general public a sense that everything possible is being done to control the situation. In order to attain this goal, it will be necessary to fully educate public officials about the emergency. It is critical to include: 1) the current situation, 2) actions that have been taken, 3) future actions and potential outcomes. Not all of this information may be suitable for dissemination to the general public. Still, it is critical that public officials be aware of possible outcomes.

Timely and accurate Public Information has been identified as a very important objective by the Coroner/Incident Commander and it is the responsibility of all incident personnel to assist where possible in this objective. Specific concerns regarding Public Information will be identified and mitigated by all members of the Command and General Staff.

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Attachment 6: Mass Fatality Incident Security Plan

A.   Purpose

The purpose of the MFI Security Plan is to identify the security needs at the County EOC, temporary and permanent morgue sites, and the search and recovery sites. Additionally, this plan delineates the responsibilities of the Sheriff's Office and Local Law Enforcement – ESF 13 Public Safety and Security in providing security.

B.   Policy

It is the policy of all Bingham County Incident Commanders that security of personnel is of primary importance and concern throughout all aspects of the incident. Once identified, security concerns shall be appropriately mitigated or addressed.

C.   Roles and Responsibilities

- Incident Commander – Approve Security Plan

- Operations Section Personnel – Assure that security considerations are included in all tactical and strategic decisions

- Security Unit Leader – Establish/Implement Security Plan

- Unit Leaders & Supervisors – Communicate security information to all assigned personnel and closely monitor their activities to ensure compliance

D.   Elements

All security needs within the operational area become the overall responsibility of the Bingham County Sheriff's Office. The County Sheriff will appoint the Security Unit Leader. This individual will be responsible for the security of vehicle/material transport, equipment, and personnel at the recovery site and at all morgue sites. The Sheriff's Office will be assisted in these efforts by local Police Departments. Should the security needs exceed the capability of the local jurisdiction, additional resources can be obtained through law enforcement mutual aid and may include the following:

- Bingham County Search and Rescue

- Idaho State Police

- Local Law Enforcement from neighboring jurisdictions may be used to supplement local law enforcement. If local government resources are not available from Operational Area jurisdictions, the EOC will coordinate within the region to supply requested resources.

- The Sheriff's Office and City Police Departments may have citizen volunteers that can be utilized as security support. These are unarmed volunteers who wear readily identifiable uniforms and may be utilized to observe and report. If they encounter a problem, they can quickly radio in to their respective agencies for additional support.

Search and Recovery Site Security

The primary goal of Search and Recovery site security is to provide crowd control and direction, worker and general public safety, and protection of the crime scene. The following site security measures are recommended:

- The public will be denied access to the search and recovery site.

- Media access will be coordinated through the EOC. A PIO staff member will accompany the media.

- Access control into, within, and outside of the perimeter. This measure entails identification badges for all authorized personnel, and sign-in/out sheets.

- If deemed necessary, perimeter fences, personnel gates, and ropes/hazard tapes can be quickly installed to provide an additional physical barrier. Additional exterior lighting can also be added.

- The Family Assistance Center will coordinate with the Security Unit Leader all authorized site visits by next of kin.

- Establish traffic patterns for entry and exit to the area and clearly designate parking areas.

- Establish a Security Post and make its location and contact information known to all personnel.

Morgue Site Security

- The primary goal of morgue site security is to provide protection for site inventory and personnel. Site security is the responsibility of law enforcement agencies (Police or Sheriff) within each morgue sites' jurisdiction.

  The following Morgue Site security measures are recommended:

- Before activation, the responsible law enforcement agency should perform, in coordination with the logistics section, a physical security and facility preparedness assessment of the morgue site(s).

- Access control into, within, and out of the facility. This measure entails identification badges for all authorized personnel, and sign-in/out sheets.

- Controlling and coordinating media access within the site (coordinating through the EOC and PIO).

- Establish traffic patterns for entry and exit to the facility and clearly designate parking areas.

E.   Mitigation of Specific Concerns or Hazards

Security has been identified as an important objective, which is the responsibility of **ALL** incident personnel. Specific concerns and security risks will be identified and mitigated by all members of the Command and General Staff (Officers & Section Chiefs). The IAP will be used to document any identified hazards and propose mitigation actions. Any security "lapse" will be reported, investigated, documented, and reviewed for "lessons learned" potential.

Attachment 7 Mass Fatality Plan Training, Exercise, Evaluation, and Maintenance

A.   Overview

The Bingham County Coroner's Office and community partners will receive all appropriate emergency preparedness related trainings and exercises in order to facilitate response efforts during an actual Mass Fatality Incident. It would be advantageous if local hospital managers and local mortuary Funeral Directors were included in training programs. The Coroner, in cooperation with the Bingham County Coordinator of Emergency Services, will develop a calendar at the start of each fiscal year and also schedule all requisite trainings and exercises.

B.   Training

- Based on the fact that this Mass Fatality Plan is new, training objectives for 2012 include:

- Introduce the MFI plan to the Bingham LEPC and others who may interact as response staff including the Sheriff's Office, local law enforcement, the Bingham Memorial Hospital, local fire and EMS Departments and solicit suggestions for improvement.

- Introduce the MFI Plan and the concept of Memorandum of Agreements (MOA's) to the Bingham County Death Care Industry for partnering with the Coroner.

- Future training objectives for emergency managers will center on refining expertise on the actual operational components of the plan. Integration of the Coroner's Services Branch in the County EOC will be a high priority. Also relevant, is the demonstration to the local Death Care Industry the importance of developing MOA's with the Coroner's Office.

C.   Exercise

Exercises are valuable because they enable local jurisdictions and regional planners to evaluate how well the MFI plan works and identify where the plan needs improvement. Some exercises may test only limited parts of the plan such as notification procedures. MFI are seldom stand-alone events, therefore it is realistic to exercise this Plan in concert with the exercising of other Plans (e.g. SNS, Pan Flu, or Mass Casualty).

Exercise Requirements

As noted above MFI are seldom stand-alone events, therefore it is realistic to implement the use of the MFI Plan in concert with the exercising of other Plans. To meet the training objectives outlined above, the following components should be exercised annually:

- Ensure that the Coroner's Service Branch is established within the County EOC

- Test the operational capabilities of the Morgue Services Unit

- Activate the Family Assistance Center component

- Simulate the issuance of a large number of death certificates and permits for disposition
- Demonstrate the need for MOA's between the Coroner's Office and the regional Death Care Industry.

D.   Evaluation and Maintenance

For all exercises involving the BCS-CO, the following exercise evaluation activities will occur:

- Development of a post exercise written evaluation
- Conduct a post exercise Hot Wash
- Preparation of an After Action Report (AAR)
- Preparation of a Corrective Action Plan (CAP)
- Implement the Corrective Action Plans in a timely fashion.

This plan, in its entirety, will be reviewed, maintained, and updated on a yearly basis by the Coroner or his/her designated representative.

Appendices

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Glossary of Key applicable NIMS Terms

Accountable Property: Property that: 1) has an acquisition cost that is $15,000 or more; 2) has a unique, identifiable serial number (e.g., computer or telecommunications equipment); and 3) is considered "sensitive" (i.e., easily pilfered), such as cellular phones, pagers, and laptop computers.

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management

Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

Available Resources: Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

Awareness: The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Casualty: Any person who is declared dead or is missing, ill, or injured.

Catastrophic Incident: Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Civil Transportation Capacity: The total quantity of privately owned transportation services, equipment, facilities, and systems from all transportation modes nationally or in a prescribed area or region.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer,

Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture (COP): A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Community Recovery: In the context of the NRP and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources, and developing and implementing a course of action to restore and revitalize the socioeconomic and physical structure of a community.

Consequence Management: Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also **Crisis Management.**

Credible Threat: A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Management: Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also **Consequence Management.**

Critical Infrastructures: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Cultural Resources: Cultural resources include historic and prehistoric structures, archeological sites, cultural landscapes, and museum collections.

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

Disaster: See **Major Disaster.**

Disaster Recovery Center (DRC): A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

Emergency: As defined by the Stafford Act, an emergency is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States."

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

Emergency Operations Plan (EOP):   The "steady-state" plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. (See section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as "emergency responder."

Emergency Support Function (ESF): A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emerging Infectious Diseases: New or recurring infectious diseases of people, domestic animals, and/or wildlife, including identification, etiology, pathogenesis, zoonotic potential, and ecological impact.

Environment: Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Environmental Response Team: Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology, and engineering. The Environmental Response Team provides technical advice and assistance to the OSC for both planning and response to discharges and releases of oil and hazardous substances into the environment.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Facility Management: Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Coordinating Officer (FCO): The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.

Federal Emergency Communications Coordinator (FECC): That person, assigned by GSA, who functions as the principal Federal manager for emergency telecommunications requirements in major disasters, emergencies, and extraordinary situations, when requested by the FCO or FRC.

Federal On-Scene Coordinator (FOSC or OSC): The Federal official pre-designated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

Federal Resource Coordinator (FRC):   The Federal official appointed to manage Federal resource support activities related to non-Stafford Act incidents. The FRC is responsible for coordinating support from other Federal departments and agencies using interagency agreements and MOUs.

First Responder: Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: Any cost-effective measure which will reduce the potential for damage to a facility caused by a disaster event.

Hazardous Material: For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

Hazardous Substance: As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

Historic Property: Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w)(5)].

Incident: An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation: Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

Incident of National Significance: Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

Information Officer: See **Public Information Officer.**

Infrastructure: The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

In-Kind Donations: Donations other than cash (usually materials or professional services) for disaster survivors.

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness,

response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC): The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRP is activated.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Long-Range Management Plan: Used by the FCO and management team to address internal staffing, organization, and team requirements.

Major Disaster: As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Materiel Management: Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage, and handling; security and account distribution; and recovery, reuse, and disposition.

Mission Assignment: The vehicle used by DHS/EPR/FEMA to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work.

Mitigation: Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or, potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Interagency Fire Center (NIFC): A facility located in Boise, ID, that is jointly operated by several federal agencies and is dedicated to coordination, logistical support, and improved weather services in support of fire management operations throughout the United States.

Natural Resources: Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

National Response Center: A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.

National Special Security Event (NSSE): A designated event that, by virtue of its political, economic, social, or religious significance, may be the target of terrorism or other criminal activity.

Nongovernmental Organization (NGO): A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Nuclear Incident Response Team (NIRT): Created by the Homeland Security Act to provide DHS with a nuclear/radiological response capability. When activated, the NIRT consists of specialized Federal response teams drawn from DOE and/or EPA. These teams may become DHS operational assets providing technical expertise and equipment when activated during a crisis or in response to a nuclear/radiological incident as part of the DHS Federal response.

On-Scene Coordinator (OSC): See **Federal On-Scene Coordinator.**

Pollutant or Contaminant: As defined in the NCP, includes, but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such organisms or their offspring.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention: Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law

enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Principal Federal Official (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Private Sector: Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

Public Assistance Program: The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Health: Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

Public Works: Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Radiological Emergency Response Teams (RERTs): Teams provided by EPA's Office of Radiation and Indoor Air to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.

Recovery: The development, coordination, ability; inventory, deployment, issue, and coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural

surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Senior Federal Official (SFO): An individual representing a Federal department or agency with primary statutory responsibility for incident management. SFOs utilize existing authorities, expertise, and capabilities to aid in management of the incident working in coordination with other members of the JFO Coordination Group.

Situation Assessment: The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision making.

State: Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Strategic: Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategic Plan: A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Subject-Matter Expert (SME): An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill.

Telecommunications: The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electro-magnetic, or optical means. Telecommunications includes all aspects of transmitting information.

Terrorism: Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Transportation Management: Transportation prioritizing, ordering, sourcing, and acquisition; time phasing plans; fleet management; and movement coordination and tracking.

Tribe: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Unaffiliated Volunteer: An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a "spontaneous" or "emergent" volunteer.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction, or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan. (See page 10 for discussion on DOD forces.)

United States: The term "United States," when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S.Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Unsolicited Goods: Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Volunteer: Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center: Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

Weapon of Mass Destruction (WMD): As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.
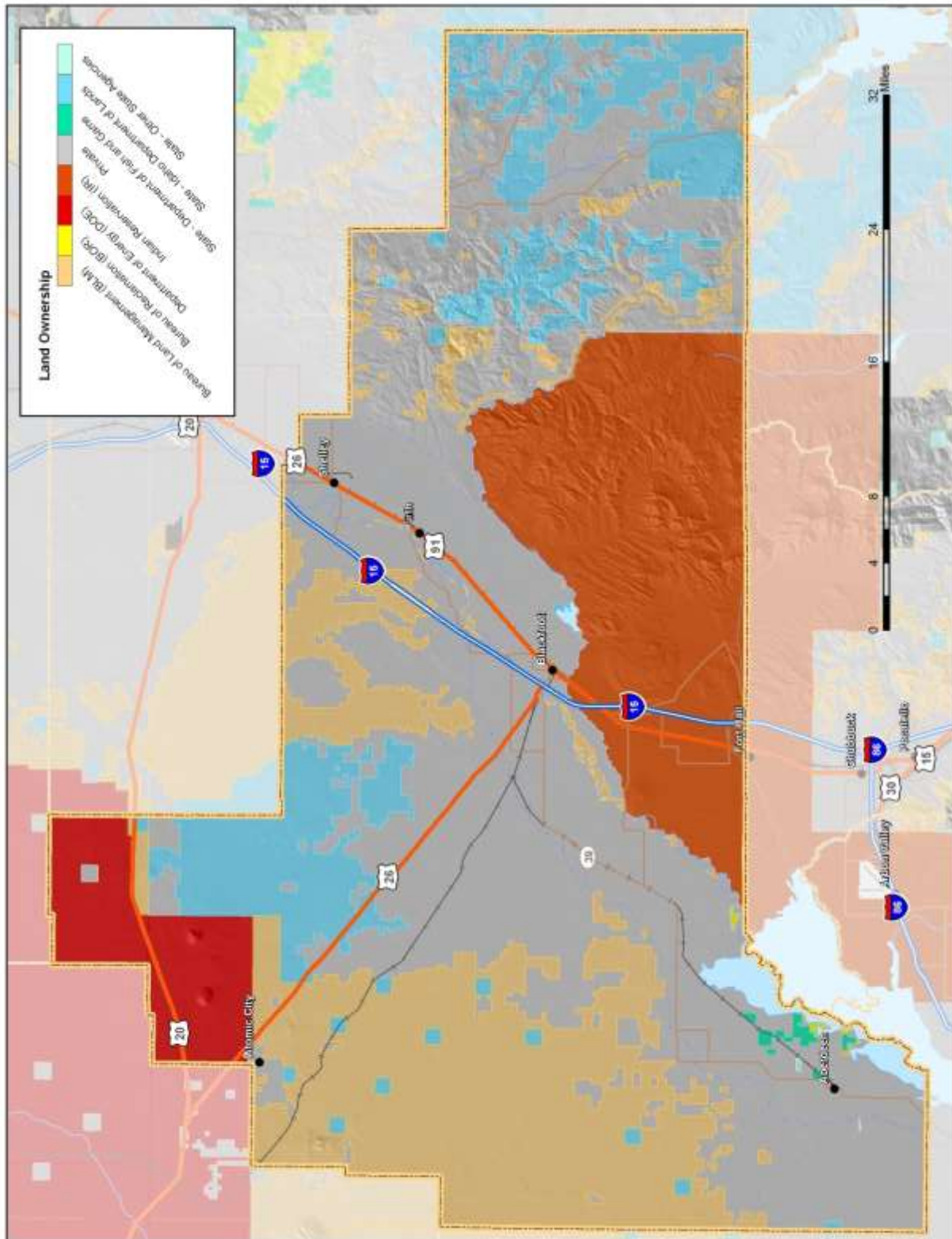
Wireless Priority Service (WPS): WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.
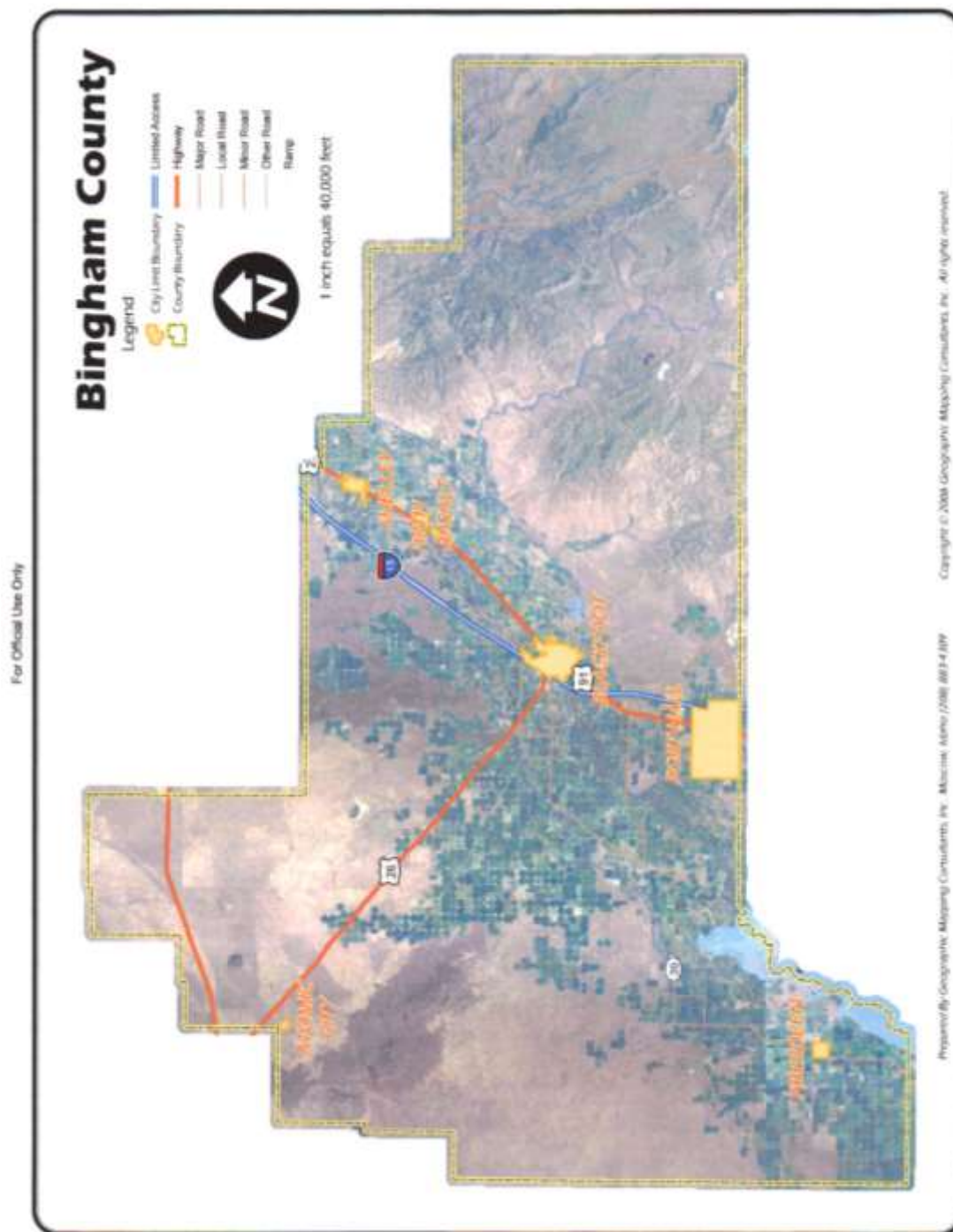
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NIMS Acronym List

ALS	Advanced Life Support
APHIS	Animal and Plant Health Inspection Service
BHS	Office of Emergency Management
CBO	Community-Based Organization
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
DEQ	Division of Environmental Quality
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
EOC	Department Operations Center
EAS	Emergency Assistance Personnel or Emergency Alert System
EMAC	Emergency Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPIO	Emergency Public Information Officer
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
FRC	Federal Resource Coordinator
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
GIS	Geographical Information System
HAZMAT	Hazardous Materials
HSPD-5	Homeland Security Presidential Directive 5
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
INL	Idaho National Laboratory
ISP	Idaho State Police
ITD	Idaho Transportation Department
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
LNO	Liaison Officer

MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NASA	National Aeronautics and Space Administration
NAWAS	National Warning System
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NVOAD	National Voluntary Organizations Active in Disaster
OEM	Office of Emergency Management
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POLREP	Pollution Report
POC	Point of Contact
PVO	Private Volunteer Organization
R&D	Research and Development
RA	Reimbursable Agreement
RCRA	Resource Conservation and Recovery Act
RESTAT	Resource Status
ROSS	Resource Ordering and Status System
SAR	Search and Rescue
SCO	State Coordinating Officer
SDO	Standards Development Organization
SFO	Senior Federal Official
SITREP	Situation Report
SO	Safety Officer
SO	Sheriff's Office
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
TSA	Transportation Security Administration
UC	Unified Command
US&R	Urban Search and Rescue
WMD	Weapons of Mass Destruction

Maps

Bingham County

For Official Use Only

Atomic City

Legend

City Limit Boundary
County Boundary

Limited Access
Highway
Major Road
Local Road
Minor Road
Other Road
Ramp

1 inch equals 1,000 feet

For Official Use Only

Basalt

Legend

City Limit Boundary — Limited Access
County Boundary — Highway
— Major Road
— Local Road
— Minor Road
— Other Road
— Ramp

1 inch equals 1,000 feet

For Official Use Only

For Official Use Only

Firth

Legend

City Limit Boundary — Limited Access
County Boundary — Highway
— Major Road
— Local Road
— Minor Road
— Other Road
— Ramp

N

1 inch equals 1,000 feet

For Official Use Only

Flooding (HAZUS)

HAZUS 100 Year Floodplain

Wildland Urban Interface

WUI

Tier II Locations

- Facility Locations
- Facility PAD's

Bingham County, Idaho

INEEL

East Butte

Middle Butte

Atomic City

Cedar Butte

Shelley

Mt. Taylor

Sheep Pk

Firth

Moreland

Blackfoot

Rockford

Higham Pk.

Springfield

Ferry Butte

Fort Hall

Aberdeen

Blackfoot Mtns

Fort Hall Indian Reservation

Snake River

American Falls Res

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Compiled by Paul K. Link,
Idaho State University, Geosciences Dept
http://www.isu.edu/departments/geology/

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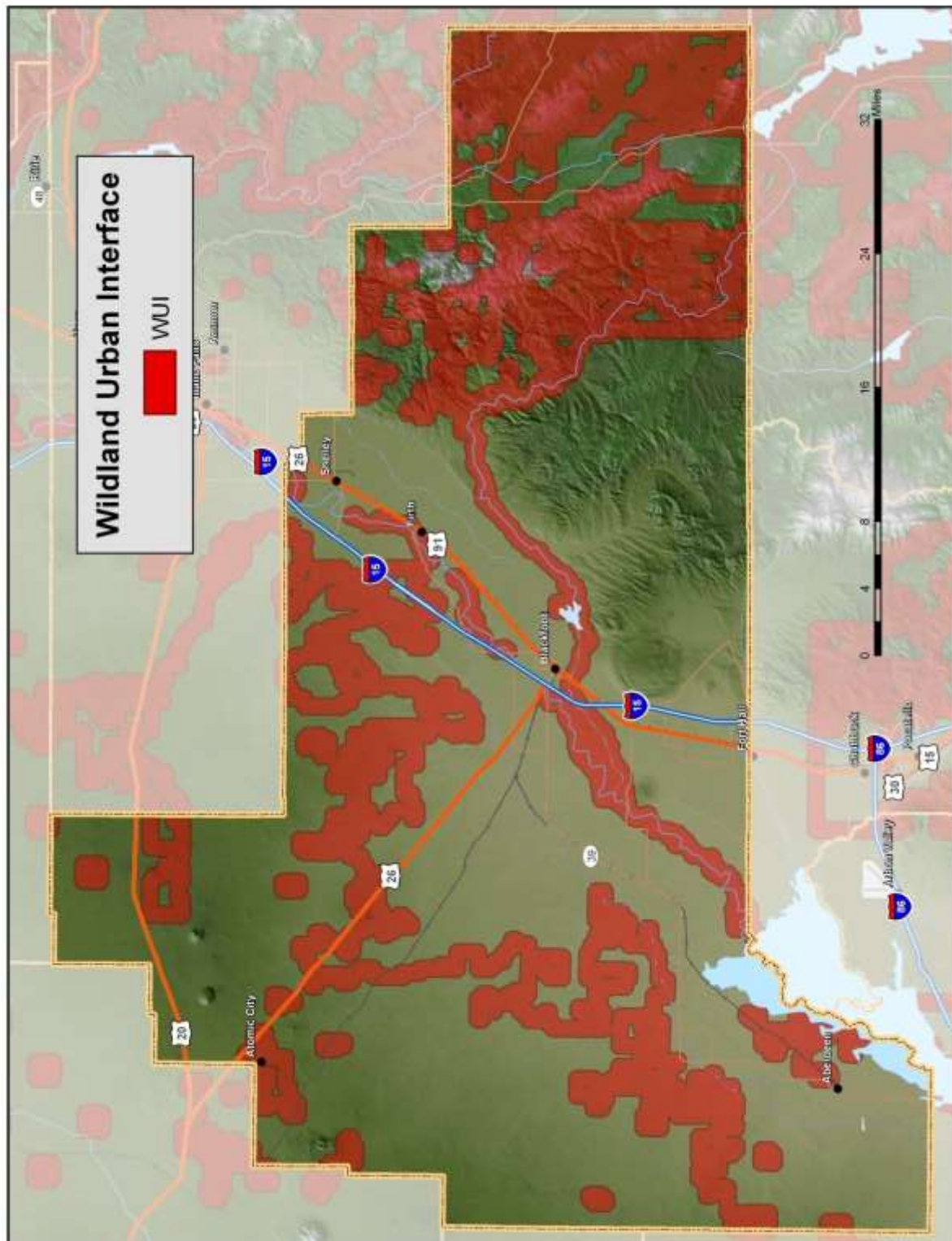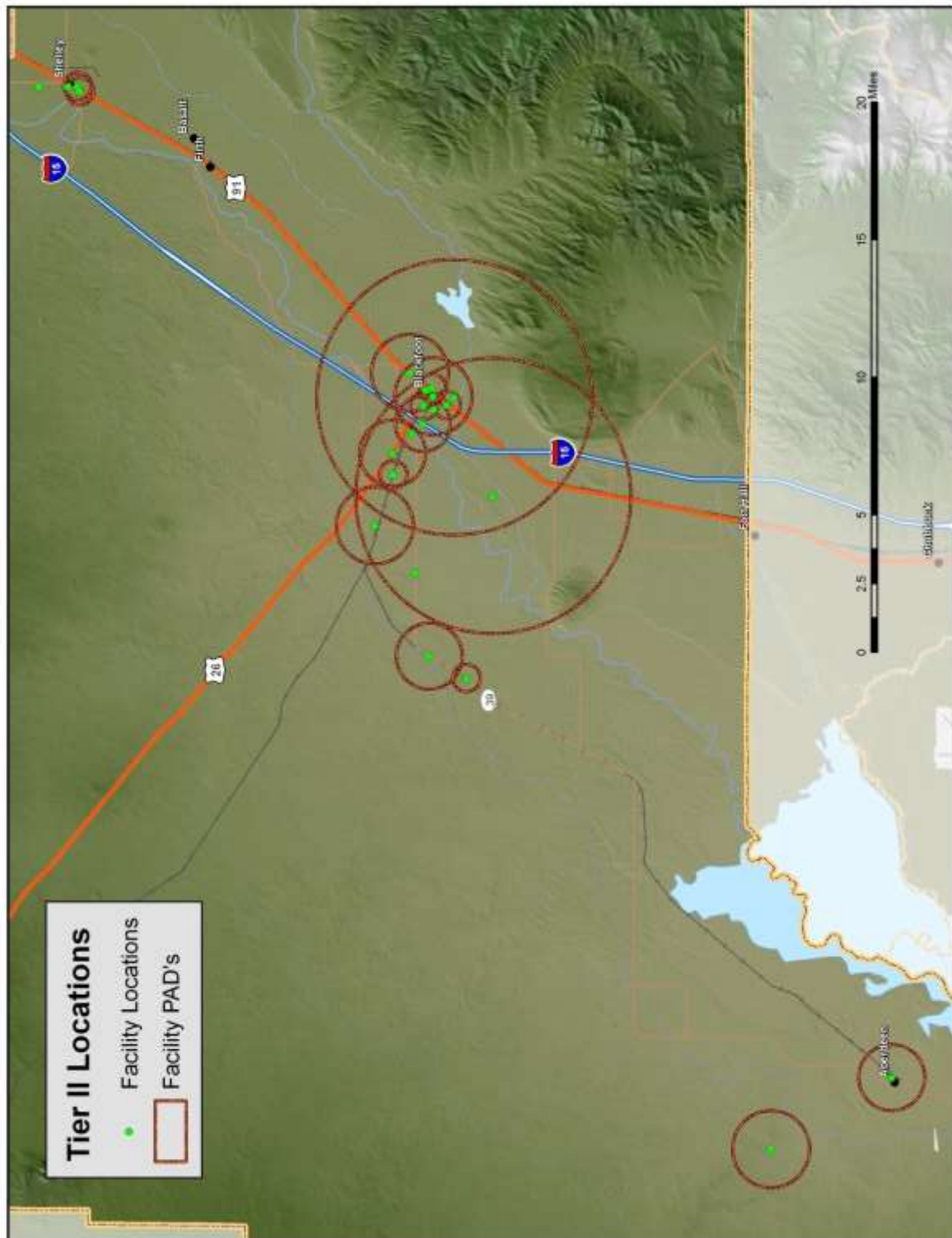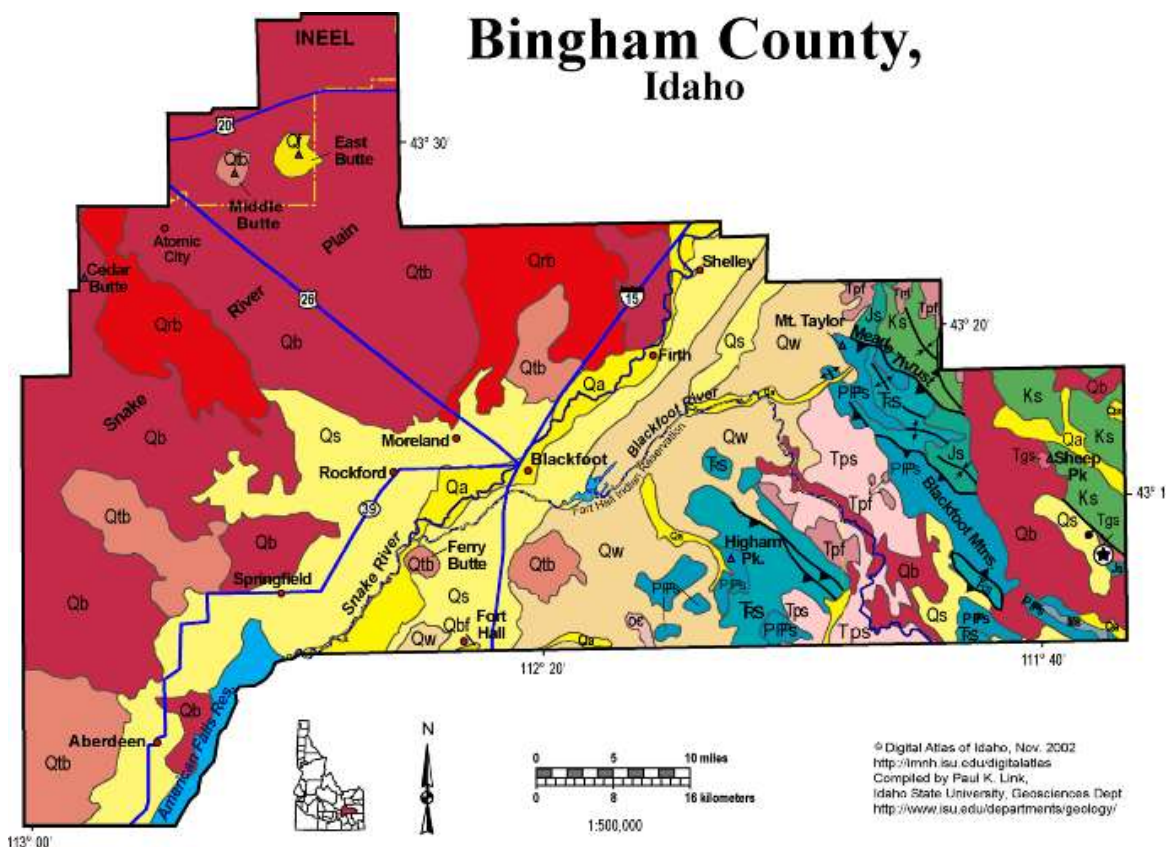0   8   16 kilometers

Geologic Units

Qa	Quaternary alluvial deposits
Qs	Quaternary surficial cover, fluveolian cover on Snake River Plain, alluvial fans (Snake River Group)
Qw	Quaternary windblown deposits, dunes, loess (omitted in Northern Idaho)
Qf	Pleistocene silicic volcanic rocks (Yellowstone Group)
Qrb	Recent basalt lava
Qb	Pleistocene basalt lava
QTb	Pleistocene and Pliocene basalt lava and associated tuff
Tpf	Pliocene and Upper Miocene felsic volcanic rocks, rhyolite flows, tuffs, ignimbrites (includes Moonstone rhyolite)
T̄s	Triassic sedimentary rocks
Tps	Pliocene and Upper Miocene stream and lake deposits (Salt Lake Formation, Starlight Formation, Idaho Group)
Ks	Cretaceous sedimentary rocks
Tgs	Eocene granite, pink granite, syenite, rhyolite dikes, and rhyolitic shallow intrusive
PₚPs	Permian and Pennsylvanian sedimentary rocks
Js	Jurassic sedimentary rocks.
Ms	Mississippian sedimentary rocks