



Oneida County Emergency Operations Plan

June 2010

Oneida County Emergency Operations Plan *Quick Reference*

Roles and Responsibilities – Yellow Tabs

Standard Response Guides – Red Tabs

Number	Incident Type
1	Emergency Operations Center Activation and Operations
2	Any Type of Incident
3	Terrorism/Bomb Threat
4	Earthquake
5	Flood
6	Hazardous Materials
7	Utility Failure
8	Severe Weather
9	Wildfire
10	Chemical/Biological

Support Function Annexes - White Tabs

Number	Function Title	Primary Agency
ESF #1	Transportation	Road and Bridge Department
ESF #2	Communications and Warning	Sheriff's Office
ESF #3	Public Works and Engineering	Road and Bridge Department
ESF #4	Firefighting	Fire Department Having Jurisdiction
ESF #5	Emergency Management	Emergency Services Coordinator
ESF #6	Mass Care, Emergency Services, Housing And Human Services	Emergency Services Coordinator
ESF #7	Resources Support	Emergency Services Coordinator
ESF #8	Health and Medical Services	Oneida County Ambulance District
ESF #9	Search and Rescue	Sheriff's Office
ESF #10	Oil & Hazardous Materials	Jurisdiction Having Authority's LERA
ESF #11	Agriculture and Natural Resources	Extension Agent
ESF #12	Energy	Road and Bridge Department
ESF #13	Public Safety and Security	Sheriff's Office
ESF #14	Long Term Community Recovery	Emergency Services Coordinator
ESF #15	Public Safety and Security	Sheriff's Office
ESF #16	Military Support	Board of Commissioners

Support Annexes (Green Tabs)

Letter	Title	Primary Agency
A	Damage Assessment	Oneida County Building Official
B	Evacuation	Sheriff's Office
C	Financial Management	County Clerk
D	Point of Dispensing Operations	Emergency Services Coordinator
E	Terrorism	Sheriff's Office
F	Religious Organization Plans	Emergency Services Coordinator


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graph TD
    EO[Event Occurs] --> N{Notification}
    N --> C[Communications Link Between EOC and IC]
    C --> ICE[Incident Command Established]
    ICE --> DR[Determine Required Resources]
    DR --> D[Deploy Resources]
    D --> R[Respond]
    R --> Re[Recover]
    Re --> T([Terminate])
    T --> ICE
    
    N -.-> AEO[Activate EOC]
    AEO -.-> SP[Staff Positions]
    SP --> AEF[Activate Emergency Support Functions]
    AEF --> ASA[Activate Support Annexes]
    ASA --> T
    
    N -.-> SRRG[Select Roles & Responsibility Guides]
    SRRG --> DR
    
    N -.-> SSRG[Select Standard Response Guide]
    SSRG --> DR
    
    N -.-> SESF[Select Emergency Support Functions]
    SESF --> AEF
    
    N -.-> SSA[Select Support Annex]
    SSA --> ASA
  
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The flowchart illustrates the implementation process for an emergency response. It begins with 'Event Occurs', leading to a 'Notification' decision point. From 'Notification', the process branches into several parallel activities: 'Activate EOC' (which leads to 'Staff Positions' and then 'Activate Emergency Support Functions'), 'Select Roles & Responsibility Guides' (which leads to 'Determine Required Resources'), 'Select Standard Response Guide' (which also leads to 'Determine Required Resources'), 'Select Emergency Support Functions' (which leads to 'Activate Emergency Support Functions'), and 'Select Support Annex' (which leads to 'Activate Support Annexes'). The 'Activate EOC' step is linked to a 'Communications Link Between EOC and IC', which leads to 'Incident Command Established'. 'Incident Command Established' leads to 'Determine Required Resources', which then leads to 'Deploy Resources', 'Respond', and 'Recover'. Finally, 'Recover' leads to 'Terminate', which loops back to 'Incident Command Established'.

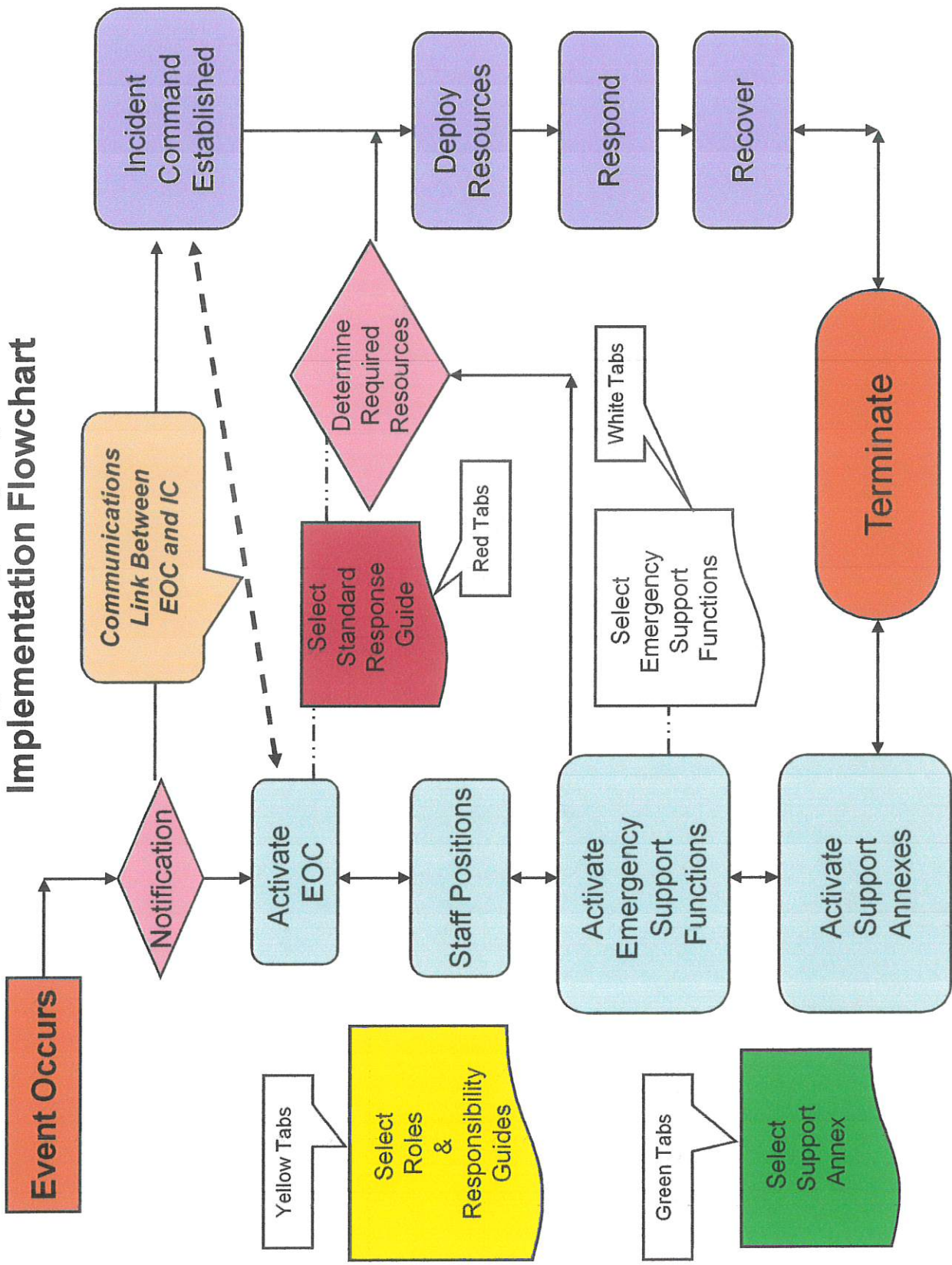


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Roles and Responsibilities (YELLOW)

Oneida County Emergency Operations Structure	
Elected Officials	
County Disaster Coordinator	
EOC Manager	
Safety Officer	
Public Information Officer	
Liaison Officer	
Planning and Assessment	
Operations Coordination	
Resource Management/Logistics	
Legal and Finance	

Promulgation and Adoption

The Oneida County Emergency Operations June 2010 is hereby authorized to be the Official Plan for Oneida 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:

Chairman, Oneida County Board of Commissioners

Signature:

Commissioner

Signature:

Commissioner

Adopted by the Oneida County Board of Commissioners on the ____ day of ____
2010

Attest:

Clerk

Approval and Implementation

The Oneida 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.*

It is encouraged and expected that all agencies will participate in training exercises. This will not only increase the agencies' understanding of the plan, but allow opportunities for improving the plan.

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The County Board of Commissioners and involved department heads will brief appropriate additional personnel as appropriate. This Plan will be published by the Oneida County Emergency Services Coordinator 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:

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

Change #	Date Posted	By (Print)	Signature

Record of Review

Review Date	Reviewed by	Signature

Introduction

Purpose

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

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

Scope and Limitations

The Oneida County Emergency Plan covers all emergency operations within the boundaries of Oneida 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.

Community Description

Oneida County has a total land area of 1,202 square miles. The county seat is in Malad City, where most of the county's population lives. The County is named for Oneida Lake in New York, an area from which most of the early settlers had emigrated. Oneida County was organized on January 22, 1864 as part of the Idaho territory. The original county seat was at Soda Springs in present day Caribou County; the county seat was moved to Malad City in 1866 because of its population growth and location on the freight road and stagecoach line.

Oneida County is located in southeast Idaho. It is bordered on the north by Power County and Bannock County, on the east by Franklin County, on the west by Cassia County, and on the south by Cache County, Utah and Box Elder County, Utah.

Oneida County consists of 1,202 square miles of which 1,200 square miles is land, and 1.3 square miles is water. Oneida County contains 409,305 acres of Federal Land (53% of the County); of those 193,197 are forested lands while the remaining acres are BLM. State Endowment Lands consist of 13,007 acres in the County. The states of Utah and Idaho and the US Fish and Wildlife Service manage small areas.

The County is within the Basin and Range province with north-trending normal faults bounding the east sides of the ranges. The active Wasatch fault extends north of Malad Valley and then bends to the west of Elkhorn Peak.

The Bannock Range contains Neoproterozoic through Ordovician strata which are cut by slow-angle normal faults associated with the Bannock Detachment fault, which formed around 10 Ma. The ranges west of Malad Valley contain mainly upper Paleozoic rocks. The Manning Canyon thrust fault is exposed in a small canyon west of Malad, in the Blue Spring Hills.

signifying the lowest magnitude. Table 2 illustrates the severity ranking for the hazards facing Oneida County when magnitude is compared to frequency. For those hazards with a high magnitude score and a loss estimate greater than \$100,000,000 the frequency score is replaced with an Ex or an extreme loss. Those with extreme loss potential are ranked as the highest hazards. The remaining risk rankings, as described in Section 1, are based on frequency and magnitude. Repetitive loss is used specifically to aide in the prioritization of projects identified for risk reduction. Risk reduction activities are based on the overall risks rankings which are determined using processes described above. The hazards are placed in the risk ranking Table 2 on a comparative scale which is used to determine the priorities for risk reduction.

The highest score would be a high frequency and a high magnitude as depicted in the lower right hand box o

Table 1-Overall Ranking:

Ranges

48-20 High

19-13 Medium

12-0 Low

Frequency

Extreme – \$100,000,000 in loss or greater

High – Yearly to Five Years

Medium – Five Years to 25 Years

Low - 25 Years to Never Happen

Hazard	Magnitude	Frequency
Earthquake	38	H
Dam Failure	26	L
Wildfire	24	H
Terrorism	24	L
Hoof & Mouth Disease	23	L
Mad Cow Disease	23	L
Extreme Cold	20	H
Winter Storm	20	H
Hazardous Material	20	H
Epidemic/Pandemic	19	L
Flash Flood	17	H
River Flooding	15	M
Structural Fire	14	H
Drought	13	M
Landslide	13	M
Tornado	12	M
Straight Line Wind	11	H
Hail	11	M
Snow Avalanche	11	M
Extreme Heat	11	L
Riot/Civil Disorder	11	L
Lightning	9	H
West Nile Virus	9	H

Table

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 the four high priority projects:

1. Plant a Living Snow Fence on the summit on I-15
2. Formally adopt the Floodplain Ordinance
3. Construct new roadway outside of the floodplain in the narrows
4. Improve drainage on West Daniels Road

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

Planning Assumptions & Considerations

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

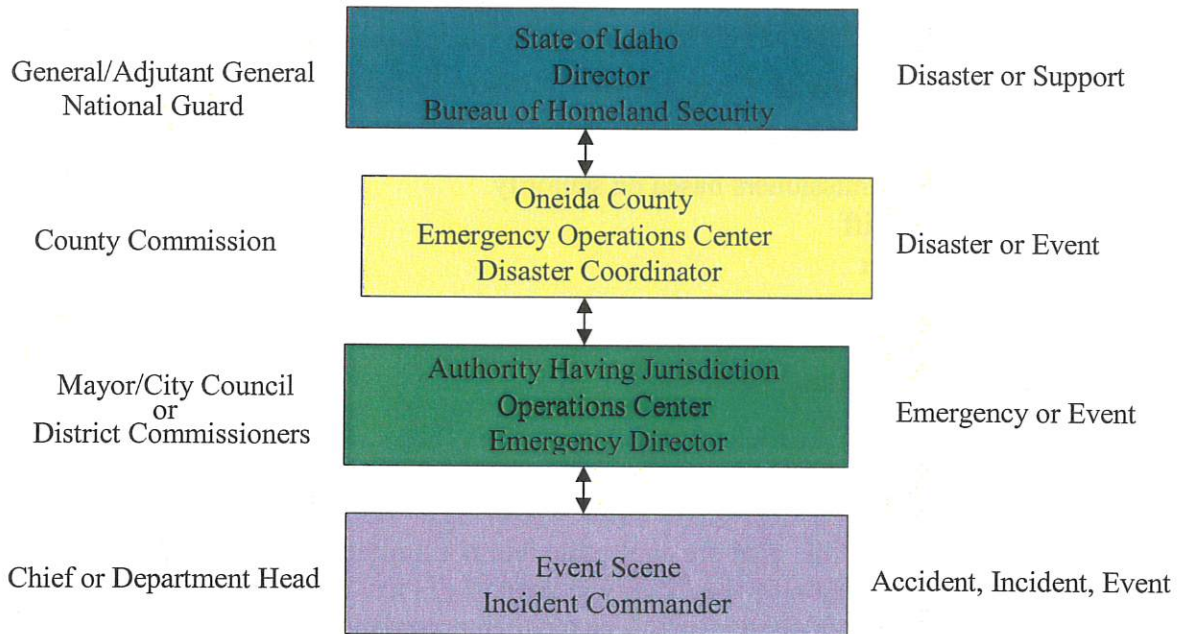
- Incident management activities will be initiated and conducted using the principles contained in the NIMS Incident Command System.
- Incidents, where possible, will be managed locally with support from Oneida County.
- The combined expertise and capabilities of the municipalities, Oneida County and 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 the Oneida County government to undertake emergency management in order to protect life and property from the effects of hazardous events. When the emergency exceeds the County government's capability, requests for mutual aid and state assistance will be made. Requests for assistance from state government will be made through the Idaho Bureau of Homeland Security. The federal government will provide assistance to the state when appropriate and requested by the Governor.

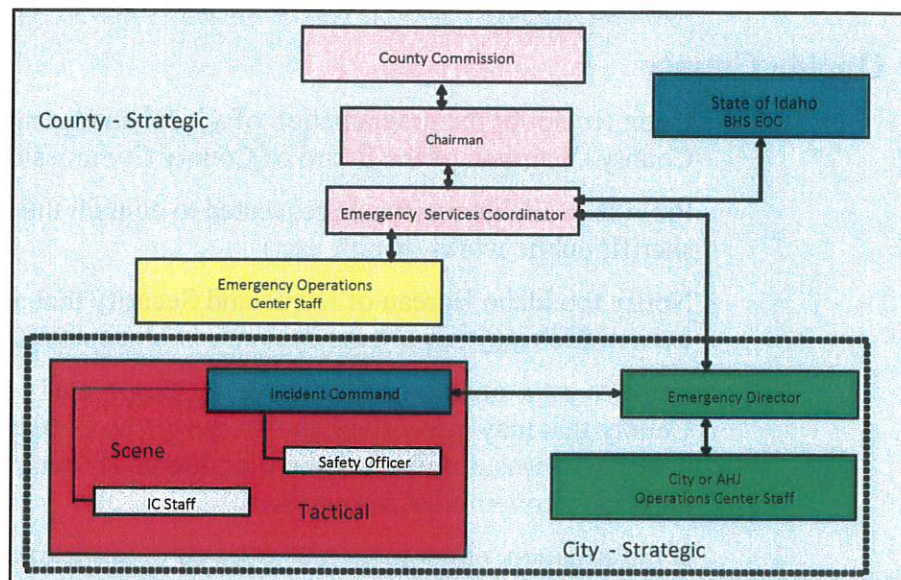
This Plan is based upon the concept that the emergency functions for the various individual or groups involved in emergency management will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel



Direction, Control and Coordination

Oneida 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. Additionally Oneida County has developed a Community Response Plan that is located in Annex F. This Plan provides assistance to Oneida County Emergency Management by accounting for, and providing immediate emergency support to families living in the Oneida County Communities.

Oneida County - Integrated Response
Emergency Response Organization



of the County is beyond the capability and resources of the County to control, the chairman of the board of County Commissioners may declare a local disaster in accordance with Idaho Code 46-1011.

4. The Oneida County Emergency Services Coordinator will notify the Idaho BHS that the County has declared a disaster emergency, and that the County has implemented its Emergency Operations Plan. The notification should also state that the County has committed all available county resources to the response. If state supplemental assistance is needed to assist the county's response effort, the type of assistance should be clearly stated. The declaration and request for state assistance may be provided orally, and then submitted in writing to the Idaho Bureau of Homeland Security. *(See Attachment 1)*
5. The BHS 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 Oneida County is located not only in this Emergency Operations Plan, but also in the Oneida 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 Coordinator to create an Incident Action Plan. The key to effective dissemination of critical information during a disaster or an emergency is to implement and then update an incident action plan.

Communications

Emergency communication protocols are under the direction of the Oneida 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.

Authorities and References

- Federal Civil Defense Act of 1950, Public Law 81-920 as amended.
- The Disaster Relief Act of 1974, Public Law 93-288, as amended.
- FEMA CPG 101 Developing and Maintaining State, Territorial and Local Government Emergency Operations Plans.
- FEMA CPG 1-8 Guide for Reviewing State and Local Emergency Operations Plans.
- FEMA CPG 1-5 Objectives for Local Emergency Management.
- FEMA CPG 1-34 Hazard Identification Capability Assessment and Multi-Year Development Plan.
- Robert P. Stafford Disaster Relief and Assistance Act, Public Law 93-288, as amended.
- Chapter 10 Title 46 of the Idaho Code; The Idaho Disaster Preparation Act of 1975, as amended.
- Oneida County Resolution establishing a local disaster preparedness organization.
- Oneida County Resolution establishing NIMS ICS as the organizational structure for all emergency response activities within the County.
- Southeastern Idaho Public Health Districts Preparedness and Response Plan
- Southeastern Idaho Public Health District Regional Surge Capacity Annex for Health and Medical Services.

Oneida County Emergency Operations Plan

Base Plan

Attachment 1 Disaster Declaration

WHEREAS, there is threat to life and property in **ONEIDA 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 **ONEIDA COUNTY**, due to the imminent threat to life and property created by _____;

and

WHEREAS, Section 46-1011, Idaho Code, authorizes the Commissioners of **ONEIDA 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 **ONEIDA COUNTY**, Idaho Board of Commissioners, as follows:

1. A disaster emergency is hereby declared to exist within **ONEIDA 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.

Oneida County Emergency Operations Plan

Basic Plan

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.

RESOLUTION NO. 2005-02-02

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

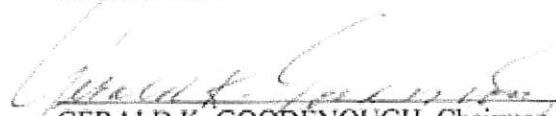
WHEREAS, the Department of Homeland Security has developed a comprehensive nationwide framework for incident management that will enable responders at all levels to work together more effectively to manage incidents no matter what the case, size or complexity, called National Incident Management System (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 Oneida County Board of Commissioners by unanimous vote do hereby adopt the National Incident Management System (NIMS) as their incident management system.

ADOPTED by the County Commission of Oneida County, State of Idaho, this 28th day of February, 2004.

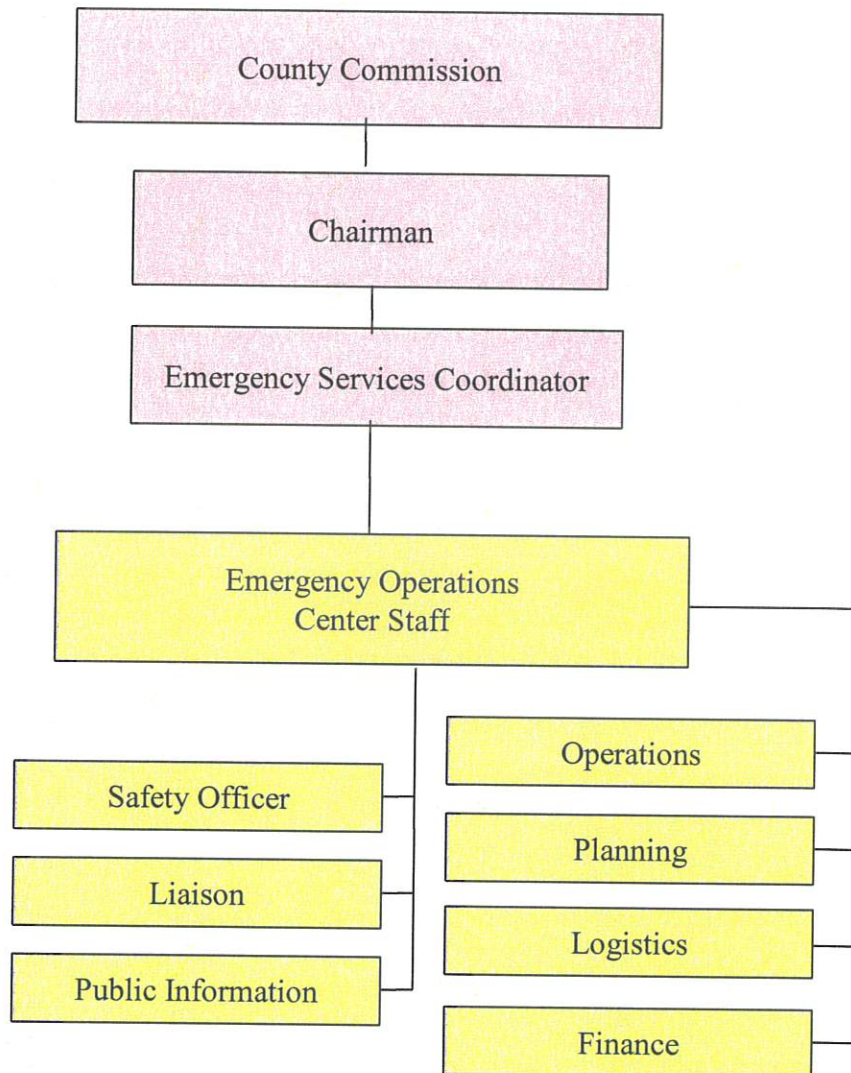
APPROVED:


GERALD K. GOODENOUGH, Chairman


DALLAN A. NALDER, Commissioner

RESOLUTION - 1

Oneida County Emergency Response Organization



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

Elected Officials

Responsibilities

I. Preparation

- ☐ Set policy for the Emergency Response Organization
- ☐ Authorize mitigation strategy in coordination with the State of Idaho
- ☐ Identify those agencies which will fill support functions
- ☐ 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, direct implementation of protective actions for public safety
- ☐ Issue a disaster declaration if appropriate (See Attachment 1)
- ☐ Specify who has authority to issue warnings and may direct a warning be issued
- ☐ Serve as spokesperson before media or delegates and support that function.
- ☐ Approve emergency information/instructions/media releases
- ☐ Make evacuation decisions
- ☐ Authorize procurement of resources

III. Recovery

- ☐ Authorize mitigation strategies

Emergency Services Coordinator

Responsibilities

I. Preparation

- ☐ Direct the development of a County response capability
- ☐ Coordinate with response efforts of other jurisdictions
- ☐ Train the EOC staff
- ☐ Assist the EOC Manager in preparing the EOC
- ☐ Identify needed resources 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
- ☐ Assure significant events log is maintained
- ☐ Work with ESF 3 Public Works and Engineering to collect and disseminate damage assessment information
- ☐ Submit Situation Reports and Damage Assessment Information to BHS
- ☐ Assist with ESF 7 Logistics and Resource Support
- ☐ Implement ESF 2 Emergency Communications and Warning procedures
- ☐ Act as or designate an ESF 15 Public Information Officer
- ☐ Make evacuation recommendations
- ☐ Direct the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator to activate mass care/shelter
- ☐ Assure significant events log is maintained

Emergency Services Coordinator

Responsibilities

I. Preparation

- ☐ Direct the development of a County response capability
- ☐ Coordinate with response efforts of other jurisdictions
- ☐ Train the EOC staff
- ☐ Assist the EOC Manager in preparing the EOC
- ☐ Identify needed resources 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
- ☐ Assure significant events log is maintained
- ☐ Work with ESF 3 Public Works and Engineering to collect and disseminate damage assessment information
- ☐ Submit Situation Reports and Damage Assessment Information to BHS
- ☐ Assist with ESF 7 Logistics and Resource Support
- ☐ Implement ESF 2 Emergency Communications and Warning procedures
- ☐ Act as or designate an ESF 15 Public Information Officer
- ☐ Make evacuation recommendations
- ☐ Direct the ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator to activate mass care/shelter
- ☐ Assure 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 BHS
- ☐ Coordinate with BHS 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

Safety Officer

Responsibilities

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

I. Preparation

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

II. Response

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

III. Recovery

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

Public Information Officer

Responsibilities

IV. 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

V. Response

- ☐ Report to the 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, for technical information and political consideration

VI. 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

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

III. Recovery

- ☐ Same as response

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

Planning and Assessment

Responsibilities

I. Preparation

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

II. Response

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

III. Recovery

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

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

III. Recovery

- ☐ Same as response only with recovery objectives

Resource/Logistics Management

Responsibilities

I. Preparation

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

II. Response

- ☐ Report to the EOC upon notification
- ☐ Coordinate with Operations regarding needs and priorities
- ☐ Identify facilities and sites available for resource storage, staging, and provide for security
- ☐ Coordinate the acquisition and deployment of resources
- ☐ Monitor potential resource 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

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

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.

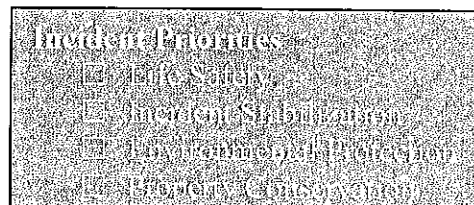
Objectives

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
 1. Elected Officials
 2. Emergency Coordinator
 3. Safety Officer
 4. Operations Coordinator
 5. Planning Coordinator
 6. Logistic/Resources Coordinator
 7. Finance/Legal Coordinator
 8. Public Information Officer
 9. County Clerk/Secretary



2. Begin development of Incident Action Plan

- ☐ Establish Strategic Goals
- ☐ Develop Tactical Objectives

3. Develop Strategic Goals

- ☐ Establish Command and Control of the Incident
- ☐ Assemble Incident Information:
 - 1. Develop an Incident Action Plan
 - 2. Estimate the potential course and harm considering the following:
 - a. Magnitude of the incident
 - b. Spread of fire or hazardous materials
 - c. Life hazards
 - d. Vulnerable exposures
 - e. Impact on population
 - f. Impact on the environment
 - g. Safety factors and considerations
- ☐ Isolate the Area:
 - 1. Establish perimeter and control zones
 - 2. Deny entry to non-essential personnel
- ☐ Provide Protection to the Public:
 - 1. Activate area evacuations as necessary.
- ☐ Conduct Notification (Crisis Communications)
- ☐ Procure and Manage Equipment
- ☐ Approve activation of Specialized Operations:
 - 1. Refer to Hazard Specific Response Guides
 - 2. Determine in advance the actions required to mitigate the situation
 - 3. Determine and gather the resources necessary to accomplish tactical objectives
- ☐ Establish Recovery and Termination Criteria:
 - 1. 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 Director and report to a hospital emergency room if signs or symptoms occur within 48 hours of the incident.
- ☐ **Equipment Damage** - Identify equipment that may have been damaged, and unsafe conditions requiring immediate attention, or isolation for further evaluation. Responsibility for damaged equipment shall be assigned to a specific individual at the incident scene. The status of damaged equipment shall be reported in the shift log.
- ☐ **Information Gathering** - Assign information-gathering responsibilities for records, command checklists, etc. to a specific individual.
- ☐ **Summarize Activities** – Provide a very brief summary of what occurred at the incident so that personnel leave the scene with accurate information. Note that this should not be a critique.
- ☐ **Closing Comments** -- Reinforce the positive aspects of the incident and assure personnel that problems will be addressed during the critique.

Post-Incident Analysis:

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

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

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

- ☐ Verification of shipping papers or Material Safety Data Sheets
- ☐ Owner/operator information

- ☐ Chemical hazard data
- ☐ Command checklists
- ☐ Command charts or notes
- ☐ Communication tapes and log sheet
- ☐ Photographs or incident scene sketches
- ☐ Business cards of outside agency representatives
- ☐ Statements taken from response personnel

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

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

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

Critique:

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

The objective of the critique will be to:

- ☐ Improve the safety and health of emergency responders
- ☐ Promote a self-correcting system where specific 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.

Standard Response Guides

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

6. Take action.

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

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

Standard Response Guides

Bomb Threat/Civil Disobedience

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

1. Size up (or assess) the situation.

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

2. Identify contingencies.

- ☐ Is this a terrorist act?
- ☐ 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 BHS 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, NIMS)
- ☐ 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

Standard Response Guides

Earthquake

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

Notify the BHS Southeastern Idaho Area Field officer by calling State Communications Center. 1-800-632-8000

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

1. Size up (or assess) the situation.

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

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

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

3. Determine Objectives.

- ☐ What do we need to do to save lives and prevent injuries?
- ☐ What services can we provide?

- ☐ Write our objectives down and prioritize.
- ☐ Monitor media reports
- ☐ Declare a disaster if needed
- ☐ Notify BHS 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, NIMS)
- ☐ Coordination issues: How will different groups work together, and how will they communicate?
- ☐ If buildings or structures have been damaged, how will you control access? Who will inspect buildings for safety?

6. Take action.

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

Standard Response Guides

Flood

Heavy rain, ice jams, spring runoff, canal failures, erosion, stream bank failures, or other conditions 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:

Bureau of Homeland Security

BHS is responsible for coordinating all state and federal emergency aid to counties. This includes National Guard, Transportation Department, Fish & Game, or other state agencies, Army Corps of Engineers, and FEMA.

BHS Area Field officer can be paged by calling

State Communications Center	1-800-632-8000
BHS Boise Office	1-208-422-4030
Fax	1-208-334-2322

Army Corps of Engineers, Walla Walla District

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

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

6. Take action.

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

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

Standard Response Guides

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 team located in Pocatello, with response times in excess of four hours. The County responders are to stabilize and contain the situation, not dangerous chemicals. The spiller/owner will be responsible for cleanup. If rescue is required, advice from the state team is available on appropriate protective equipment to be utilized before entering a hazardous area. The policy and procedures to use are outlined in the state manual "HAZARDOUS MATERIALS Incident Command and Response Support Plan" (7 ½" x 9" yellow three ring binder).

THE FOLLOWING ITEMS SHOULD BE DONE!

1. **Remain upwind, uphill, or upstream of the incident. From a safe distance, assess the situation.** *Use binoculars to view the scene. If possible determine if radiological materials or other hazardous materials are present.*
 - ☐ How large of an area is affected?
 - ☐ Effects on people, animals, and the environment?
 - ☐ Container types, markings, placards, and labels. (Use the "North American Emergency Response Guidebook")
 - ☐ Signs of any released or discharged materials or any odors. Move if you detect odors and you are not sure it is safe.
 - ☐ Observe and report the distance and direction of nearby dwellings or other occupied buildings and surface water.
 - ☐ Do not enter an area where you may become a victim, **even to rescue another.**
2. **Notify StateCom at 1-800-632-8000 - StateCom will provide the following services:**
 - ☐ Provide for medical response or hazardous materials assistance
 - ☐ Notify the appropriate local and state responders
 - ☐ Advise the appropriate local, state, and federal agencies of the incident
 - ☐ Set up a conference phone call for the Incident Commander to obtain information and help, and to provide for multi agency coordination.
3. **EOC FUNCTIONS**
 - ☐ How can we help the IC to save lives and prevent injuries?
 - ☐ Are there victims? If yes, do family members need assistance?
 - ☐ Rumor control by monitoring the media and providing correct information
 - ☐ Review the Incident 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 BHS Area Field Officer of situation

Standard Response Guides

Utility Failure

1. Size up (or assess) the situation.

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

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

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

3. Determine Objectives.

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

4. Identify needed resources.

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

5. Build a plan and structure.

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

6. Take action.

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

Standard Response Guides

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. The concept of operations is to scale EOC activation to the needs as dictated by the event. Weather warnings and information can be obtained from the National Weather Service in Pocatello.

National Weather Service Pocatello Office:

Front Desk.....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 any one in danger? (Home heating, migrants, elderly, electric, medical equipment, etc.)
- ☐ What indirect damage or complications must be considered?

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

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

3. Determine Objectives.

- ☐ What do we need to do to save lives and prevent injuries?
- ☐ What services can we provide?
- ☐ Write our objectives down and prioritize
- ☐ Monitor weather reports and forecast reports
- ☐ Declare a disaster if needed
- ☐ Notify BHS 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, NIMS)
- ☐ Coordination issues: How will different groups work together, and how will they communicate?

6. Take action.

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

Standard Response Guides

Wildfire

In the event of a Wildland Fire within the boundaries of Oneida 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 Oneida County to determine life saving response.
- ☐ Are emergency services functioning? (Fire, EMS, Police)
- ☐ What is the status of: water, power, sewer, communications, and heating in the affected area?
- ☐ Is any one 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 BHS 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, NIMS)
- ☐ Coordination issues: How will different groups work together, and how will they communicate?
- ☐ If buildings or structures have been damaged, how will you control access? Who will inspect buildings for safety?

6. Take action.

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

Standard Response Guides

Biological/Chemical Agents

1. Size up (or assess) the situation.

- ☐ What is the nature of the incident?
- ☐ What hazards are present?
 - ◇ What hazards exist for response personnel and the public?
 - ◇ Do warnings need to be issued?
 - ◇ Are there injured people who need to be treated or assisted?
 - ◇ Is evacuation required?
- ☐ How large of an area is affected?
 - ◇ Are emergency services functioning? (Fire, 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?
- ☐ Is the 911 Center Operational?
- ☐ Are additional incidents/threats anticipated?
- ☐ Are additional security/enforcement personnel required?
- ☐ Are area medical facilities sufficient?
- ☐ Is transportation, crowd control, or other evacuation assistance required?
- ☐ Can additional damage or injury be expected?
- ☐ Do we need to set up a community shelter?
- ☐ Does a Strategic National Stockpile (SNS) Point of Dispensing (POD) need to be activated?

3. Determine Objectives.

- ☐ What do we need to do to save lives and prevent additional illness/injuries?
- ☐ What services can we provide?
- ☐ Write our objectives down and prioritize
- ☐ Monitor media reports
- ☐ Declare a disaster if needed
- ☐ Notify BHS 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, Health Department)?
- ☐ Where will you get them? How long will it take them to get here?
- ☐ What other agencies need to be involved? (FBI is lead federal agency for investigation of terrorist incidents.)

5. Build a plan and structure.

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

6. Take action.

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

ESF 1 Transportation

Primary Agencies: Oneida County Emergency Services

Support Agencies: Oneida County Road & Bridge
Municipal Public Works Departments
Oneida County School District #351

Introduction

Purpose:

The purpose of ESF 1 is to ensure transportation system availability and to provide transport services for the relocation of Oneida 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

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

Situation

Disaster Condition:

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

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

Planning Assumptions:

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

Concept of Operations/Responsibilities

General:

The Oneida County Emergency Services Coordinator will head ESF 1. ESF 1 will notify the transport services agencies to prepare to relocate vulnerable populations. ESF 3 Public Works and Engineering 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 Engineering and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will assist in developing strategies if necessary.

Organization:

- The Chief Executive Officer(s) will direct the Oneida County Emergency Services Coordinator to activate ESF 1.
- The Oneida County Emergency Services Coordinator will coordinate all evacuation route repair work and relocation of residents and visitors with ESF 3 Public Works and Engineering and ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
- Oneida County Emergency Services Coordinator will, in coordination with the Incident Commander, make recommendations to the Incident Commander on the need to relocate vulnerable populations and will assist in maintaining evacuation routes by removing debris and conducting temporary repairs.

- The Oneida County School District Transportation staff will assist with the relocation of students, residents, and visitors as requested by ESF 1.
- Public Safety and Security, functioning as ESF 13 Public Safety and Security, will provide traffic control during evacuee movement to mass care facilities
- ESF 15 Public Information (External Affairs), in coordination with ESF, 1 will make public announcements about status of the transportation system.

Notification:

- ESF 1 will be notified by pager, telephone, radio, or e-mail.
- ESF 1 will notify support agencies on an as needed basis.
- ESF 1 will notify ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 13 Public Safety and Security, and ESF 15 Public Information (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 Incident Commander, 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 ESF 15 Public Information (External Affairs) to facilitate dissemination of information to the public on the need to relocate, the means of transportation, the place for pickup, and the location of mass care facilities
- The ESF 6 Mass Care Facility Manager will coordinate the opening of the facility(s), receiving of evacuees, and provision for their health and welfare.
- ESF 3 Public Works and Engineering will ensure that evacuation routes are passable.

- ESF 13 Public Safety and Security will provide traffic control during evacuee movement to mass care facilities.
- ESF 15 Public Information (External Affairs), in coordination with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, will make public announcements about locations of and availability of mass care facilities.

Continuous

- ESF 3 Public Works and Engineering will continue to remove debris and maintain access to evacuation routes.
- ESF 15 Public Information (External Affairs) 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

- Oneida County School District – vehicles, buses, vans, vehicle operators, and support equipment

ESF 2

Communications

Primary Agencies: Oneida County Sheriff

Support Agencies: Joint City/County 911 Dispatch Center
Oneida County Sheriff's Office
City of Malad Public Works
District Fire/EMS Agencies
Malad LDS Stake

Introduction

Purpose:

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

Scope:

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

Policies

ESF 2 will:

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

Situation

Disaster Condition:

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

Planning Assumptions:

Communications:

- Communications needs during a disaster will exceed normal capabilities.
- Telephone and internet service may be interrupted or terminated.

- Radio communication assistance may be available through other public agencies.
- Amateur radio operators are available to support emergency communications throughout the County.
- Geographic and weather conditions can limit communications.
- The County command and coordination radio base station is located in the Oneida County Emergency Operations Center, located in the Oneida County EMS Facility. A portable unit is available for use by incident commanders to ensure communication with the EOC.
- The Dispatch Center also has access to the County command and coordination radio channels and communicates directly with the EOC.
- Oneida County Emergency Services 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.
- Oneida County Emergency Services also participates in the IDAHO SECURE HF Radio Network. This allows us radio communication outside the County via the BHS net using our HF radio on Upper Sideband frequencies 7477.0 and 5135.0.
- The Idaho Public Safety and Security Teletype (ILETS) and telephone communications are available, but are vulnerable to outages.
- Amateur Radio Operators will communicate between the Dispatch Center, the EOC, and the Malad LDS Stake Emergency Operations Center.
- Individual LDS Wards within the County have amateur radio capability and can communicate directly to the Dispatch Center and the EOC if needed.

Concept of Operations/Responsibilities

General:

Communications:

- The telephone, fax, internet, County UHF/VHF, and amateur radio systems will be the primary means of emergency communications.
- 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:

- To facilitate dissemination of warning, the State of Idaho has established official warning points. The State of Idaho Communications Center is the designated warning point for Oneida County.
- Local warning for catastrophic, widespread disasters and national emergencies will be relayed from the County 911 Dispatch Center to the residents of Oneida County

via the County's reverse 911 system and through an EAS notification through the National Weather Service in Pocatello.

- National Weather Service warning will be received by internet service and weather alert radio.

Organization:

- The Incident Commander authorizes use of all county communication to support emergency response operations and augmentation of the communications network as required.
- The Oneida County Sheriff, 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 coordination within the EOC.

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 of dispatch, ESF 2 will immediately notify the Oneida County Emergency Services Coordinator to determine the need to implement warning procedures, including the NOAA Weather radio alert system.
- If communications with the Oneida County Emergency Services Coordinator 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 Executive Officer(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
- As ESF 2, the Oneida County Sheriff 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

- ☐ 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

Response Actions:

- All Tasked Organizations will:
 - Note: This includes organizations such as Fire Department, Public Safety and Security, 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 Executive Officer(s) will:
 - ☐ Specify who has authority to direct activation of the warning systems to include the EAS
 - ☐ Authorize EAS activation requests
- ESF 2 Oneida County Sheriff will:
 - ☐ Implement steps to alert emergency responders or provide situation updates
 - ☐ With the approval of commissioners/mayors, activate public warning systems to include the reverse 911 and EAS
 - ☐ Implement contingency plans to provide warnings if established system fails
 - ☐ Coordinate with the ESF 15 Public information to ensure pertinent warning information is provided to the media

- Issue cancellation of the warning notice or otherwise ensure emergency responders and the public are aware of the fact that the emergency is terminated
- All Tasked Organizations will:
 - Note: This includes organizations such as Fire Department, Public Safety and Security, 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

Attachments:

Attachment 1: Emergency Alert System activation procedures

Attachment 2: Disaster Messages

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ESF 2 Communications Attachment 1 Radio Frequency Listings

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 can not 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 at Appendix 2.

The Authorized Officials requesting activation and EAS activation personnel will determine transmission details (i.e., live or recorded, immediate or delayed, target zones for broadcasting the EAS message, and 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.

Oneida County Commissioners

Oneida County Sheriff

Oneida County Emergency Services Director

Oneida County 911 Dispatch Center

May 2010

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ESF 2 Communications**Attachment 2
Interoperable Communications Scheme**

User Group	Frequency	Band of Operation	Purpose of the Group	Language	Redundancy
ONEIDA COUNTY FIRE DISTRICT	154.175 150.775	VHF	FIRE OPERATIONS	CLEAR TEXT	
MALAD, CITY OF	173.2625	VHF	CITY OPERATIONS	CLEAR TEXT	
MALAD SCHOOL DISTRICT NUMBER 351	155.295	VHF	SCHOOL OPERATIONS	CLEAR TEXT	
ONEIDA SCHOOL DISTRICT #351	159.945 152.96	VHF	SCHOOL OPERATIONS	CLEAR TEXT	
ONEIDA COUNTY AMBULANCE	158.85 153.995	VHF	EMERGENCY MEDICAL SERVICES	CLEAR TEXT	

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ESF 3 Public Works and Engineering

Primary agency: Oneida County Road & Bridge Department
Support agencies: Malad Public Works Department
Oneida County Building Official
Malad Planning and Zoning Department
District Fire Department 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 of and handling debris, and opening and maintaining roadways within Oneida County.

Scope:

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

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

Policies

The Oneida County Road & Bridge Department is the primary ESF 3 agency. The Department will prepare and maintain call down lists to contact personnel, equipment inventory listing, local vendors, and maps of the County. All other supporting agencies will cooperate with the Road & Bridge Department. ESF 3 will keep the EOC Coordinator and staff apprised of activities, actions, and status.

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

Situation

Disaster Condition:

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

Planning Assumptions:

- Assistance will be needed in clearing debris, performing damage assessments, structural evaluations, 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 April 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 Road & Bridge Department will head ESF 3. The representative will identify which support agencies for ESF 3 will be 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 Road & Bridge Department. ESF 3 will direct and coordinate participating agency's resources, conduct damage assessments, orchestrate debris removal, and restore access and infrastructure. The Road & Bridge 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 Oneida County Building Official and municipal counterpart, as appropriate, will identify damaged facilities that may be designated as immediate hazards to public health and safety, alert the public of unsafe facilities, and provide input on the appropriateness of demolition or stabilization of damaged facilities.

Notification

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

Response Actions:

Initial

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

Continuous

- ESF 3 will:
 - ❑ Conduct initial damage assessment and communicate findings to the Damage Assessment Coordinator.
 - ❑ Coordinate EOC requests for personnel, equipment, materials, and resources.
 - ❑ Coordinate the debris removal and repair efforts of primary and support agencies, including local governments and public works companies.
 - ❑ Determine availability of potable and non-potable water supplies, including reclaimed water for firefighting purposes if necessary.
 - ❑ Reassess priorities/strategies concerning the most critical infrastructure needs.

- ☐ Track resources committed to specific missions for possible redeployment if necessary. Provide updated information to the Coordinator of Oneida County Emergency Services.
- ☐ Evaluate and determine the need for outside resources.
- ☐ Maintain records of all expenditures for labor, equipment usage, material and fuel expenditure, and other expenditures made throughout the event.
- ☐ Process municipal requests for public works assistance.

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

- ☐ Primary consideration will be clearing roads for life safety needs, i.e. enable teams to conduct search and rescue, medical transport, and 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 evaluate 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 Coordinator of Oneida County Emergency Services and ESF 15 Public Information that the site is open for use so the media can inform the public.

ESF 4 Firefighting

Primary Agencies: Oneida County Fire District

Support Agencies: Bureau of Land Management
National Forest Service

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 wildland fires resulting from, or occurring coincidentally with, a significant disaster condition or event.

Scope:

ESF 4 is applicable to all firefighting organizations in Oneida County as well as those from outside the County who provide fire suppression support to the County.

Fire fighting support involves:

- Managing and coordinating fire fighting resources
- Detection of and suppression of fires
- Mobilizing and coordinating personnel, equipment, and supplies
- Providing support to ESF 9 Search and Rescue and ESF 10 Oil and Hazardous Materials

Policies

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

- In a declared disaster, the fire department/district 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 a disaster as required when requested by appropriate elected officials.
- All fire departments will operate within their legal jurisdictions unless responding to mutual aid as agreed.
- During a declared disaster, a request for out of County non-formal mutual assistance will be coordinated through the EOC and approved by the appropriate elected official. Prior approved mutual aid will be coordinated according to established procedures and agreements.

- All requests for state and or federal assistance may be coordinated through the EOC, if established, and be directed to the Idaho Bureau of Homeland Security Southeastern Idaho 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, but not limited to, structure fires, wildfires, floods/dam failures, earthquakes, avalanches, landslides, 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, residential and private property can be damaged. The local Fire District faces increased threats to conflagration due to combined structural and wildland fire fighting.
- Mutual and Automatic Aid Agreements provide for sufficient manpower, equipment, and supplies to address most structural and wild land fires within Oneida County.
- Departments/Districts are staffed primarily with volunteer manpower.

Concept of Operations/Responsibilities

General:

Firefighting response within Oneida 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 Oneida County is notified and dispatched by the County 911 Dispatch Center.
- The Incident Commander, or the Oneida County Coordinator of Emergency Services, will activate ESF 4 upon declaration and/or activation of the County EOC, or as requested.

Response Actions:

- The authority having jurisdiction's Fire Department 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

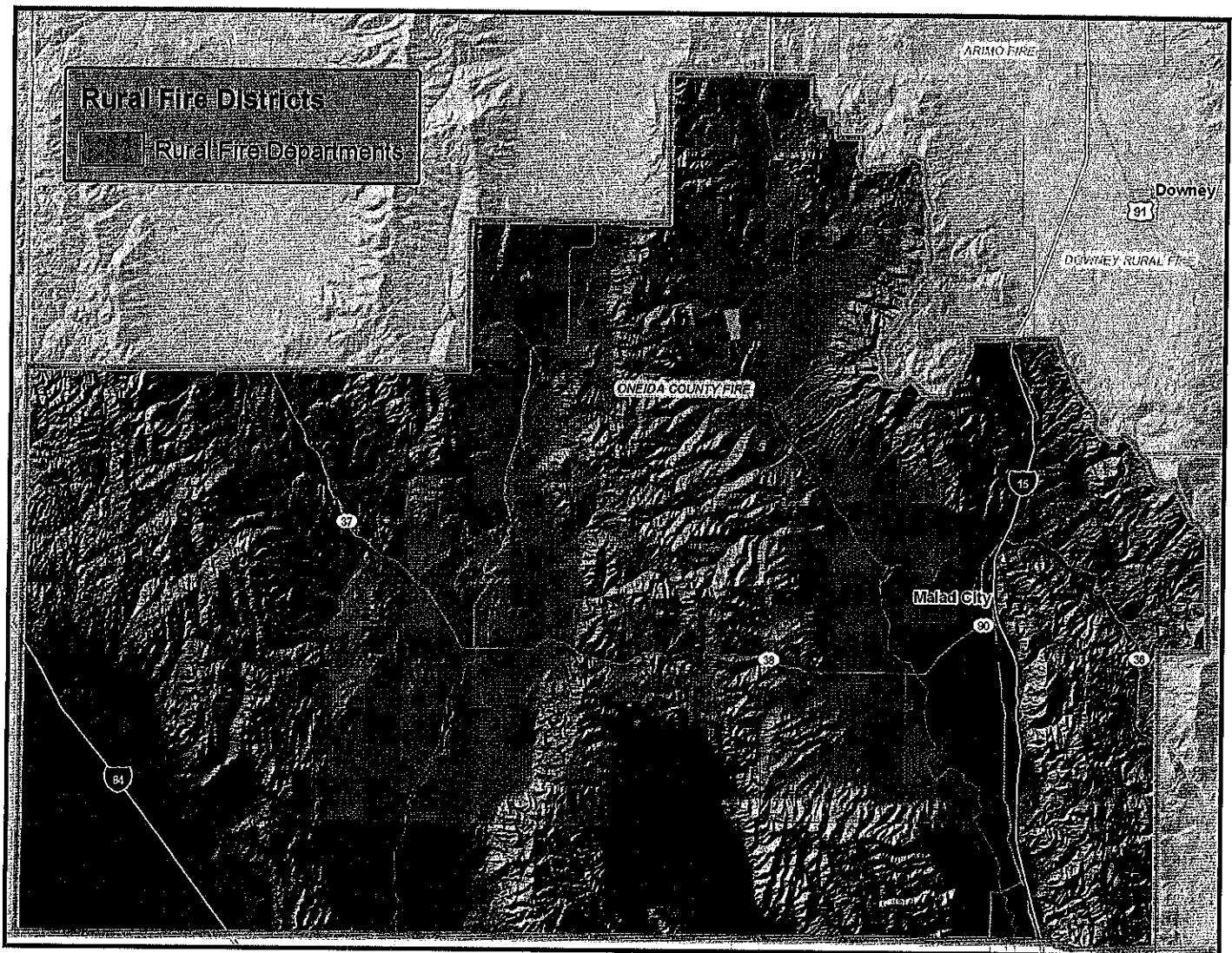
- ❑ Assist with warning the public as requested
- ❑ Assist in evacuation and relocation actions
- ❑ Assist EMS agencies in patient care
- ❑ Assist ESF 9 Search and Rescue to organize, plan, and coordinate search and rescue operations in the County
- ❑ Coordinate decontamination procedures
- ❑ Coordinate and assist with emergency communications as needed
- ❑ Assist in initial damage assessment if personnel are available

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ESF 4 Firefighting

Attachment 1

Jurisdiction Boundary Map



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ESF 5 Emergency Management

Primary Agencies: Oneida County Emergency Services

Support Agencies: Local Emergency Planning Committee
Bureau of Homeland Security Southeastern Idaho Field Officer
Southeastern Idaho Public Health District

Introduction

Purpose:

ESF 5 provides for the development and coordination of the Oneida County Emergency Services Program, including interface with local municipal jurisdictions and the State of Idaho Bureau of Homeland Security.

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 Oneida County Board of County Commissioners will appoint a Coordinator for Oneida County Emergency Services. The Coordinator shall be responsible for development, management, and maintenance of the Oneida County Emergency Services Program.
- The Oneida County Emergency Services Program shall be coordinated with the Local Emergency Planning Committee (LEPC), to include the update and review of the Emergency Operations Plan and the Multi-Jurisdiction All Hazard Mitigation Plan, preparedness activities, training, exercises, and equipment acquisition.
- The Coordinator of Emergency Services, in cooperation with the City of Malad Departments and County Departments, 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 wildland fires, 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 a large number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure will require state and federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- A major disaster could quickly overload the Oneida County Hospital, which is the only 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.
- Oneida County has the capability 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, Oneida County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.
- State or federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort.

Concept of Operations/Responsibilities

General:

- The Oneida County Commissioners are responsible for all emergency management policy decisions in the County, outside of the incorporated City of Malad. The City of Malad's mayor is responsible for emergency management policy and decisions within the City. The County Emergency Management Organization will support the City of Malad during emergency situations if requested by the mayor.
- The Oneida County Emergency Services Organization consists of the County Commissioners, Mayor, the County emergency services staff, and members of County and City departments, as well as local agencies, public and private. The Oneida County Emergency Services Coordinator is appointed by the County Commissioners and coordinates the emergency services organization.

Organization:

- As ESF 5, the Oneida County Emergency Services Coordinator is responsible for all development of County Emergency Operations Plans, Procedures, and Directives.
- The Oneida County Emergency Services Coordinator is the official Point of Contact for Bureau of Homeland Security Grants.

- The ESF 15 Public Information Officer will provide public information related to the Emergency Services Program to citizens and visitors to Oneida County.
- The Oneida County Emergency Services Coordinator is the Chairman of the Local Emergency Planning Committee.
- The 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 Public Safety and Security departments, the County Sheriff's Office, the County Fire District, the Bureau of Land Management, the Forest Services, the District Health Department, private industry, religious organizations, and the general public.

Notification: Not Applicable

Response Actions: Not Applicable

Preparedness Actions:

- The Oneida County Emergency Services Coordinator 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 Oneida County Coordinator of Emergency Services 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 Oneida County Emergency Services Coordinator, in cooperation with the Local Emergency Response Authority, will:
 - ❑ Conduct and maintain a hazard vulnerability analysis to include:
 - (1) Identification of fixed-site facilities
 - (2) Identification of transportation routes
 - (3) Identification of critical lifeline facilities that would be at risk as a result of a hazardous materials incident
 - (4) 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 Bureau of Homeland Security and the Local Emergency Planning Committee (LEPC) to insure that:
 - (1) Title III chemical reporting requirements are relayed to the involved facilities
 - (2) 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 Oneida County Road and Bridge Supervisor, as ESF 3 Public Works and Engineering, and ESF 12 Energy will:
 - ❑ Review Oneida 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 Oneida 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 External Affairs (Public Information) 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 Services Coordinator
- ❑ 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 External Affairs (Public Information), the Sheriff 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 Oneida County, the Sheriff will:
 - ❑ Review Oneida 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 External Affairs (Public Information), 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 External Affairs (Public Information) Officer the various evacuation routes that may be used under hazardous conditions
- ☐ Develop reentry information for post-disaster requirements
- ☐ Participate in exercises of the Emergency Operations Plan
- ☐ Coordinate with ESF 10 Oil and Hazardous Materials Incident Coordinator if necessary
- ☐ Plan for the flow of spontaneous evacuees into the County from outside areas
- The Oneida County Fire Chiefs as ESF 4 Firefighting will:
 - ☐ Review Oneida 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 fire fighting, 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 fire fighting 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 Oneida Ambulance District (EMS) 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:
 - (1) Immunization
 - (2) Health/contamination inspections
 - (3) Blood banks
 - (4) Specialized training (first aid, radiation, decontamination, CPR, etc.)
 - (5) Evaluation, prevention, and detection of communicable diseases
 - (6) Normal public health awareness
 - ❑ Establish liaison with pharmacists, veterinarians, funeral directors, 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:
 - (1) Sewage, garbage, and other solid waste
 - (2) Protection of food, water, medicines, and other essential supplies against contamination
 - (3) 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 directors 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

Maintenance

- ESF 5 Emergency Management will be annually reviewed, updated, and modified as necessary by the Disaster Services Coordinator in coordination with the Local Emergency Planning Committee.
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, maps, and demographic information will be developed and maintained and appended to this Emergency Support Function by ESF 5. They will be annually reviewed and updated as necessary.

Attachment

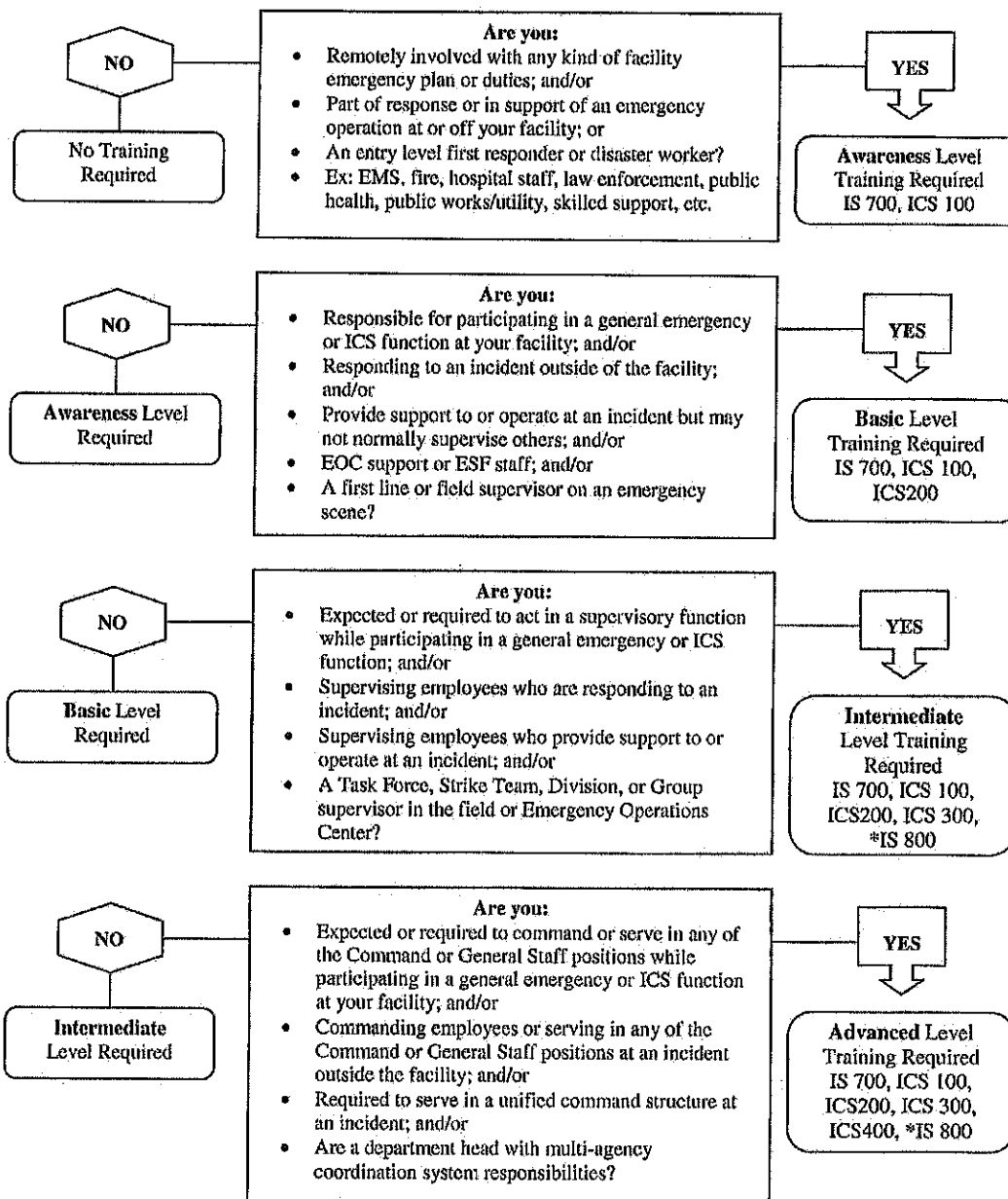
Attachment 1 NIMS/ICS Training Decision Tree

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ESF 5 Emergency Management

Attachment 1

NIMS/ICS Decision Tree



*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: Oneida County Emergency Services

Support Agencies: Oneida County Sheriff's Office
City of Malad Police Department
Oneida County Road and Bridge
City of Malad Public Works
Oneida County School District
Religious and Community Volunteer Organizations
State of Idaho Health and Welfare

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
- Coordinate the establishment and operation of mass feeding facilities in areas affected by disasters
- Coordinate with relief efforts provided by volunteer organizations performing mass care functions
- Coordinate the establishment of a system to provide shelter registration data to appropriate authorities
- Coordinate the provision of emergency first aid in shelters and fixed feeding sites
- Coordinate with ESF 13 Public Safety and Security shelter facility security resources
- Coordinate with ESF 2 Communications to ensure each shelter has a working communications system
- Coordinate with ESF 12 Energy to ensure each shelter has power generation capabilities

Policies

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

- Mass care shelters will be established in public or commercial buildings such as schools, churches, and motels.
- ESF 6 will be activated by the Oneida County Emergency Services Coordinator's, or designee's request for assistance 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, 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 Bureau of Homeland Security Southeastern Idaho Area Field Officer.
- ESF 6 will coordinate with ESF 15 External Affairs (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 ninety-six 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 in all but the worst case scenarios.
- 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, Oneida County Emergency Services and the American Red Cross will activate mass care facilities to provide housing, food, potable water, clothing, and other assistance to disaster victims.
- Upon notification of imminent disaster, emergency service efforts will be directed to assist the movement of people and essential supplies to mass care facilities.
- Mass care shelters will be provided to the displaced, into public or commercial buildings such as schools, churches, and motels.
- Regular meals will be provided daily in mass care facilities and through mobile feeding facilities, as feasible.

Organization:

- The Incident Commander will direct ESF 6 to open mass care facilities.
- The Oneida County Emergency Services Director will, in coordination with ESF 6, make recommendations to the Incident Commander on the number and locations of mass care facilities to be opened.
- As ESF 6 Mass Care, the Oneida County Emergency Services and the American Red Cross representatives will assess the situation and determine the number and locations of mass care facilities.
- The Oneida County Emergency Services Director will make arrangements for use of facilities as mass care facilities, and provide personnel to activate staff and manage mass care facilities.
- The Oneida County Emergency Services Director, as assigned by the Chief Executive Officer, will request ESF 7 Resource Support to procure emergency food and water rations.
- 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 External Affairs (Public Information) Officer, in coordination with ESF 6, will make public announcements about locations of, and availability of, mass care facilities.

- Oneida County Road & Bridge/Public Works, in coordination with ESF 3 Public Works and Engineering and ESF 12 Energy, will ensure power, water, and sanitary services at mass care facilities during emergency conditions.
- ESF 6 will maintain liaison with ESF 8 Public Health and Medical Services, ESF 15 External Affairs (Public Information), ESF 7 Resource Support, religious organizations, and other volunteer disaster assistance organizations.

Notification:

- Arrangements to use schools/churches for shelters must be coordinated with the following:
 - ☐ Arrangements to use Churches for shelters must be coordinated with the appropriate Church officials.
 - ☐ Arrangements to use Oneida County School District facilities must be coordinated with the Oneida County School District offices in Malad.

Response Actions:

Initial

- ESF 6 will direct the opening of mass care facilities.
- ESF 6 will:
 - ☐ Assess the situation, and in coordination with the American Red Cross representative, determine the number and locations of mass care facilities to be opened, based upon the following:
 - Location, extent, and nature of the hazard or disaster
 - Locations in relation to evacuation routes
 - Services available in the facilities
 - Input from the EOC Staff
 - ☐ Coordinate with ESF 15 External Affairs (Public Information) Officer to facilitate dissemination of information to the public on both the location of mass care facilities and directions to them.
- The Emergency Services Coordinator will:
 - ☐ Make arrangements for use of facilities as mass care facilities
 - ☐ Provide personnel to activate, staff, and manage mass care facilities
- By direction of ESF 6, the Mass Care Facility Manager will open the facility, receive evacuees, provide for their health and welfare, and:
 - ☐ 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 Law Enforcement will:
 - ❑ Provide traffic control during evacuee movement to mass care facilities
- ESF 15 External Affairs (Public Information) Officer, 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 ESF 2 Communications and ESF 15 External Affairs (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 everyday
 - ❑ 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, provide for their health and welfare, and:
 - ❑ If tasked, provide the ESF 6 Mass Care Coordinator with names and other appropriate information about people sheltered in the facility, to respond to family inquiries
 - ❑ Ensure that individual and family support services are provided at the mass care facility
 - ❑ Coordinate with ESF 11 Agriculture and Natural Resources to ensure that space is available for service animals that belong to people with disabilities
 - ❑ Report the following to ESF 6 daily:
 - The number of people staying in the facility
 - The status of supplies
 - The condition of the facility and any problems
 - Request for specific support
 - ❑ Maintain records of expended supplies and provide 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
- ☐ Provide food and potable water rations to emergency workers, evacuees, and EOC staff
- ☐ Arrange for the transportation of evacuees to their homes, or to temporary housing, through ESF 1 Transportation
- ☐ When appropriate, terminate operations and close the facility
- ☐ See that the facility is cleaned and returned to its original condition
- ☐ Submit mass care facility status report to ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Coordinator. 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, in support of ESF 2 Communications, will provide a temporary communications link between the mass care facility and the EOC through mobile radio links.
- Road & Bridge/Public Works, as ESF 3 Public Works and Engineering, and ESF 12 Energy will ensure power, water, and sanitary services at mass care facilities are maintained during emergency conditions.
- ESF 15 External Affairs (Public Information) will make public announcements through the media regarding mass care facility locations, fixed feeding sites, and emergency services.

Attachments

Attachment 1 – Alternate Care Sites

Attachment 2 – Red Cross Assistance

Attachment 3 – Special Needs Populations

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services Attachment 1

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 locations 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 disaster or pandemic events which must be cared for outside of the communities' established medical care facilities, due to overcrowding of the facilities. During these events the community medical facilities are fully functional, but have exceeded their capacity.

Purpose:

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, Attachment 1 Alternate Care describe procedures that will be followed for the provision of medical services to victims of 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 need surgical repair of injuries sustained in the event
- Patients that are on a ventilator
- 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 6, 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 Bureau of Homeland Security Area Idaho Field Officer.
- ESF 13 Public Safety and Security will provide facility security resources.
- ESF 2 Communications 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 6 will coordinate with ESF 15 External Affairs (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 (HIPAA) 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 External Affairs (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 6 will appoint an Alternate Care Coordinator and direct the Coordinator to open alternate care facilities.
- ESF 8 Public Health and Medical Services will appoint a Senior Medical Advisor and direct him/her to establish a triage center for the purpose of patient assignment to a 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 6 will work closely with the Reception Coordinator to reunite separated families using the American Red Cross procedures.
- ESF 6 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 External Affairs (Public Information), in coordination with ESF 6 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 External Affairs (Public Information), ESF 7 Resource Support, and other volunteer organizations.

Notification:

- The ESF 6 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 Emergency Organization.

Response Actions:

Initial

- ESF 6 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 anticipated
 - Services available in the facilities
 - Input from the Emergency Operations Center (EOC) Staff and Southeastern Idaho Public Health District
- Coordinate with ESF 15 External Affairs (Public Information) to facilitate dissemination of information to the public on both the location of alternate care facilities and directions to them
- 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 External Affairs (Public Information) Officer (PIO)
- Provide for the registration and the locator service of displaced patients and families at the reception center
- Compile census of 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 and ESF 12 Energy to provide adequate 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
- 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 and Warning,

between care facilities and the County EOC

- ❑ Replenish Supplies as used especially:
 - Water
 - Food
 - Medical supplies
 - Linens
 - Personal Protective Equipment
 - Durable plastic bags and containers to store water and to ensure sanitary storage and disposal of human waste and municipal waste
 - Flashlights and batteries
 - Fire extinguishers
 - Transistor radios and replacement batteries
- The Alternate Care Facility Manager will open the facility, receive victims/patients, and provide for their health and welfare, and:
 - ❑ Operate the facility as long as necessary
 - ❑ Implement registration procedures for all patients that enter the facility
 - ❑ If tasked, provide the ESF 6 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
- ESF 13 Public Safety and Security will provide access control during operations of the alternate care facilities.
- ESF 15 External Affairs (Public Information), in coordination with ESF 8, will make public announcements about locations of alternate care facilities.

Continuous

- The Alternate Care Coordinator 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
 - ❑ Collect information from Reception Coordinator 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 medical facilities 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, as well as comments and recommendations for future operations, to be given to the Coordinator of Emergency Services
- ☐ Participate in a critique of disaster operations
- The Alternate Care Facility Manager will open the facility, receive patients, and provide for their medical care.
 - ☐ Provide names and other appropriate information about victim/patients housed in the facility to the EOC, to respond to family inquiries regarding reuniting of separated family members.
 - ☐ Report the following to ESF 6 daily:
 - The number of victims/patients in the facility
 - The status of supplies
 - The condition of the facility and any problems
 - Request for specific support
 - Maintain records of expended supplies and provide them to ESF 6 for coordination with ESF 7 Resource Support
 - Provide ongoing patient care as required
 - Arrange for the transportation of patients to their homes, or to other medical facilities 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 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 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 External Affairs (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.

Continuity of Operations

- All essential records will be protected from destruction and loss.

Administration and Logistics

- No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

Maintenance

- ESF 6 Alternate Care will be annually reviewed, updated, and modified as necessary by the Emergency Management Coordinator.
- Supporting documents such as SOPs, checklists, resource lists, call-up rosters, and drawings/maps, will be maintained and appended to this Emergency Support Function by ESF 5 Emergency Management. They will be annually reviewed and updated as necessary.

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

Attachment 2 Red Cross Assistance

I. General Emergency Aid

- A. The American Red Cross (ARC) is concerned with only those problems created or aggravated by the disaster.
- B. 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.
- C. 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.
- D. A Red Cross gift is given to the victims; it is not a loan.
- E. 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
 - 7. Transportation and temporary storage of household goods

II. Individual Assistance to Families

A. Food

- 1. Emergency Assistance:
 - a. Without Food Stamps:
 - (1) Initial order of food for 1 week (Mass Verification)
 - (2) Second order for 1 week if family has no access to source of income due to the disaster
 - b. With Food Stamps:

(1) If total loss of food, food stamp supplement

2. Additional Assistance:

- a. If family is without their normal source of livelihood
- b. If family has been unable to replace income through other resources

B. Clothing

1. Emergency Assistance:

- a. Two sets of clothing for mild or summer weather. If during winter months, an appropriate amount will be established for outer garments.
- b. Additional allowance for laundry and dry cleaning if there is salvageable clothing.

2. Additional Assistance:

Basic clothing, as part of a total plan or to supplement an emergency issue when the family lacks the required cash or credit resources to replace clothing, will be provided.

C. Transportation

1. Emergency Assistance:

A two week allowance will be issued for each member of the family needing to get to work, or to nearby shopping centers.

2. Additional Assistance:

Repair or replacement of an automobile, if it is essential for family income, or because its lack would create undue hardship, will be provided.

D. Personal and Home Care Items

1. Emergency Assistance:

Comfort kits, first aid supplies, household accessories, and cleaning supplies

2. Additional Assistance:

Household accessories, as necessary, will be provided.

E. Housing

1. Emergency Assistance:

- a. The American Red Cross (ARC) will attempt to provide temporary housing for up to 30 days. They may also pay security and utility deposits, if necessary.
- b. Minor home repairs up to \$750 for owner occupied dwelling will be allowed.

2. Additional Assistance:

- a. When federal assistance is not available or adequate, major repair or rebuilding may be done in relation to a family's investment or equity
- b. Purchase of property

F. Furniture

1. Emergency Assistance:

- a. When furniture is needed and can be used immediately, emergency furniture may be bought
- b. Repair to major appliances per estimate
- c. Repair or replacement of major appliances

2. Additional Assistance:

- a. Additional items of furniture

G. Medical and Nursing

1. Emergency Assistance:

- a. First aid supplies
- b. Replacement of eyeglasses
- c. Replacement of hearing aids
- d. Prescription drugs
- e. Refer to the Red Cross nurse other immediate needs such as disaster related injury or illness, burial costs, blood or blood products, dentures, or prosthesis (artificial limbs)

2. Additional Assistance:

Additional needs such as disaster related injury or illness, burial costs, blood or blood products, dentures, or prosthesis (artificial limbs)

H. Personal Occupational Equipment

1. Emergency Assistance:

Personal occupational supplies and equipment that will enable a wage earner to resume his job, i.e. tools, special uniforms, boots, hard hats, etc.

2. Additional Assistance:

- a. Personal occupational supplies and equipment
- b. Tools, equipment, and supplies necessary to an artisan or person to establish a small business

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

Attachment 3

Special Needs Populations

Purpose

The purpose of this document is to assist local Oneida 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, and people of diverse cultural backgrounds etc.

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 Oneida County's strengths and resources.

Situation and Assumptions

Situation

Oneida 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, 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 Oneida 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.

1. 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 first hand 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 Oneida 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.

1. 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.
2. Local agencies/jurisdictions will perform the following:
 - a. 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.
 - b. Coordinate with private sector vendors to provide essential adaptive equipment and supplies (e.g., pharmaceuticals, in-home medical equipment, wheelchairs at temporary shelters) to assist individuals with special needs.
 - c. 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.
 - d. 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.
 - e. 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.

Oneida County

Oneida County Emergency 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

- A. Functional responsibilities assigned to local officials in an emergency shall be in accordance with the Oneida 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.

1. ESF Public Safety and Security is responsible for law enforcement activities, and communication of needs for persons with special needs.

2. 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.
3. The ESF 8 Public Health and Medical Services are responsible for coordinating health and medical services required to cope with disasters in its area.
4. ESF 3 Public Works and Engineering and ESF 1 Transportation are responsible for maintenance and delivery of transportation and engineering services.
5. The American Red Cross or other similar not-for-profit organizations may assist ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services meet the 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

1. 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.
2. 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.

Administration and Logistics

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

Plan Maintenance

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

1. The plan needs to be understood by those who implement it. Training on the specific elements of this plan is an essential component of an effective response. This training is a responsibility of the local government.
2. This plan may be revised at any time by authorized personnel.
3. This Plan will be updated in response to deficiencies identified through drills and exercises, changes in local jurisdiction structure, demographics, technological changes, and actual operations.
4. This plan shall be exercised at least once a year in the form of a simulated emergency within the City/County, or the simulated impending threat of such an

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emergency, regardless of actual events, to provide practical, controlled, operations experience to those with emergency management responsibilities outlined herein.

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

Attachment 4

Human Services

I. 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.

II. Situation and Assumptions

A. Situations

1. Church and volunteer organizations, i.e. American Red Cross and the Salvation Army, have emergency welfare capabilities.
2. 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.
3. Mental health and crisis counseling are locally available through the Idaho Health and Welfare Region 6 Field Office in Preston.

B. Assumptions

1. Idaho Health and Welfare may be able to provide crisis counseling if a request is made by the County Commissioners to the Governor.
2. Mental health problems may be caused or aggravated by a major disaster or its aftermath.
3. 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.
4. Local volunteer disaster assistance organizations may function during a war-caused disaster.
5. 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.
6. People who would not normally need assistance may require some form of assistance under emergency conditions.

III. Concept of Operations

- A. Human Services will be provided for, as needed, by the County.
- B. 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.
- C. Additional assistance may be requested from the State, if required.
- D. 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.
- E. In the event of a nuclear attack that would require shelter, or a peacetime disaster that would require lodging for the population, Annex F, Shelter, Reception, and Care will be activated.

IV. Organizations and Responsibilities

- A. Human Services consists of:
 - 1. Human Services Coordinator: The Human Services Coordinator in Oneida 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.
 - 2. 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.
- B. Tasks in Support of Human Services include:
 - 1. Response Phase
 - a. Report to, and operate from the Emergency Operations Center (EOC) upon its activation
 - b. Contact and coordinate with participating federal, state, and volunteer support groups
 - c. Assess the emotional needs for crisis counseling and for temporary housing, food, and clothing requirements and arrange for these as necessary
 - d. Release public information about available services through ESF 15 External Affairs (Public Information) Officer (PIO).
 - e. Implement record keeping system and maintain a log of activities

- f. Coordinate mobile feeding, if necessary with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.
 - g. Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, if it is determined that mass care is needed.
 - h. Open Disaster Application Centers, as necessary. (See ESF 14 Long-Term Community Recovery)
 - i. Brief Emergency Operations Center (EOC) staff on Human Services' status
 - j. Provide needed assistance to the handicapped and senior citizens
 - k. Provide human services assistance to the population housed in shelter and lodging facilities
 - l. Apprise the Commissioners if State Health and Welfare assistance is needed.
 - m. Apprise the Commissioners of the following information if it is decided that a request for a Declaration of Disaster is to be made:
 - (1) The geographic areas for which crisis counseling will be needed
 - (2) 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.)
 - (3) An estimate of the length of time services will be required
 - n. Coordinate with the Federal Emergency Management Agency (FEMA) on individual assistance programs in the case of a Federal Declaration of Disaster.
2. Recovery Phase
- a. Continue needed activities that were initiated under the Response Phase
 - b. Maintain liaison with state, federal, and volunteer agencies
 - c. Assist in reuniting families
 - d. Provide damage estimation information, as available, to the Damage Assessment Coordinator (Annex A)
 - e. Coordinate the establishment of a post-emergency disaster services center, if required.
 - f. 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.
 - g. Participate in a critique of disaster operations

V. Direction and Control

The Oneida 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 Annex. The Human Services Coordinator will take action to supplement staff and other resources as required. There will be full coordination with the Emergency Coordinator.

VI. Continuity of Government

- A. The Assistant Human Services Coordinator will assume the duties of the Human Services Coordinator in his absence.
- B. The Human Services Coordinator will relocate to the alternate Emergency Operations Center (EOC) if the designated site is not usable.
- C. Efforts will be made to safeguard all records.

VII. Administration and Logistics

- A. Normal County practices and procedures will be continued under emergency conditions to the extent possible.
- B. Administrative support and supplies will be provided by the County Clerk's Office while the Emergency Operations Center (EOC) is in operation.
- C. The Emergency Operations Center (EOC) will be established and communication support within the Emergency Operations Center (EOC) will be provided by the Emergency Manager.
- D. 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.
- E. No administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

VIII. Annex Maintenance

- A. The Human Services Coordinator will annually review the annex and update and modify, if necessary, in coordination with the Emergency Coordinator.
- B. Supporting documents, such as Standard Operating Procedures (SOPs), notification and resource lists and check lists will be maintained and appended to this annex by the Human Services Coordinator. They will be annually reviewed and updated as necessary.

ESF 7 Resource Support

Primary Agencies: Oneida County Emergency Services

Support Agencies: Oneida County Clerk's Office
Oneida County Road and Bridge
Oneida County School District #351
City of Malad Public Works Department
American Red Cross
Religious and Community Volunteer Organizations

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, fuels, communications capability, 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(s) 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 Bureau of Homeland Security
- Support agencies will provide resources as required in support of ESF 7 requirements.
- Procurement will be made in accordance with county, state, and federal laws and regulations including emergency procedures provided under Idaho Statute.
- Volunteers and donations will be utilized when available.
- Normal practices and procedures will be continued under emergency conditions to the extent possible.

- Every effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified after the emergency period has passed.
- No administrative process will be permitted to interfere with operations essential to preventing injury.

Situation

Disaster Condition:

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

- Oneida County Emergency Services Coordinator 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 Oneida County Clerk's Office is responsible for tracking and documenting costs and expenses, and for issuing purchase orders.
- ESF 7 will establish and maintain liaison with the other ESFs.
- ESF 7 will accommodate members of the Federal and State Advance Team (Federal – General Services Administration procurement officials) at the EOC or another location until the DFO is established.
- ESF 13 Public Safety and Security, if needed, will provide escort 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 warehouse/locations as needed
 - Acquire replacement facilities for any damaged or destroyed facilities

- ☐ Coordinate with ESF 1 Transportation for transportation resources
- ☐ Coordinate with ESF 2 Communications for communication resources
- ☐ Coordinate with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services and/or American Red Cross 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
- In coordination with ESF 7, religious organizations will:
 - ☐ Coordinate use of church buildings for shelter
 - ☐ Assist with warning functions as requested
 - ☐ Support emergency communications
 - ☐ Coordinate volunteer work force organization
- 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

Agency Resources

Agency Resources Include:

- School District #351— vehicles, buses, vans, vehicle operators and support equipment
- Oneida County Road and Bridge and Municipal Public Works Department(s) – vehicle operators, mechanics, light and heavy trucks, and heavy equipment
- Oneida County Clerk's Office – fiscal, tracking and documenting costs and expenses, grant/management consulting staff

Attachments

Attachment 1: Donated Goods Management

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ESF 7 Resource Management

Attachment 1 Donated Goods Management

I. Purpose

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

II. Situations and Assumptions

A. Situation

1. Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Lack of an organized system of management for the identification, receipt, organization, and distribution of donations will result in chaos.
3. The timely release of information to the public regarding needs and points of contact is essential to management of donated goods.
4. Donated goods are essential to recovery in most cases.
5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to an area of disaster is best accomplished at the County level.
7. Churches, fire stations, the community schools, and other volunteer agencies in Oneida 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 Oneida County

1. The community and religious organizations, in coordination with Oneida County Emergency Services, 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 BHS 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 External Affairs (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 Oneida 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 9 Search and Rescue

Primary Agencies: Oneida County Sheriff's Search & Rescue

Support Agencies: Oneida County Sheriff's Office
Oneida County Volunteer Fire District
Oneida County Ambulance Service
Oneida County Road and Bridge
Oneida County Emergency Services

Introduction

Purpose:

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

Scope:

- ESF 9 addresses Search and Rescue within the incorporated and unincorporated areas of Oneida County.
- Search is defined as operations in city, rural or backcountry areas requiring searching for missing individuals (such as hikers, skiers, snowmobilers, hunters, etc.) using technical skills such as tracking, dog handling, and air operations.
- Rescue is defined as operations in city, rural, or back county areas using technical skills for the extrication of trapped or injured individuals from incidents such as avalanches, building collapse, and confined spaces.

Policies

- The Oneida County Sheriff's Office will provide an Incident Commander and coordinate all search operations outside of incorporated areas in Oneida County where the location of individuals is not known.
- The Oneida County Sheriff's Office will provide an Incident Commander and coordinate all rescue operations outside of incorporated areas in Oneida County where the location of trapped or injured individuals is known.
- Oneida County Sheriff's Office will provide an Incident Commander and coordinate all search operations in the incorporated areas where the location of individuals is not known.

Situation

Disaster Condition:

Based upon the County's hazard vulnerability analysis, there are several emergencies that could require 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 12 to 24 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.
- District Fire personnel have been trained in technical rescue techniques such as trench, high angle, confined space, and water.

Concept of Operations/Responsibilities

General:

Search and Rescue in Oneida County will be conducted according to existing Standard Operating Procedures, Mutual Aid Agreements, and other formal directives including ICS and NIMS.

The Oneida County Sheriff's Office will maintain and expand as funding is available for the search and rescue capabilities. Oneida County Fire District will maintain and expand as funding is available technical rescue capabilities. Oneida County Emergency Services, functioning as ESF 5 Emergency Management, will work with the LEPC and the State of Idaho to apply for grant funding for Search and Rescue equipment and training.

Organization:

- ESF 9 will be led by the Oneida County Search and Rescue.
- Unified command may be necessary to direct specialized skills, established by separate fire departments and applied to tactical operations.
- ESF 1 Transportation will provide transportation services as directed.
- ESF 3 Public Works and Engineering and the Damage Assessment Coordinator will perform building inspections and remove debris.
- ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will open and maintain mass care facilities and provide food and water to the responders and the mass care facilities.
- ESF 8 Public 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 External Affairs (Public Information) will provide public information briefings to the media.

Notification:

- The EOC and/or Oneida County 911 Dispatch Center will notify ESF 9.
- ESF 9 will notify support agencies.
- ESF 9 personnel will respond as directed and placed on standby as appropriate.

Response Actions:

Initial

- The authority having jurisdiction, upon notification of a need for 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 Oneida County Sheriff's Office, upon notification of the need for Search and Rescue, will:
 - ☐ Recall rescue staff
 - ☐ Determine the threat to rescuers
 - ☐ Establish a lookout and accountability system for rescuers before entering scene
 - ☐ Conduct rescue operations according to standard operating procedures
- ESF 4 Fire Fighting will provide additional personnel as requested by ESF 9.
- ESF 13 Public Safety and Security will perform traffic control and evacuation as requested by ESF 9 and the evacuation coordinator.
- The Incident Commander will:
 - ☐ When appropriate, 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 Oneida County Emergency Services Coordinator to activate ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 8 Public Health and Medical Services, and ESF 15 External Affairs (Public Information) as necessary.
- ESF 15 External Affairs (Public Information) will provide briefings to the media.

Continuous

- The Oneida County Emergency Services Coordinator will;
 - ❑ Coordinate support activities for the ESF 9 rescue mission with ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 7 Resource Support, ESF 8 Public Health and Medical Services, and ESF 15 External Affairs (Public Information) as necessary
 - ❑ Request additional state and federal assistance if needed

ESF 10 Oil and Hazardous Materials

Primary Agencies: Local Emergency Response Authority – ISP District 5

Support Agencies: Oneida County Volunteer Fire Department
Southeast Regional Hazardous Materials Response Team
Oneida County Emergency Services
Oneida County Sheriff's Office
Oneida County Ambulance Services (EMS)
Private Industry Shippers of Hazardous Materials

Introduction

Purpose:

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

Scope:

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

Policies

The Idaho State Police District 5, as the Local Response Authority for Oneida County, is the primary ESF 10 agency.

- Each jurisdiction must be self-sufficient and responsible for its own initial oil and hazardous materials response capabilities.
- Supporting documents such as SOPs, hazards vulnerability analysis, checklists, resource lists, call-up rosters, maps, and demographic information will be developed and maintained and appended to the ESF by ESF 10. They will be reviewed annually, and updated and distributed as prescribed in the Basic Plan.
- The Oneida County Coordinator of Emergency Services as ESF 5 Emergency Management will develop, and coordinate with the LEPC, procedures to evaluate the ESF, at least annually, through tabletop, functional, and full- scale exercises.
- 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 Bureau of Homeland Security, and the local fire departments.
- 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 Oneida County LEPC and ESF 5 Emergency Management
 - ❑ Provide liaison to the Oneida County EOC
 - ❑ Provide a representative to the incident command post
 - ❑ Initiate notification to the County 911 Dispatch Center 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 a disaster involving hazardous materials has escalated due to the increase in everyday use, manufacture, transportation, and storage of chemicals throughout the County.
- Unknown amounts of hazardous materials are transported through the County on roadways and rail lines.
- Herbicides, pesticides, and other toxic substances are used in agricultural activities throughout the County.
- Oil and hazardous materials incidents may occur as the result of natural disasters, human error, terrorism, 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.
- Oil and hazardous materials entering the sewage system may require the shutdown of treatment plants.
- A serious hazardous materials incident could exceed the response capabilities of the County.
- In the event of a serious hazardous materials incident, many residents in the "risk area" will evacuate spontaneously without official order or recommendation.

- Response time may be delayed due to adverse weather.
- Communications between the County and the State EOC is adequate. If standard channels are interrupted, backup HF radios operating on the Idaho SECURE Net will be used.
- The Oneida County Fire Department has the capability to make the initial protective response to an oil or 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 material incident response operations within the County may involve city and County law enforcement organizations, the district fire unit, the Southeast Regional Hazardous Materials Response Team, as well as the entire operations staff and ESF coordinators.
- The resources of volunteer groups, industry, cities, counties, and state and federal government may be required to cope with major hazardous materials incidents.
- The Oneida County Hospital does not have the capability to treat victims exposed to hazardous materials.

Concept of Operations/Responsibilities

General:

- The Incident Command System will be utilized in Oil or Hazardous Material incident response.
- The Incident Commander will be the ranking emergency response official from the Jurisdiction Having Authority at the scene. The official Incident Commander will assume command as soon as practical.
- The Incident Commander will coordinate all oil or hazardous material incidents with State agencies, i.e., Department of Environmental Quality (DEQ), and the Bureau of Homeland Security (BHS) 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 a dedicated frequency direct to the EOC. Additionally, all district fire departments and the Oneida County Emergency

Services Office have permission from the Bureau of Homeland Security 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 Oneida County as well as state and federal agencies.
- ESF 15 External Affairs (Public Information) will act as the official spokesman for 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 External Affairs (Public Information) and the facility public relations representative.

Organization:

- A member of the fire department will be designated as the Oil and Hazardous Material Incident Response Coordinator.
- The Local Emergency Response Authority (LERA) in Oneida County is ISP District 5. Initial response, include lifesaving and hazard mitigation, will be made by the local first responders. If needed state and federal experts will be called upon to assist in accordance with the Idaho Hazardous Materials Incident Command and Response Support Plan.
- The Idaho State Police will respond to all oil and 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.
- Oneida County Emergency Services 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 or hazardous material incident
- The Department of Environmental Quality (DEQ), as well as the Southeast Regional Hazardous Materials Response Team and the Idaho Bureau of Homeland Security and private industry emergency response personnel will assist local jurisdictions in dealing with oil and hazardous materials emergencies.
- The Department of Environmental Quality (DEQ) will oversee clean up 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 Oneida County Emergency Services Coordinator will, if conditions warrant, recommend activation of the EOC and/or establish a command post near the scene to provide communications, coordination direction, and control.

Notification:

- The County 911 Dispatch Center will be notified of a potential Oil and/or Hazardous Materials Incident.
- Upon notification by the County 911 Dispatch Center the Local Hazardous Materials Response Team will respond to the scene.
- Upon activation of the EOC, the Oneida County Coordinator of Emergency Services will request the activation of ESF 10.

Response Actions:

Initial

- The Incident Commander will:
 - ☐ Request ESF 10 to report to the EOC when notified of an emergency situation
 - ☐ Declare a disaster emergency when appropriate
 - ☐ Authorize activation of public warning systems by ESF 2 Communications, 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, the incident has been classified, and determine if local authorities can handle the situation
 - ☐ Contact the National Weather Service 1-700-232-9316 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 Oneida County Emergency Services Coordinator will:
 - ☐ If conditions warrant, recommend activation of the EOC and/or establish a command post near the scene to provide communications, coordination, as well as 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 ESF 15 External Affairs (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
- ❑ Establish perimeters and control access and traffic to protect the public
- ❑ Establish barricades to secure at least a 2500-foot radius at the scene
- ❑ Maintain security of the scene
- ❑ Note any special hazards in the area (e.g. downed power lines, fires etc.)
- ❑ Keep all unnecessary persons as far away from the incident as possible
- ❑ Detain all persons involved with the incident at the scene until the response team arrives; obtain their names, addresses, and phone numbers
- ❑ Stay upwind from fires, or release
- ❑ Avoid spreading contamination
- ❑ Do not attempt to move or clean up any materials involved with the incident
- ❑ Prohibit eating, drinking, and smoking at the incident scene
- ❑ Maintain control and security over all evacuated areas and facilities
- ❑ Exercise precautions when handling a person exposed to hazardous materials
- ❑ Remove injured persons as far away from the scene as possible
- ❑ If injured persons must be transported to hospitals before the arrival of the emergency response team, inform the ambulance personnel that the patient may be contaminated; obtain names of ambulance personnel and medical facility they are going to
- ❑ Refer all media questions concerning the incident to ESF 15 External Affairs (Public Information) Officer at the EOC or at the scene
- ❑ Alert and warn the threatened population as directed
- ❑ Evacuate the threatened population as directed
- ESF 4 Firefighting will coordinate with the Incident Commander, ESF 10, and the EOC to:
 - ❑ After coordination with the Incident Commander, establish staging area upwind at a safe location
 - ❑ Establish fire fighting control point
 - ❑ Notify the facility's coordinator, if appropriate, in the event of a fire
 - ❑ Provide for decontamination of personnel and equipment
 - ❑ Inspect damaged area for fire hazards
 - ❑ Assist in hazardous spill containment

- ❑ Assist in identifying chemicals
- Emergency Medical Services (EMS) will:
 - ❑ Transport victims using procedures that limit the spread of contamination
 - ❑ Establish initial triage and conduct Emergency Medical Services activities

Continuous

- The Incident Commander will approve reentry of evacuated areas when they are determined to be safe.
- Oil and Hazardous Materials Incident Response 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 Oneida County Emergency Services Coordinator will:
 - ❑ Maintain situation map and post and update pertinent information on status boards and maps; update plume projections as appropriate
 - ❑ If appropriate, request the ESF 15 External Affairs (Public Information) to release prepared messages, designated for broadcast over the EAS
 - ❑ Coordinate with EOC staff and executive authorities on whether a local disaster emergency should be declared
 - ❑ Coordinate medical support with ESF 8 Public Health and Medical Services.
 - ❑ Coordinate with ESF 3 Public Works and Engineering to protect the water supply and sewage treatment systems
 - ❑ If there is a threat to the drinking water supply, notify the public and private system operators
 - ❑ Coordinate the reentry of the evacuated population with the EOC Staff and executive authorities
- Incident Commander and Hazardous Materials Incident Response Team will:
 - ❑ Ensure that the Hazardous Materials Incident Response Coordinator is fully informed and updated concerning the incident; establish ongoing communications between the command post and the EOC
 - ❑ Seek technical advice and guidance from the State of Idaho DEQ Environmental Coordinator and the Environmental Investigator
 - ❑ Upon arrival of a properly identified emergency response team, manufacturer, owner, Idaho State Police, or DEQ representative, relinquish the responsibility to neutralize and dispose of the material, but maintain control of the overall situation; remain at the scene to assure that all phases of the operation are completed

- ☐ Monitor the public, emergency workers, and equipment for contamination; maintain records of exposure
- ☐ Coordinate actions of all responders, federal, state, local, and industry
- ☐ Perform/coordinate decontamination procedures if required
- ESF 13 Public Safety and Security will:
 - ☐ Establish perimeter procedures for all probable wind conditions
 - ☐ After coordination with the Incident Commander, set up access and assembly points
 - ☐ After coordination with the Incident Commander, establish a staging area
 - ☐ After coordination with the Incident Commander, establish a victim staging area, decontamination area, and crowd control area
- ESF 4 Firefighting will:
 - ☐ Provide monitoring assistance as needed
 - ☐ Request mutual aid and/or technical support if needed
 - ☐ Reevaluate perimeters as the hazardous material is identified and/or environmental conditions change
 - ☐ Assist medical personnel in isolating and removing contaminated or injured persons from the scene
- 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

Agency Resources

See Attachment 2

Attachments

Attachment 1 Hazardous Material Public Protection Decision Checklist

Attachment 2 Technical Support Resources

Attachment 3 Hazardous Material Incident Report Form

ESF 10 Oil and Hazardous Materials

Attachment 1 HAZMAT Public Protection Decision Checklist

BASIC FACTORS

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

CHEMICAL FACTORS

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

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

WEATHER FACTORS

- 22. Wind Speed:** ☐ 0-3
☐ 4-12
☐ 13-25
☐ 26-50
☐ 50+
- 23. Direction From:** ☐ N
☐ NE
☐ E
☐ SE
☐ S
☐ SW
☐ W
☐ NW
☐ Variable
- 24. Temperature:** ☐ 32 or below
☐ 33-60
☐ 61-80
☐ 81-95
☐ 95+
- 25. Humidity:** ☐ High
☐ Med.
☐ Low
- 26. Moisture:** ☐ Rain
☐ Snow
☐ Fog
☐ None
- 27. Visibility:** ☐ Daytime Sunlit
☐ Daytime Cloudy/Hazy
☐ Nighttime Moonlit
☐ Nighttime Cloudy/Hazy

AREA FACTORS (1-2 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

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 concentrations that could cause health effects or death. Gases typically become airborne more readily than liquids. Liquids and molten solids become airborne by evaporation. The surface area (pool size) of the spill, surface temperature, vapor pressure, and wind speed are major factors that affect the rate of evaporation. A higher vapor pressure, a larger surface area (pool size), a greater wind speed, or a higher temperature than ambient will provide a faster evaporation. Molten solids will volatilize and those in a solid state may not. Solids as powders or dust may only become airborne if propelled in the air by force, such as an explosion.
- Item 8 The existence of odor makes it easier to detect a presence of the chemical to emergency responders as well as the public. This will increase the perceived presence of danger. However, some chemicals (such as hydrogen sulfide) have a detectable odor (like rotten eggs) at a low ppm, but numb the sense of smell at higher lethal levels.
- Item 9 The existence of color makes it easier to detect the presence of the chemical to emergency workers, as well as the public, as they will be able to see its location and extent.
- Item 10 Visibility is affected by time of day, weather conditions, and the existence of color. A chemical may not be visible if it is colorless, or one with color may not be visible at night. A chemical may also be masked by fog or snow if it is a similar whitish color. Perception of danger is reduced when invisible.
- Item 11 Vapors that rise may be dispersed faster by winds, or if little or no wind may rise straight up and be a minimum problem to surrounding areas. Also, vapors rising straight up due to no surface wind could encounter above ground down winds and drop the vapors to areas beyond those immediately adjacent. Vapors that stay at ground level may settle into low-lying areas, into lakes and rivers, and into basements and stay for longer periods.

- Item 12 Chemicals that are water-soluble may be absorbed by any water or moisture present on trees and foliage, lakes and streams in the plume, or by fire fighting spray. However, they may also be absorbed by moisture present in human respiratory system, eyes, nasal passages, and skin.

- Item 13 A chemical that floats atop a water area may be dammed up and absorbed. However, floating pools of chemicals on water may facilitate evaporation and may float downwind if blown by winds.

- Item 14 Flammable chemicals present a threat of fire if ignited and when burning may produce toxic airborne fumes and pollutant particles that may travel downwind.

- Item 15 Explosive chemicals present a threat of explosion if detonated which may provide instantaneous dispersion of toxic airborne fumes and pollutant particles.

- Item 16 Some substances generate heat when mixed with water. Some strong acids may evolve into large amounts of fumes when in contact with water or moisture. This may consist of fine droplets of acid in air and acid vapors. Such fumes are usually highly irritating, corrosive, and heavier than air. Strong oxidizing or reducing agents are able to decompose organic materials and react with a variety of inorganic materials to generate heat, flammable gases, and possible toxic gases. Heat generated could be sufficient to ignite combustible materials or flammable gases resulting in fire or explosion. The combination of various chemicals may produce new chemicals quite different and more severe than the original materials.

- Item 17 Many substances become highly toxic when burned and some may form even more toxic materials when in combination with heat and water (if present from fire spray or otherwise).

- Item 18 Self-explanatory

- Item 19 Gases escaping under pressure from a tank or cylinder form a cloud or plume. A rapid release through pressure relief valves, punctures, or broken pipes may take several seconds to several minutes. On the other hand, a flow from a spill or leak at fittings, or tears, or large punctures may take minutes to days. Liquids may flow along the ground as a stream while simultaneously vaporizing and being absorbed into the ground or other materials. A puff may occur with a release over a short period of time. A release that is elevated will mix with air and tend to disperse more quickly.

- Item 20 The cause may provide an indication of the potential for control and reduction of release duration and amounts. A valve failure may be easier to handle than a puncture, split, or crack in a tank.

- Item 21 A release that is contained is less of a problem, unless the containment is breached. On the other hand, a contained incident may not be an immediate problem, but has potential for release if corrective actions are not able to be accomplished in time or fail. Some incidents may be controlled, but uncontained. In such cases, the situation may be continuous, but may not get any worse. Others may be completely out-of-hand and out-of-control and maximum release of all contents will occur over a period of time.

- Item 22 Higher wind speeds will disperse gases quicker than low speeds. However, they will also result in higher concentration further downwind in a narrower band than lower speeds. Higher speed winds will also increase contaminated air infiltration into homes and buildings. Lower speed winds result in reduced dispersion and tend to spread contaminated air in multi-directions. Gusty winds are more unpredictable for dispersion than steady winds as wind eddies from hills, trees, and buildings may be in several different directions in adjacent areas.

- Item 23 Self-explanatory

- Item 24 Higher temperatures increase evaporation of liquids and expansion of gases. Most liquids become less active in temperatures below freezing.

- Item 25 High humidity increases air absorption of water-soluble chemicals. Also, high humidity conditions may be associated with stagnant air conditions and air inversions.

- Item 26 Rain or snow occurring will tend to purge the atmosphere of contamination. Heavy rain will drop contaminants in heavier concentrations and closer to the origin which could result in greater exposure close-in.

- Item 27 The amount of visibility has an influence on the ease or difficulty of accomplishing emergency response activities and public protection actions. These can be much more difficult to accomplish particularly at night and under low light conditions.

- Item 28 Urban and suburban areas will be more populated than rural areas. Even though rural areas may have less population to take protective actions, it may be much more difficult to warn them and monitor protective actions due to the scattered, widely spaced locations of homes and buildings.

- Item 29 Predominantly residential areas will be more populated at night, than between 7:00 AM - 6:00 PM. During these normal working hours, 2 out of every 3 residents (67%) will be at work, school, shopping, and at recreational activities (many of which will be out of the immediate area.) During these same hours, commercial, industrial, and school areas represent locations of highly concentrated populations.

- Item 30 Some affected areas, if large enough, may include many, if not all, of these types of facilities. Each may present different and unique methods of warning and evacuation/in-place protection needs. Tourists and recreational populations may be on boats, at marinas, in parks and campgrounds, and otherwise out-of-touch with radio, TV, and telephone communications.

- Item 31 Special populations, particularly the mobility impaired, may require transportation if an evacuation is to be conducted. Also, many special populations do not drive, do not have a private vehicle available, and are usually solely dependent on public transportation.

- Item 32 The type of terrain will affect dispersal of airborne chemicals. Heavier than air contaminants will stay closer to the ground and flow downhill and settle in low lying areas. The reverse is true for lighter than air chemicals. Trees and foliage will serve as obstructions to dispersal and may even absorb some substances on leaves and branches. Buildings and structures in built up areas will also tend to obstruct dispersion and will result in some absorption through infiltration into the insides of buildings.

- Item 33-34 Self-explanatory

- Item 35 Develop general time estimates based on a review of all the above factors. Use best judgements 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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ESF 10 Oil and Hazardous Materials

Attachment 2 Technical and Support Resources

- I.** When dealing with contaminated materials it is essential to inform the contractor that the material must be transported by an EPA-licensed handler and disposed of at an EPA-licensed hazardous waste disposal site. If the discharge is massive, special cleanup efforts may be required, such as those provided by specially equipped contractors, which are listed below:
- II.** Contractors who have the capability to handle a complete HazMat emergency response, analysis, and cleanup and who can also provide transportation to an EPA-licensed hazardous waste disposal site area are:
 - A. Safety Kleen Corporation, 2055 Garrett Way, Pocatello, ID 83201, 208-234-4002
 - B. TW Company, 505 North Main, No. Salt Lake, UT 84054, 801-299-1900 (24 hrs)

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ESF 10 Oil and Hazardous Materials

Attachment 3

Hazardous Materials Incident Report Form

INCIDENT # _____

PART 1: INCIDENT INFORMATION -- DISPATCH COPY**A. GENERAL** (fill out in all cases)

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

B. MATERIAL IDENTIFICATION (fill out those which apply)

6. Chemical Name _____ Placard _____
7. ID #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. BHS (1-800-344-0984)	_____	_____

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26. Other _____

REPORT FORM COMPLETED BY _____ TIME _____

Hazardous Materials Incident Report Form

INCIDENT # _____

PART 1: INCIDENT INFORMATION -- FIELD OFFICER COPY**A. GENERAL** (fill out in all cases)

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

B. MATERIAL IDENTIFICATION (fill out those which apply)

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

C. SITE DETAILS (fill in as available)

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

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

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ESF 11 Agriculture and Natural Resources

Primary Agencies: Oneida County University of Idaho Extension Educator

Support Agencies: Oneida County Animal Control Officer
City of Malad Animal Control Officers
Private Animal Care Centers
US Forest Service
BLM
County Law Enforcement Agencies

Introduction

Purpose:

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

Scope:

ESF 11 is applicable to livestock and cropland owners, to ensure that they are provided protection information and that protective measure implementation is coordinated with the appropriate ESFs. The Oneida County Animal Control Officer is responsible to ensure that the relocation of domestic pets is managed in cooperation with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.

Policies

- The Oneida County Extension Agent is assigned the responsibility to lead ESF 11.
- The Coordinator of Emergency Services 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 External Affairs (Public Information).
- ESF 11 will provide information to farmers and ranchers on the protection of croplands and livestock.
- The Oneida County Animal Control Officer will coordinate the relocation and care of domestic pets with ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.

Situation

Disaster Condition:

Based upon the County's hazard vulnerability analysis, there are several emergency conditions that could require protection of agricultural land, livestock, and domestic pets to include agriterrorism, floods, earthquakes, hazardous material spills, and severe storms.

Planning Assumptions:

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.
- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.
- Disasters that result in large number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure will require state and federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- 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, Oneida County must plan for, and be prepared to save lives and protect property through independent disaster response and recovery operations.
- State or federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort.

Concept of Operations/Responsibilities

General:

Oneida County Emergency Services recognizes the need to coordinate relocation areas for livestock and domestic pets during a declared disaster. As directed by the Chief Executive Officer, the Oneida County Emergency Services Coordinator will coordinate relocation areas for both livestock and pets with ESF 11. The Oneida County Fairgrounds has been identified as a possible relocation area for domestic pets and livestock.

ESF 11, the Oneida County Extension Agent will provide protective information for County cropland through ESF 15 External Affairs (Public Information) Officer.

Organization:

- The Oneida County Extension Educator will designate county staff to assist in the ESF 11 role.
- The County 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 External Affairs (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 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 External Affairs (Public Information)
 - ❑ Establish contact with the State of Idaho Department of Agriculture and request cropland assistance
 - ❑ Direct the Oneida County Animal Control Officer(s) to establish a pet relocation center
- ESF 15 External Affairs (Public Information) will provide public information through media channels regarding the relocation of domestic pets, livestock, and the protection of croplands.
- The Oneida 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 External Affairs (Public Information)
 - ❑ Provide status briefings to the Oneida County Emergency Services Coordinator
 - ❑ 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
- ESF 15 External Affairs (Public Information) will provide public information through media channels regarding the relocation of livestock and the protection of croplands.

Attachments

Attachment 1 Animal Control and Protection

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ESF 11 Agriculture and Natural Resources

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's preparedness plan.

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

Oneida 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 Oneida 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 Oneida County Fair grounds and buildings, and High School football fields.

During emergencies, requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary professionals will be routed through the Oneida 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.

ESF 12 Energy

Primary Agencies: Oneida County Road and Bridge Department

Support Agencies: City of Malad Public Works
Rocky Mountain Power
V-1 Propane, Valley Oil Company & KC Oil Company
Energy Product Suppliers

Introduction

Purpose:

The purpose of ESF 12 is to coordinate with, and communicate with, the utility companies for the purpose of restoration of commercial energy supplies, or provision of emergency energy supplies during a declared disaster in Oneida 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 providers, and energy 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, Oneida County Road and Bridge Department will work with the City of Malad Public Works Department, 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 External Affairs (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 number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure will require state and federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- 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, Oneida 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:

As ESF 12, the Oneida County Road and Bridge Department, City of Malad Public Works Department, 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 the state agencies through the Idaho Bureau of Homeland Security 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, power, and other resources as necessary. Resource allocation considerations include response, recovery, and return to normalcy.

Organization:

- ESF 12 is led by Oneida County Road and Bridge Department. Supporting agencies include the City of Malad Public Works Department and private suppliers of energy services such as the Rocky Mountain Power, V-1 Propane, Valley Oil Company, and KC Oil Company.
- Oneida County Road and Bridge will coordinate provisions of emergency power and all energy restoration, and will maintain a status map of energy outages and brief the Incident Commander.
- 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, will be responsible for commercial power service restoration within their service areas.
- The propane suppliers, V-1 Propane, Valley Oil Company, and KC Oil Company, will be responsible for propane 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
- ❑ Assess the number and availability of emergency power generators and their locations
- ❑ 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 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 External Affairs (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 External Affairs (Public Information) with accurate assessments of energy supply, demand, and requirements to repair or restore energy systems
 - ❑ Provide information to ESF 15 External Affairs (Public Information) regarding the schedule for energy services restoration
 - ❑ Keep accurate logs and other records of emergency responses
 - ❑ Draft recommendations for after-action reports and other reports as appropriate
 - ❑ Request assistance from ESF 3 Public Works and Engineering to remove debris blocking restoration access to power and gas lines. Energy Suppliers will coordinate service restoration with ESF 12.

ESF 13 Public Safety and Security (Law Enforcement)

Primary Agencies: Oneida County Sheriff's Office

Support Agencies: Idaho State Police

Introduction

Purpose:

The Oneida County Sheriff's Department, as ESF 13, will coordinate all law enforcement activities during a declared disaster in Oneida 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 Oneida 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.
- As contracted law enforcement for the City of Malad, the Sheriff shall have power to arrest all offenders against the law of the state, or of the city, by day or by night, in the same manner as provided in section 31-2227, Idaho Code.
- The Idaho State Police, by appointment of the Sheriff or County Prosecuting Attorney, 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, as provided in section 31-2227, Idaho Code.

- When in the judgment of the Governor the penal laws of this State are not enforced as written, in any county, or counties, in this State, he may direct the director of the Idaho State Police to act independently of the Sheriff and Prosecuting Attorney in such County or counties, to execute and exclusively exercise all duties, rights, and responsibilities of the Prosecuting Attorney.

Situation

Disaster Condition:

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

Planning Assumptions:

- The Oneida County Sheriff is the chief law enforcement officer in the County.
- The State of Idaho Police District 5 Office is located in neighboring Bannock County.
- The Sheriff's Office has sufficient officers to provide law enforcement services to the unincorporated areas of the County.
- All Law Enforcement Agencies in the area 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 Oneida County Sheriff, an elected official, is the chief law enforcement officer in the County. The Sheriff's Office provides law enforcement in all areas of the County. The Oneida County Sheriff is dispatched by the County 911 Dispatch Center.

Organization:

- As ESF 13 the Oneida 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.

Notification:

- All 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 Incident Commander, or the Oneida County Coordinator of Emergency Services.

Response Actions:

- ESF 13 will fulfill all assigned functions in ESFs and Annexes as specified by:

- ❑ Managing law enforcement resources, and by, 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

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ESF 14 Long Term Community Recovery

Primary Agencies: Oneida County Emergency Services

Support Agencies: Bureau of Homeland Security Southeastern Idaho Area Field Officer
American Red Cross
Southeastern Idaho Public Health District

Introduction

Purpose:

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

Scope:

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

Policies

- Recovery from isolated events is usually within the capability of Oneida 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 Oneida County Commissioners are responsible for all community recovery policy decisions in the County, outside incorporated cities. The Mayor is responsible for recovery policy and decisions within the City. 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. Oneida County must request this assistance.
- State Disaster Assistance - The State of Idaho Bureau of Homeland Security 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 Services 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 wildfires, floods/dam failures, earthquakes, hazardous materials spills, landslides, avalanches, 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 casualties and/or heavy damage to buildings, structures, and the basic infrastructure; will require state and federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- A major disaster could quickly overload 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, Oneida 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.
- Oneida County's Multi-Jurisdiction All-Hazards Mitigation Plan was adopted on December 14, 2009 and approved by FEMA on February 16, 2010. It promotes mitigation and ensures mitigation projects and activities are pre-identified prior to a disaster.
- Accurate record keeping, documenting financial transactions, payroll accounting, and general correspondence are vital elements. Documentation is necessary to the post-event administration. Support and temporary personnel may be used once the magnitude of the event and the need for full time employees to return the cities and County to normalcy has been considered.
- Critical facilities are facilities essential to residents and/or local government; for example, hospitals, public safety radio centers, fire stations, and so forth. The Oneida County Coordinator of Emergency Services 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 as well as determine eligibility for state and federal aid. This 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 Oneida 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 Oneida County should disaster strike. Refer to those plans for an explanation of post disaster response and recovery efforts.
- The Oneida County Disaster Recovery Organization consists of the County Commissioners, County Emergency Services Coordinator, and the County Disaster Management staff, members of County and city departments, as well as local agencies, public and private. The Oneida County Emergency Services Coordinator

is appointed by the County Commission and coordinates the Disaster Recovery organization.

- State and federal programs 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 grant 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 Oneida 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 Disaster Field Office (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 Oneida 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>.
- The information for Post-Disaster Public Information and Educational Programs is similar to pre-disaster activities. Surviving media will broadcast public service information as needed. As additional media becomes available greater dissemination of relief information is anticipated. ESF 15 External Affairs (Public Information) 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 Oneida County Emergency Services Coordinator is responsible for coordinating County Recovery and Mitigation Plans, Procedures, and Directives.
- The Oneida County Emergency Services Coordinator is the official Point of Contact for Bureau of Homeland Security.
- The EOC is the focal point for policy and decision making and execution of emergency plans and policy decisions.
- ESF 15 External Affairs (Public Information) will provide public information related to the Disaster Recovery Program to citizens and visitors to Oneida County.
- Coordination and communication between local, state, and federal resources will be significantly enhanced if decision-makers and support staff 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 Services 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 Services plans, organizes, recommends, and monitors team arrival and departures.

Disaster Outreach:

- After a 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 Oneida County Emergency Services Coordinator in the EOC. The County will rely on a windshield survey to provide the immediate damage assessment if the flyover is not possible.
 - The walk-through inspection involves a structure by structure damage assessment. County/city building inspectors and mutual aid augmenters conduct the walk-through inspection. This information is compiled through the Assessor's Office and EOC and relayed to state agencies. Information collected on both private and public damage is compiled by the 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:
 - Extrapolating actual damage against existing studies
 - 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 need of:
 - Supporting mass casualty activities
 - Immediate health issues
 - Search and rescue activities in an urban environment
- ESF 2 Communications will determine communication status.
- Situation Reports and other information are shared with state and federal officials as needed. The Oneida County Emergency Services Coordinator 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 Oneida 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 shelter 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. Oneida County supports the DRC by providing staff from:
 - ❑ Public Health Department
 - ❑ Community Services Department
 - ❑ Public Works Department
 - ❑ American Red Cross
 - ❑ Religious Organizations
- 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 DRC sites, will be included in the release.

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ESF 15 External Affairs (Public Information)

Primary Agencies: Oneida County Sheriff's Office

Support Agencies: City of Malad Designated Spokesperson
School District Spokespersons
Corporate Spokespersons

Introduction

Purpose:

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

Scope:

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

Policies

- The Oneida County Sheriff's Office will fill the role of ESF 15 External Affairs (Public Information) and will designate staff to assist in that effort.
- The ESF 15 External Affairs (Public Information) Officer 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 Bureau of Homeland Security Public Information Southeastern Idaho Area Field Officer information regarding the Declaration of a Countywide Disaster and resources being supplied by the State of Idaho and Federal Agencies.
- The Chief Executive Officer will authorize all information released prior to the release.

Situation

Disaster Condition:

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

Planning Assumptions:

- Severe winter storms, earthquakes, or floods could prevent dissemination of printed information to some remote areas of the country.
- 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 loss of life and property damage.
- There is a need for a single source of reliable information during an emergency for both the public and the press/media.
- The County is serviced by cable and satellite television, radio, and internet service.
- Radio reception is good throughout the County and should be dependable in most emergency situations.
- Oneida County has one weekly newspaper, the Idaho Enterprise. The Idaho State Journal is published in Preston and delivered daily throughout Oneida County.
- Certain special populations (hearing/vision impaired, elderly, or ill) will require extraordinary measures for alert/notification.
- Although Spanish is a common language spoken in the County, we do not have a full time Spanish radio/TV station. Information will be provided to the local radio/TV stations that will, where they have the capability, translate and transmit warning information in Spanish.
- It would be difficult to quickly distribute printed information because of the size and the geographic layout of the County.
- The Emergency Alert System is active and covers the County.
- The County has a reverse 911 system.
- Local media will cooperate in an emergency situation.
- External media may be less cooperative and more demanding. They will be interested less in details than in spectacle and "human interest" stories of universal appeal and quick impact.
- Rumors will circulate.
- In case of a disaster that generates extensive media interest, we will request the Bureau of Homeland Security (BHS) to activate a Public Information Emergency Response Team to support the County effort.

Concept of Operations/Responsibilities

General:

- ESF 15 External Affairs (Public Information) will be located in the Emergency Operations Center (EOC) with access to the responsible elected officials, current emergency information, and the media.
- The ESF 15 External Affairs (Public Information) Officer (PIO) will serve as official spokesman for the County and will coordinate all public information releases with the County Commissioners/Mayor, and assume responsibility for the organization and operation of the public information system.
- A continuing flow of emergency information and instructions will be provided to the public and the media.
- A rumor control service will be provided to ensure that accurate information is disseminated immediately and regularly.
- The ESF 15 PIO will coordinate with the EOC staff, liaison agencies, other local PIOs and PIOs from the state and federal government, as necessary.
- Ongoing public education programs will be provided by ESF 5 Emergency Management, to increase the awareness of those hazards that Oneida County is particularly vulnerable to, and the mitigation, preparedness, response, and recovery activities associated with those hazards.

Organization:

- The Chief Executive Officer(s) will serve as primary spokesman to the media, or delegate that function to the PIO.
- The Oneida County Sheriff's Office will fulfill the role of ESF 15 and assume public information functions delegated by the Chief Executive Officer.
- The Oneida County Emergency Services Coordinator will coordinate with BHS if a Public Information Emergency Response Team is needed.
- All Tasked Organizations, this includes Fire Department, Law Enforcement, Public Works, Road & Bridge, School District, 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 placed on standby as appropriate.

Response Actions:

Initial

- The Chief Executive Officer(s) will:
 - ☐ Serve as primary spokesman to the media, or delegate that function to the ESF 15 PIO
 - ☐ Give final approval for release of emergency instructions and information or delegate that function to the PIO
 - ☐ Designate locations for media briefings
- ESF 15 External Affairs (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 Executive Officer
 - ☐ 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 donation-related matters
 - ☐ Assign print and broadcast monitors to review all media reports for accuracy
 - ☐ Maintain a chronological record of disaster events
- The Oneida County Emergency Services Coordinator will:
 - ☐ Advise the Chief Executive Officer 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 BHS if a Public Information Emergency Response Team is needed

Continuous

- All Tasked Organizations including; Fire Departments, Law Enforcement, Public Works, Road & Bridge, 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 information officers to support emergency information activities as requested by the ESF 15 PIO

- Refer media inquiries to the ESF 15 PIO

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ESF 16 Military Support

Primary Agencies: Oneida County Board of Commissioners

Support Agencies: State of Idaho Military Division
Idaho Bureau of Homeland Security
Idaho National Guard

Introduction

Purpose:

Idaho's Bureau of Homeland Security Emergency Operations Plan Military Support Annex outlines the tasking and responsibilities for integrating military support with disaster operations. Refer to the state plan for general guidance, policies, and authorities.

Scope:

ESF 16 supports the Oneida County EOP by outlining specific tasks, resources, locations, and responsibilities required 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 Oneida County in support of disaster relief. Oneida 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 Bureau of Homeland Security through the established mission assignment process. Such activities or requests for service will be coordinated through the Idaho Bureau of Homeland Security Southeastern Idaho Area Field Officer and, if he is not available directly, through the Idaho Bureau of Homeland Security 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, 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 a large number of casualties and/or heavy damage to buildings, structures, and the basic infrastructure will require state and federal assistance.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response during a disaster.
- 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, Oneida County must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.
- State or federal disaster assistance will not be provided until local resources are fully committed to the response/recovery effort.

Concept of Operations/Responsibilities

General:

- 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 Bureau of Homeland Security Southeastern 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 Oneida County Board of County Commissioners, or members of the EOC staff under their direction, will interface directly with the Idaho Bureau of Homeland Security Southeastern 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.
- Oneida County Emergency Services 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 Oneida County Board of County Commissioners through the Oneida County EOC.

Response Actions: Oneida County defers to the Idaho State Emergency Operations Plan for issues of military support.

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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. Situations 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 Bureau of Homeland Security Damage Assessment Forms (Attachment 2).

- C. Although initial assessment of damages immediately following a disaster rests with Oneida County, it may be apparent that a request for a presidential declaration is necessary. As such, the County, through the State Bureau of Homeland Security, will request that the Federal Emergency Services 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.
- E. Damaged structures in Oneida County will be posted in accordance with the International Building Code 2003-Section 115 under the title "Unsafe Structures and Equipment" showing condition of the structure and it's suitability for continued occupation.

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. Authorize posting of damaged structures in accordance with the International Building Code 2003-Section 115 and under the title "Unsafe Structure and Equipment"
 - 4. Designate location of disaster debris disposal site
- B. The Damage Assessment Coordinator (a member of the Planning & Zoning staff) will:
 - 1. Report to the EOC when requested
 - 2. Form damage assessment teams and brief them on the following:
 - a. Current disaster status
 - b. Damage assessment procedures, checklists, forms, etc. (Attachment 2)
 - 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 the City of Malad, the School District, irrigation districts, and appropriate County departments
 6. Coordinate with the Red Cross for results of their assessment efforts
 7. Collect damage information, from all sources, on the following:
 - a. Public roads and bridges
 - b. Dams
 - c. Public buildings and equipment
 - d. Hospitals
 - e. Schools
 - f. Jails and confinement facilities
 - g. Transportation facilities and equipment
 - h. Communication facilities and equipment
 - i. Water and sewage treatment plants
 - j. Irrigation canals and facilities
 - k. Private residences
 - l. Private businesses
 - m. Farms and ranches
 - n. Agriculture
 - o. Churches
 8. Maintain a situation map
- C. The Oneida County Emergency Services Coordinator will:
1. Review, with the Damage Assessment Coordinator, appropriate local officials and EOC staff, damage assessment reports to determine if outside assistance is necessary
 2. If assistance is required, coordinate damage assessment reports and needs with Bureau of Homeland Security (BHS) Field Officer
 3. Prepare damage assessment reports and plot damaged areas on maps.
 4. Coordinate with the ESF 15 External Affairs (Public Information) Officer to develop and release damage assessment and, if appropriate, claims information to the public
 5. Coordinate with ESF 3 Public Works and Engineering, Road & Bridge representatives to establish priorities for emergency repair to roads, bridges, buildings and debris removal
 6. With the Damage Assessment Coordinator, develop procedures for conducting safety assessments of damaged facilities to include checklists and placards to indicate condition of inspected buildings (Attachment 2)

7. Coordinate procedures controlling entry into damaged buildings with the Damage Assessment Coordinator and elected officials
 8. Implement a system to handle requests for inspection of damaged facilities (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 assist state and/or federal agencies in conducting Preliminary Damage Assessments
 12. Provide initial and follow-up situation and damage reports to BHS (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 /Public Works and Engineering 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 BHS Damage Assessment Report Forms
- Attachment 2 Conducting Building Safety Assessments
- Attachment 3 Inspections Requests

Annex A
Damage Assessment

Attachment 1
BHS Damage Assessment Report Forms

This attachment contains Bureau of Homeland Security 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?							

Annex A Damage Assessment

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: _____ Inspection date and time: _____ ☐ AM ☐ PM
 Affiliation: _____ Areas Inspected: ☐ Exterior only ☐ Exterior and interior

Building Description

Building name: _____
 Address: _____
 Building contact/phone: _____
 Number of stories above ground: _____ below ground: _____
 Approx. "Footprint area" (square feet): _____
 Number of residential units: _____
 Number of residential units not habitable: _____

Type of Construction

☐ Wood frame ☐ Concrete shear wall
☐ Steel frame ☐ Unreinforced masonry
☐ Tilt-up concrete ☐ Reinforced masonry
☐ Concrete frame ☐ Other: _____

Primary Occupancy

☐ Dwelling ☐ Commercial ☐ Government
☐ Other residential ☐ Offices ☐ Historic
☐ Public assembly ☐ Industrial ☐ School
☐ Emergency services ☐ Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions:	Minor/None	Moderate	Severe	Estimated Building Damage (excluding contents)
Collapse, partial collapse, or building off foundation	☐	☐	☐	☐ None
Building or story leaning	☐	☐	☐	☐ 0-1%
Racking damage to walls, other structural damage	☐	☐	☐	☐ 1-10%
Chimney, parapet, or other falling hazard	☐	☐	☐	☐ 10-30%
Ground slope movement or cracking	☐	☐	☐	☐ 30-60%
Other (specify) _____	☐	☐	☐	☐ 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
☐ Steel frame
☐ Tilt-up concrete
☐ Concrete frame
☐ Concrete shear wall
☐ Unreinforced masonry
☐ Reinforced masonry
☐ Other: _____

Primary Occupancy

- ☐ Dwelling
☐ Other residential
☐ Public assembly
☐ Emergency services
☐ Commercial
☐ Offices
☐ Industrial
☐ Other: _____
☐ Government
☐ Historic
☐ School

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: _____

Continue on page 2

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

Report any unsafe condition to local authorities; reinspection may be required.

Inspector Comments:

Facility Name and Address:

(Caution: Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

(Jurisdiction)

Inspector ID / Agency

**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:

- ☐ Do not enter the following areas: _____

☐ Brief entry allowed for access to contents: _____

☐ Other restrictions: _____

Facility name and address:

Date _____

Time _____

(Caution: Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

(Jurisdiction)

Inspector ID / Agency

**Do Not Remove, Alter, or Cover this Placard
until Authorized by Governing Authority**

UNSAFE

**DO NOT ENTER OR OCCUPY
(THIS PLACARD IS NOT A DEMOLITION ORDER)**

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below:

Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.

Facility Name and Address:

Date _____

Time _____

This facility was inspected under emergency conditions for:

(Jurisdiction)

Inspector ID / Agency

**Do Not Remove, Alter, or Cover this Placard
until Authorized by Governing Authority**

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Annex A Damage Assessment

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 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 questions 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.

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.
2. The following hazards could require evacuation within the County:
 - a. Flash flooding; weather events leading up to flash flooding conditions will be obvious and should allow adequate warning and evacuation
 - b. Dam failure; there are eleven dams in Oneida County, four of which are a level 1 high risk category; of the remaining dams six are a level 2 and one is a level 3; a failure of any of these dams would cause flooding to residents of the county; the majority of these dams flow to the City of Malad; failure of any of these dams would require evacuation to portions of the County and/or City of Malad
 - c. Wildland fires throughout the County may require the evacuation of populated areas
 - d. Hazardous materials; there are two facilities in the County that manufacture, store, or distribute hazardous materials; an accidental release could result in a limited evacuation in the immediate area
 - e. In addition to fixed facilities, trucking firms use Interstate 15 and Interstate 84 to move untold amounts of hazardous materials through the County; release of hazardous materials as a result of a transportation accident would require the evacuation of residents or businesses anywhere along the transportation route, as well as the closing of the Interstate while clean up is conducted
 - e. Earthquake; although earthquakes do not usually allow time for evacuation before the event, evacuation may be required after the event to permit rehabilitation and reconstruction of an area

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. 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.
- C. Evacuation notices and recommended protective actions will be provided over the County's reverse 911 system and 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.
- D. Schools, nursing homes, hospitals, jails, and other institutions are responsible for evacuation of their populations. (See Attachment 6)
- E. 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.
- F. Public transportation, including school buses, will be used to evacuate individuals who require transportation from designated pick up points.
- G. Emergency highway regulations will be put into effect in time of National or State declared disasters 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.
- H. 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.

- I. 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. People that do not comply with evacuation instructions must sign an acknowledgement of intent to be evacuated and release of liability for the County and/or City
 3. Authorize return to evacuated areas when appropriate
- B. The Sheriff's Office/ Police Department member(s), 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
 3. Determine if the incident commander has already evacuated any areas; if so, identify perimeters and verify extent of evacuation and need for security
 4. In support of evacuation:
 - a. Estimate traffic capacity of each designated evacuation route
 - b. Select evacuation routes from risk area to designated mass care facilities
 - c. Examine access to evacuation routes from each part of the risk area
 - d. Prepare the evacuation movement control plan
 - e. Coordinate with law enforcement officials in the field
 5. Identify assembly areas for pick up of people that require transportation
 6. Coordinate with ESF 11 Agriculture and Natural Resources for animal care and control officers to evacuate animals at risk during catastrophic emergency situations
- C. The Oneida County Emergency Services Coordinator will:
 1. Coordinate with the Sheriff's Office Evacuation Coordinator before making evacuation recommendations to the Incident Commander
 2. Ensure that ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services is aware of the location of mass care facilities that will be used to house evacuees
 3. Coordinate with and assist ESF 11 Agriculture and Natural Resources staff to identify facilities that may be used to house evacuated animals
 4. Coordinate County assistance requirements with the Bureau of Homeland Security (BHS)

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:
 - 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 #5
- F. ESF 15 External Affairs (Public Information) will:
1. Disseminate information to the public to include:
 - a. Identification of areas to be evacuated
 - b. Evacuation routes
 - c. Departure times
 - d. Pick-up points for people requiring transportation assistance
 - e. Location of mass care facilities outside of the evacuation area
 2. Keep evacuees and the general public informed on evacuation activities and any actions they should take
 3. Disseminate information on appropriate actions to protect and care for pets and farm animals that are to be evacuated or left behind
- G. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will:
1. Activate staff and open mass care facilities outside the evacuation area when directed to do so by appropriate authority
 2. Keep the EOC informed of conditions at mass care facilities
- H. ESF 8 Public Health and Medical Services 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, when needed, the use of school buses and drivers to support the overall evacuation effort
- 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: Emergency Highway Traffic Regulation Signs

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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Annex B Evacuation

Attachment 1 Emergency Highway Traffic Signs

1. Evacuation Route (CD-1, 18" diameter)

This sign is to be used in advance of, and at any turn in, an approved evacuation route and elsewhere for straight-ahead confirmation where needed.

2. Area Closed (CD-2, 30" X 24")

This sign shall be used to close a roadway entering an area from which all traffic is excluded because of a disaster.

3. Traffic Regulation Post (CD-3, 30" X 24")

This sign shall be used (with the 30" X 30" R1-1 Stop Sign) to designate a point where an official post has been set up.

4. Maintain Top Safe Speed (CD-4, 24" X 30")

This sign may be used on highways to limit the permissible exposure time for occupants of vehicles passing through a disaster area.

5. Road Use Permit Required For Thru Traffic (CD-5, 24" X 30")

This sign is to be used at any intersection, at the entrance to a route on which a traffic regulation post is located.

NOTE: EHTR signs will be available at Idaho Transportation Department Division of Highways Sign Shops within 24 hours of request.

June 2010

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Annex B

Evacuation

Attachment 2

Evacuation Pro and Con

Pro

1. Feel Safer. Evacuees “feel” safer by traveling away from danger.
2. Vehicles Are Available. Most evacuees (65-76%) use family vehicles and many others (11-19%) use a relative’s or friends vehicle.
3. Destinations. Most evacuees (67%) go to homes of relatives and friends, or to cabins or second homes.
4. Family Units. Nighttime evacuations are as family units, daytime evacuations are usually without family unity, as many are at work, school, recreation, or shopping.
5. Effective Precautionary Evacuations. Precautionary evacuations are very effective when sufficient time is available or when the incident is under control, e.g., an overturned tank car accident where righting of the tank car or transfer of the chemical contents can be held off until evacuation is complete, or when the population potentially affected is some distance away and the leak rate is slow.
6. Long Term. An evacuation is necessary when an accidental release could be long term or when there is real potential for explosion.

Con

1. Time Required. May take up to 2 to 4 hours to accomplish successfully.
2. Lengthy Warning Message. The public warning messages may be lengthy and confusing, since it has to identify the danger, the area to be evacuated, list evacuation routes, identify public shelters, and list what can and cannot be taken to the shelter.
3. Extensive Support Services. Requires setting up public shelters, traffic control, and area security as well as special transportation for those without vehicles, handicapped, and intensive care patients.
4. Transient Populations. Transient populations at parks, marinas, campgrounds, summer camps, and resorts do not have normal home type communications available (TV, radio, telephone, etc.) to receive evacuation instructions and may be unfamiliar with the area.
5. Potential Exposure. If toxic fumes are present during the evacuation and wind changes speed/direction, evacuees could travel unawares into or through dangerous gases.
6. Panic Flight. If not controlled and organized well with frequent credible

information, provided, some "panic" and confusion will occur.

7. Multi-Jurisdictional Problems. Problems of coordination of effort exist when evacuees of one jurisdiction are sent to another, or where the area evacuated consists of several municipalities.

8. Liability. Liability issues may arise if injuries, damages or loss of business and production occur, particularly if it is believed the evacuation was unnecessary, inappropriate, or in error. This is a superior reason to declare a disaster emergency before the evacuation.

Annex B Evacuation

Attachment 3 Evacuation Checklist

AGENCY	ACTION	STATUS
_____	Determine area that must be evacuated.	_____ <i>Complete</i> _____ <i>N/A</i>
_____	Secure authority to evacuate.	_____ <i>Working</i> _____ <i>Complete</i> _____ <i>N/A</i>
_____	Determine policy for those refusing to evacuate.	_____ <i>Working</i> _____ <i>Complete</i> _____ <i>N/A</i>
_____	Choose evacuation routes.	_____ <i>Working</i> _____ <i>Complete</i> _____ <i>N/A</i>
_____	Identify traffic control procedures.	_____ <i>Working</i> _____ <i>Complete</i> _____ <i>N/A</i>
_____	Identify and open reception centers.	_____ <i>Working</i> _____ <i>Complete</i> _____ <i>N/A</i>
_____	Identify and open shelters.	_____ <i>Working</i> _____ <i>Complete</i> _____ <i>N/A</i>
_____	Identify access control procedures.	_____ <i>Working</i> _____ <i>Complete</i> _____ <i>N/A</i>

_____ Write warning message(s).	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Activate alert warning devices.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Issue special instructions to population (i.e. EAS, door to door, vehicle PA, media).	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Conduct the evacuation.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Consider motels, parks, tourists, hospitals, nursing homes, jails, senior citizens care centers, handicapped, schools	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Provide transportation for those without.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Provide emergency medical care as needed.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Provide traffic control.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Provide security for evacuated areas.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Monitor area for safe re-entry.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Issue all clear.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>
_____ Manage the return of evacuees.	_____ <i>Working</i>	_____ <i>Complete</i>	_____ <i>N/A</i>

Annex B Evacuation

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 by 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.

Con

1. Public Training Needed. The general public needs to be trained on in-place protection actions and acceptance, as this action may be contrary to normal human nature to run from danger.
2. Indoor Air Uncertainties. Uncertainties may exist about whether indoor air concentrations will remain sufficiently low for a sufficiently long time period.
3. Explosive/Flammable Materials. Inappropriate where releases of explosive or flammable gases could enter structures and be ignited by furnace and water heater ignitions.
4. Long-term Exposures. May be very inappropriate for long-term exposures ("plume" potential) of 12 hours or more.
5. Need To Air Out. Infiltration of contaminated air into the structure over a period of time could result in high cumulative inhalation exposures unless the structure is vacated and "aired out" after the plume outdoors has passed on or dispersed.

6. Little Staff Support. Requires considerably less emergency staff support than evacuation, as public shelter, traffic control, special transportation, and security personnel are not needed.

7. 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.

6. Transients. Those in parks, marinas, campgrounds, and outdoor sporting events may not have suitable shelter available and would have to travel to such.

Annex B Evacuation

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).

Annex B Evacuation

Attachment 5

Shelter in Place Procedures and Checklist

AGENCY	ACTION	STATUS	
_____	Determine area to be sheltered in place.	_____ <i>Working</i>	_____ <i>Complete</i>
_____	Ensure consideration of jails, hospitals, senior centers, and handicapped.	_____ <i>Working</i>	_____ <i>N/A</i>
_____	Write warning message(s).	_____ <i>Working</i>	_____ <i>Complete</i>
_____	Activate alert warning devices	_____ <i>Working</i>	_____ <i>Complete</i>
_____	Issue special instruction to population. (i.e., FAS, door to door, vehicle PA, media)	_____ <i>Working</i>	_____ <i>Complete</i>
_____	Implement in-place sheltering.	_____ <i>Working</i>	_____ <i>Complete</i>
_____	Provide special shelter for transient populations (campgrounds, parks, etc.)	_____ <i>Working</i>	_____ <i>Complete</i>
_____	Monitor and inspect areas for safe exit.	_____ <i>Working</i>	_____ <i>Complete</i>
_____	Issue all clear.	_____ <i>Working</i>	_____ <i>Complete</i>
_____	Go outside, air out house or building.	_____ <i>Working</i>	_____ <i>Complete</i>

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. Situations 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 96 hours of an emergency.
4. Support will be available from state and federal agencies within 96 hours. They also have provisions of forms for record keeping available in a packet.
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 Coordinator.

- 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 Bureau of Homeland Security.
- 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 Coordinator (County Clerk) will:
 - 1. Report to, and operate out of the EOC during emergencies
 - 2. Coordinate with Oneida County Emergency Services Coordinator 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 request, including record keeping and budgeting for procurement and transportation
 - 6. Coordinate with the Oneida County Coordinator of Emergency Services when outside, state and/or federal assistance is required
- C. The Oneida County Emergency Services Coordinator 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 Bureau of Homeland Security 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

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Annex C

Financial Management

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
 - o Force Account Labor Record
 - o Copies of Timesheets or Payroll Reports
- * Force Account Equipment
 - o Force Account Equipment Summary Record
 - o Invoice referencing hourly cost of time the equipment is actually used
- * Rented Equipment
 - o Rented Equipment Record
 - o Submit copy of invoice referencing hourly cost of equipment actually used
- * Contract Work
 - o Contract Work Record
 - o Copies of Contract labor time sheets
 - o Contract Agreement with Vendor. Submit copy of invoice detailing work performed and costs incurred
- * Materials & Supplies
 - o Material Summary Sheet
 - o For purchased materials or supplies, copy of vendor invoice detailing supplies or materials used
 - o 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 DHS Use Only	
		Advance 1	Partial Reimbursement 2	Final Payment 3	Approved by: _____ Approved Date: _____ Pay Request #: _____
2. Applicant Name:					
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:					TOTAL
Type of Payment Requested (Choose from #1 above)					
a. Eligible MA Costs Claimed					
b. MA Advance					
c. State Share (to be requested) _____ %					
d. Local Share of MA _____ %					
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																						
DESCRIPTION OF WORK PERFORMED																						
Federal/State/ Dedicated (F/S/D) Employee	DATE	Dates and Hours Worked Each Week									Costs											
											TOTAL HOURS	HOURLY RATE	BENEFIT RATE/Hr	TOTAL HOURLY RATE	TOTAL COSTS							
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							
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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.																					

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

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	%		

Regular Time		Overtime	
	%		%
		*	
		*	
		*	
		*	
		*	
		*	
		*	
		*	

See note 1

Total Percent =

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 0	DISASTER NO. 0	MISSION/PROJECT NO. 0	PAGE <u>1</u> OF <u>1</u>
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

0	0		PAGE	OF				
LOCATION/SITE			PERIOD COVERING					
0			0					
DESCRIPTION OF WORK PERFORMED								
0								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM	
							INVOICE	(CHECK ONE) STOCK
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
GRAND TOTAL				→				
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

June 2010

APPLICANT 0		DISASTER NO. 0		MISSION/PROJECT NO.		PAGE OF		
LOCATION/SITE 0						PERIOD COVERING 0		
DESCRIPTION OF WORK PERFORMED 0								
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				
				\$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 Rented Equipment Form is comparable to FEMA form 90-125

APPLICANT 0	DISASTER NO. 0	MISSION/PROJECT NO. 0	PAGE ____ OF ____ PERIOD COVERING 0
LOCATION/SITE 0			
DESCRIPTION OF WORK PERFORMED 0			
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT
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		DISASTER NO.		MISSION/PROJECT NO.		PAGE _____ OF _____				
LOCATION/SITE						PERIOD COVERING 0 0				
DESCRIPTION OF WORK PERFORMED										
Type of Equipment		Dates and Hours Used Each Day						Costs		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	OPERATOR'S NAME	DATE						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		
		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	DATE
PRINT NAME		

The BHS Force Account Equipment Summary is comparable to FEMA Form No. 90-127

June 2010

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Annex D

Point of Dispensing Operations

I. Purpose

This Annex describes the means, organization, and process by which the County will provide support to the Southeastern Idaho Public Health District's (SDHD) activation of a public mass dispensing site(s) to dispense prophylactics to the entire population of Oneida County. SDHD will provide prophylactic medications from the Strategic National Stockpile (SNS). The SNS is a federally owned and managed stockpile of pharmaceuticals, vaccines, medical supplies, equipment, and other items established by Congress to augment local supplies of these critical medical items, in the event of their depletion, due to an attack on the United States using weapons of mass destruction (chemical, biological, radiological, or explosive), or a major natural or technological disaster. This Annex provides for County support to SDHD in the request, receipt, staging, storage, repackaging, distribution, dispensing, and retrieval and return of any unused assets of this stockpile.

The mission of the Strategic National Stockpile is to rapidly and safely provide pharmaceuticals, vaccines, medical supplies, and equipment to communities in the event that local capacities are exceeded due to a weapon of mass destruction, or a major natural or technological disaster.

II. Situation and Assumptions

A. Situations

An attack has occurred, or has a high potential to occur, in Oneida County involving a weapon of mass destruction, or a major natural or technological disaster has occurred. The capacity of Oneida County's assets to meet the demand for pharmaceuticals, vaccines, medical supplies, or other related equipment has been exceeded.

B. Assumptions

1. The Oneida County Emergency Operations Plan will be activated.
2. The Oneida County Emergency Operations Center will be activated at Level III. (See Base Plan Attachment 2)
3. The Oneida County Commissioners will declare a Disaster. (See Base Plan Attachment 1)
4. The arrival of the Strategic National Stockpile materials to the local Health Districts will not occur until 24 to 36 hours after the federal decision to deploy.

5. The Southeastern Idaho Public Health District Strategic National Stockpile Plan identifies adequate public mass dispensing sites to dispense prophylactics to the entire Oneida County population.
6. Southeastern Idaho Public Health District will request County support to open 1 or more Points of Dispensing (POD) Sites.
7. Southeastern Idaho Public Health District will be the lead agency at the POD and will provide all medical support personnel.
8. Oneida County will provide, through ESF 7 Resource Support, volunteers to man the support functions in the POD. (See Attachment 7)

The SCPHD Director (or designee) will insure that symptomatic individuals are directed and/or transferred to treatment facilities, guidelines are followed to determine whether an individual needs prophylactic drugs, individuals are counseled on the threat/risk of the drug, potential contraindications in individuals are identified, guidelines for correct dosage based on age and weight are provided, proper documentation is maintained identifying individuals that are receiving the drug, lot number, expiration date, and amount of drug received, and that the individuals who receive a drug are properly counseled on how the drug is to be taken, duration of treatment, and expected side effects.

III. Concept of Operations

- A. The Southeastern Idaho Public Health District is responsible for developing, coordinating, and maintaining procedures to support Strategic National Stockpile dispensing operations in Oneida County in conjunction with ESF 8 Public Health and Medical Services.
- B. The decision to deploy the Strategic National Stockpile will be a collaborative effort between local, state, and federal officials. After the recognition of a potential or actual Weapons of Mass Destruction event, or a major natural or technological disaster that may or will exceed local medical supplies, the Southeastern Idaho Public Health District will contact the Oneida County Emergency Services Coordinator.
- C. The Director of Southeastern Idaho Public Health District, the Oneida County Emergency Services Coordinator, in communications with the State of Idaho Bureau of Homeland Security (BHS), and Public Health will determine if local medical supplies will be exhausted, and if federal assets in the form of the Strategic National Stockpile will be needed to manage the Weapons of Mass Destruction (WMD), or major natural or technological event
- D. The State of Idaho Health Director, after consultation with the SDHD, BHS, County Emergency Services, and the Chief Elected Official(s), will request the initial Strategic National Stockpile "12-Hour Push Package" and any additional specific Strategic National Stockpile assets that are needed to insure a continual supply of medications and medical supplies to manage casualties until the event has reached the point that the operation

may be scaled down. The Health District will coordinate with the County to provide Medical Personnel and Security at local Dispensing Sites.

- E. SDHD will coordinate with Oneida County Emergency Services to report to ESF 8 Public Health and Medical Services, at the State Emergency Operations Center, the number of people treated, given prophylactic medication and sent home, the number of treated and transferred to hospitals or other treatment centers, and the number of people given prophylactic medication and sent home. The projected number of people still requiring treatment is to be reported also. These numbers will be reported on a regular basis, determined by the particular incident. In conjunction with SDHD, the County will maintain and provide lists of County medical resources.
- F. SDHD Strategic National Stockpile plan has been developed by the District in conjunction with local and County Emergency Services agencies. The Plan identifies adequate public mass dispensing sites to dispense prophylactics to the entire Oneida County population. SDHD will insure that guidelines are followed to determine whether an individual needs prophylactic drugs, individuals are counseled on the threat/risk of the drug, potential contraindications in individuals are identified, guidelines for correct dosage based on age and weight are provided, proper documentation is maintained identifying individual that is receiving the drug, lot number, expiration date, and amount of drug received, and that the individuals who receive a drug are properly counseled on how the drug is to be taken, duration of treatment, and expected side effects.
- G. The ESF 2 Communication function will ensure the timely flow of information used in the decision making process, as well as in operational effectiveness. The communications function involves three distinct areas: healthcare communication, logistical communication, and available communication modalities.
- H. Security will be provided by ESF 13 Public Safety and Security for all personnel, materials, and equipment involved in the management and distribution of the Strategic National Stockpile at the local Point of Dispensing (POD) Sites.

IV. Organization and Responsibilities

- A. The SDHD personnel assess the situation (both pre- and post-event), and in coordination with Oneida County Emergency Services, develop strategies to respond to the emergency.
- B. SDHD is the appointed lead agency at the local Dispensing Site(s).
- C. The Oneida County Emergency Services Coordinator will activate the Oneida County EOC, as requested by the Chief Elected Official.
- D. Oneida County Emergency Services Coordinator, or his appointee, will activate the County Points of Dispensing. (See Attachments 1-7)

- E. ESF 13 Public Safety and Security will provide for on-site security, and crowd and traffic control at the Dispensing Sites. (See Attachments 2 and 5)
- F. ESF 1 Transportation will provide transportation to the POD as requested by the EOC for POD Operations volunteers and disabled populations.
- G. ESF 2 Communication will coordinate with ESF 7 Resource Support to provide communications equipment for use between the EOC and the POD Sites. ESF 2 will coordinate with ESF 15 External Affairs (Public Information) and SDHD's Public Information to issue warnings to the general public using reverse 911 and the Emergency Alert System. (See Attachment 6)
- H. ESF 3 Public Works and Engineering will provide signage, barriers and stanchions, trash collection and disposal, and sanitary services. (See Attachment 1)
- I. ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services will assist in the set up of POD site facilities, provide for 24 hour operations including resting areas, food, drinking water, and child care for staff and volunteers. (See Attachment 1)
- J. ESF 7 Resource Support will assist the POD manager as requested through the EOC to provide supplies, such as tables, chairs, weather protection tents and awnings, paper supplies, etc. (See Attachment 1)
- K. ESF 7 Resource Support will work with religious and volunteer organizations to provide volunteer staffing to the POD Sites. ESF 7 will coordinate volunteer transportation with ESF 1 Transportation. (See Attachments 1, 2, and 7)
- L. ESF 8 Public Health and Medical Services will provide support to the SDHD's operations by providing EMS services, EMS transport, coordinating hospital admissions from the POD site and, if requested, providing medical personnel to assist SDHD's medical staff in the dispensing of medications. (See Attachment 1 and 7)
- M. ESF 9 Search and Rescue will assist ESF 13 Public Safety and Security with crowd and traffic control. (See Attachment 5)
- N. ESF 12 Energy in cooperation with ESF 6 Mass Care, Emergency Services, Housing, and Human Services and ESF 3 Public Works and Engineering will ensure that POD Sites are properly heated and/or cooled and that electrical services are uninterrupted.
- O. ESF 15 External Affairs (Public Information) will participate in the Joint Information System with the SDHD Public Information Officer to issue public instructions and to provide public education during POD operations. ESF 15 will establish a media briefing, rumor control, and public information "hot line" in support of County wide POD Operations. (See Attachments 6 and 7)
- P. The Annex C Finance Manager will track and document all records of costs and resource expenditures related to POD Site Operations. (See Attachment 7)

V. Attachments

Attachment 1 Activation of Point of Dispensing (POD) Sites

Attachment 2 Volunteer Recruiting Checklist

Attachment 3 Security Plan Checklist

Attachment 4 Just in Time Staff Training Checklist

Attachment 5 Traffic and Parking Plan Checklist

Attachment 6 Communications Planning Checklist

Attachment 7 POD ICS Position Specific Checklists

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Point of Dispensing Operations

Attachment 1

Activation of Point of Dispensing (POD) Sites

POD Support Manager Checklist

Activate ICS structure

Notify the following:

- ☐ Activate the call-down systems for notifying local POD Support Team members
- ☐ Planning group
- ☐ Political leaders
- ☐ Site(s)
- ☐ Hospitals (Review plan for transfer of patients should the need for additional beds arise)
- ☐ Health centers (Obtain any additional assets that can be used in an emergency)
- ☐ Long term care facilities (Obtain assets, wheelchairs, buses, etc. that can be used in an emergency)
- ☐ EMS (Will they be utilized on-site and/or for transport?)
- ☐ Visiting nurse agencies (Identify staff that can assist)
- ☐ Local fire, public safety, schools, civic organizations
- ☐ Volunteers
- ☐ Neighboring communities

Prepare to Operate Point of Dispensing Site

- ☐ Assess the need for additional assets.
- ☐ Review event-specific standing orders, patient education materials, and POD forms.
- ☐ Obtain the official signature for standing orders.
- ☐ Begin copying of all materials OR contact business that will make copies.
- ☐ Determine the start of prophylaxis for first responders.
- ☐ Coordinate with SEHD time of opening for public, and ensure opening time is consistent across the District/Region.
- ☐ Assign POD Site Director (follow POD organizational chart).
- ☐ Assign additional Directors.
- ☐ Arrange for the opening of all facilities to be used.
- ☐ Arrange for the closure of same facilities.

Set-up Point of Dispensing Sites

- ☐ Mark/delineate traffic patterns.
- ☐ Obtain buses, drivers if staging area used.
- ☐ Organize public transportation system if it is to be used.
- ☐ Obtain barriers, cones, etc. for parking and traffic control use.
- ☐ Obtain walkers and wheelchairs for use in the POD.
- ☐ Label all rooms at facilities, including rest rooms.
- ☐ Mark entrances and exits in large clear signs.
- ☐ Prepare screening, dispensing rooms.
- ☐ Arrange for Emergency Medical Technician (EMT)/EMS support for emergencies (EMT with to-go kit, EMS on site).
- ☐ Arrange for facility engineering and janitorial/custodial support.
- ☐ Prepare refrigerator and/or space for receipt of prophylactics.
- ☐ Test back-up electrical power capabilities.
- ☐ Set up system for communication between stations (two-way radio, phone, etc).
- ☐ Test internet and phone and other communication tools' capability.

Demographics Considerations

- ☐ Identify resident population.
- ☐ Identify translators for most used languages (as well as translations of materials).
- ☐ Identify any visiting population.
- ☐ Identify special populations and their needs.
- ☐ Children and families (system, counselors, etc.).
- ☐ Plan for alternative mechanisms to provide prophylactics to group population (see list below).
- ☐ Establish timeline.
- ☐ Identify responsible agency_____. Contact_____.
- ☐ Check all that apply to community:
 - ☐ Homebound
 - ☐ Indian reservations
 - ☐ Prisons/jails
 - ☐ Homeless
 - ☐ Elderly housing
 - ☐ Long-term care facilities
 - ☐ Rest homes
 - ☐ Colleges
 - ☐ Child care centers

- ☐ Hotels
- ☐ Immigrant populations (languages, ability to connect with)
- ☐ Influx of non-Idaho resident workers

Security Considerations

- ☐ Gather team.
- ☐ Develop schedule.
- ☐ Assign traffic control members.
- ☐ Establish mechanism to receive state/federal assets.
- ☐ Prepare and distribute ID's.
- ☐ Assign site security members.
- ☐ Identify internal security needs.
- ☐ Identify external security needs.

Communications

- ☐ Follow pre-established risk communication plan.
- ☐ Notify community of clinic location and time of opening.
- ☐ Notify community of methodology of attendance.
- ☐ Determine timing and content of press events.
- ☐ Notify media lists and contacts.
- ☐ Review communications from SDHD (e.g., agent, protection, treatment for the public).
- ☐ Review materials for communication with the media.

Staffing

- ☐ Prepare staffing charts.
- ☐ Estimate number of volunteers available.
- ☐ Review licensure of all professional staff.
- ☐ Assign staff.
- ☐ Obtain regulations regarding retired providers; assign these roles.
- ☐ Obtain any additional emergency regulation changes; assign associated staff.
- ☐ If needed, develop a mechanism to inform public of need for volunteers through newspaper articles, local meetings, websites.
- ☐ Document names of all volunteers and shifts worked.

Workforce Protection

- ☐ Provide prophylaxis for staff and families; utilize this opportunity to practice operations.
- ☐ Make any changes to plan based on lessons from providing prophylaxis to workforce; share with all volunteers.

Commence Dispensing Site Operations

- ☐ Assess daily.
- ☐ Make adjustments as needed.
- ☐ Measure flow-through hourly.

Documentation

- ☐ Document costs daily:
Assigned to _____
- ☐ Collect data on all participants of dispensing site.
- ☐ Transmit data as required by the SEHD SNS Plan.
- ☐ Maintain all records.

Point of Dispensing Recommended Supplies

General Supplies and Equipment

- ☐ "TO GO" Kit (basic first aid kit, flashlight, kept with site commander)
- ☐ Tables
- ☐ Chairs
- ☐ Water and cups
- ☐ Antibacterial hand washing solutions; alcohol based hand hygiene preparations (containing 60% or more alcohol)
- ☐ Paper
- ☐ Pens, pencils
- ☐ Envelopes (large and small)
- ☐ Manila folders
- ☐ Rubber bands
- ☐ Markers
- ☐ Paper Clips
- ☐ Tape (masking, duct, adhesive, transparent, barrier)
- ☐ Poster board or roll paper for signage
- ☐ Stapler/staples
- ☐ Scissors
- ☐ Self adhesive notes
- ☐ Clipboards
- ☐ File boxes
- ☐ Telephone
- ☐ Paper towels
- ☐ Facial tissues
- ☐ Table pads and clean paper to cover tables for work sites
- ☐ Garbage containers and trash bags
- ☐ Biohazard bags
- ☐ ID badges and differentiated colored vests for staff
- ☐ List of emergency phone numbers
- ☐ Toothpaste and tooth brushes
- ☐ Feminine hygiene products
- ☐ Toilet paper

Suggested Emergency Supplies

- ☐ Adult and pediatric pocket masks with one-way valve
- ☐ Adult and pediatric airways
- ☐ Sphygmomanometer with all sizes of cuffs
- ☐ Gurney
- ☐ Stethoscope
- ☐ Flashlight
- ☐ Cots, blankets, pillows

Crowd Management Supplies

- ☐ Signs for identifying each dispensing site station
- ☐ Directional signs throughout the facility
- ☐ A system and its supplies to keep people in lines

Vaccine Administration Supplies

- ☐ Vaccine cooler/refrigerator
- ☐ Sharps containers
- ☐ Latex gloves
- ☐ Latex-free gloves
- ☐ Antibacterial hand washing solutions
- ☐ Acetone
- ☐ Rectangular adhesive bandages
- ☐ Gauze
- ☐ Adhesive tape
- ☐ Spray bottle of bleach solution
- ☐ Hazardous medical waste bags

Computer Equipment and Supplies

- ☐ Computers
- ☐ Printers
- ☐ Paper
- ☐ Internet access
- ☐ Fax machine

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Point of Dispensing Operations

Attachment 2

Volunteer Recruiting Checklist

Sources for volunteers include:

- ☐ Local Health Departments
- ☐ City/County employees
- ☐ Family members
- ☐ School employees such as teachers, nurses, custodial staff, and Parent Teacher Organization (PTO) members (schools would likely be closed during an emergency).
- ☐ Community faith-based organizations
- ☐ Civic organizations
- ☐ Professional associations
- ☐ School-based health center staff
- ☐ School crisis teams
- ☐ Local trucking companies
- ☐ Taxi services
- ☐ Public transportation workers
- ☐ Cleaning companies
- ☐ Local behavioral health and social service clinics, including substance abuse programs
- ☐ Civic organizations, such as Rotary, Kiwanis, and Lions
- ☐ Volunteer organizations such as Retired Service Volunteer Corps, American Legion, and Veterans of Foreign Wars
- ☐ Local businesses (professional offices, retail, trade oriented)
- ☐ Retired nurses, physicians, and other health care providers
- ☐ Pharmacists and pharmacy technicians (private and public pharmacies)
- ☐ Local hospitals and community medical/dental offices
- ☐ Medical Reserve Corp members
- ☐ Community Emergency Response Team(s)
- ☐ Local Emergency Planning Committee Members
- ☐ Colleges and Technical Schools

Places to recruit volunteers include:

- ☐ Web site: Some communities have utilized their websites to both recruit and collect data on volunteers.
- ☐ Articles in the local papers
- ☐ Flyers at target agencies or organizations
- ☐ Visiting organizations and businesses
- ☐ Attending local events and community meetings

Consider the need for the following:

- ☐ Translators
- ☐ Escorts for those with difficulty in navigating the facility
- ☐ Day care providers for children of volunteers
- ☐ Food preparation
- ☐ School bus drivers for mass transportation

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Point of Dispensing Operations

Attachment 3

Security Plan Checklist

The Security plan should:

- ☐ Coordinate with state and local law enforcement
- ☐ Provide security of inventory, including locked and limited access to medical supplies
- ☐ Identify backup power sources, if required, to store vaccine
- ☐ Provide security for transportation of medical supplies
- ☐ Ensure all POD sites are secure before entrance and set-up
- ☐ Provide maintenance of safe and secure POD sites including:
 - ☐ Crowd control
 - ☐ Traffic control
 - ☐ Parking control
 - ☐ Safety of POD personnel
- ☐ Provide security for public health representatives while conducting joint investigation in the field during contact tracing interviews
- ☐ Provide security of the POD site
- ☐ Provide security and investigation of the exposure (crime scene) site; consider joint investigation with public health staff
- ☐ Ensure that individuals are not allowed access to incident or response sites without approved identification
- ☐ Identify and train personnel and volunteers in security functions/responses

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Point of Dispensing Operations

Attachment 4

Just in Time Staff Training Checklist

General Training Guidelines

- ☐ Provide orientation for all staff on the overall purpose, function, and flow of the dispensing site, as well as specific verbal and written directions for their individual roles [See Job Check Lists].
- ☐ Provide a floor diagram with annotations to show traffic flow, the functions of all dispensing site stations, and a list of staff assigned to each role and each station.
- ☐ Review the general responsibilities of each area of the dispensing site with the entire staff.
- ☐ Provide each station with written information regarding specific functions of the station, where the supplies and resources are located, and who their consultants are, as well as how to summon them.
- ☐ Assign a specific station to each volunteer, with cross training to at least one other station. In small dispensing sites, there are roles within the site that will need the flexibility to accommodate the needs of the site, to decrease congestion and waiting time (bottlenecks and lags), and to permit breaks for staff. In larger sites, this can be accomplished by cross training. Therefore, consider orienting staff in small, interchangeable teams.
- ☐ Orient all staff to the presence and functions of behavioral health staff. Law enforcement and emergency personnel should also attend the group orientation and should be given information about the agent and managing potential exposure to the agent. They should be familiar with the layout of the site, their role, and the location where ill patients would be maintained prior to transport.
- ☐ Provide a walk through of the facility for all staff and volunteers.
- ☐ Set a code phrase for staff to use indicating a potential problem.

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Point of Dispensing Operations

Attachment 5

Traffic and Parking Plan Checklist

The following checklist was developed in part by the Missouri Department of Health and Senior Services.

It is recommended that a parking and traffic plan be pre-determined for the POD site with the assistance of law enforcement, public works, and other key local partners.

The parking and traffic plan should consider the following:

- ☐ Designate an area for staff parking with appropriate signage, if possible.
- ☐ Identify public parking areas with proximity to entrance, lighting, and ease of walking (gravel vs. pavement). Police and re-supply vehicles need to have designated areas. Also consider where the triage area will be placed relative to parking and entrance to the dispensing site.

Note: Triage should not be inside the dispensing site facility if the threat agent is contagious.

- ☐ Provide handicapped accessible parking.
- ☐ Determine need and use of public transportation, if available.
- ☐ Establish an MOU for vehicles, drivers, and routing plans, if utilizing a transportation service to mobilize clients.
- ☐ Conduct triage for contagious agents before boarding a mass transport vehicle, if utilizing satellite parking site.
- ☐ Determine traffic flow around and to clinic sites, including client drop-off and pick-up.
- ☐ Identify a dedicated drop-off site for public transportation/school buses shuttling the public.
- ☐ Identify/dedicate flow for supplies delivery and offloading.
- ☐ Remove any abandoned cars from designated clinic parking sites upon activation of clinic.
- ☐ Determine need for barricades for security and/or to route traffic; include Public Works in those plans.

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Point of Dispensing Operations

Attachment 6

Communications Planning Checklist

The following checklist was developed in part by the Missouri Department of Health and Senior Services.

Internal Communication

Internal communication plans must be developed for:

- ☐ Internal communication between dispensing site stations
- ☐ Communication between dispensing site and external agencies (e.g., Oneida County Emergency Services Coordinator, SDHD, EOC, Receiving, Staging, and Storage site (RSS), local public health agency, fire, police)
- ☐ If the POD site is a school, it may have internal phone systems and/or public address systems that could be accessed.

External Communication to the Public and Media

A plan for providing the public with information about site location, target population, and any additional information should be developed.

Plan what information the public needs to know

The following information should be communicated to the public in as many languages as needed:

- ☐ Target population
- ☐ Site location and directions
- ☐ Dates and times of operation
- ☐ Type of identification to bring, if required
- ☐ Length of time the process may take
- ☐ Type of clothing to wear
- ☐ Culturally appropriate information
- ☐ In addition to information about the specific site being publicized, a concerted effort should be made to provide information to the public that emphasizes:
 - ☐ Rationale for dispensing site strategy
 - ☐ The effective disease containment measures

- ☐ All possible measures are being taken to prevent the further spread of the disease
- ☐ The POD site will be identifying and screening for possible contacts. (State this clearly in the information provided to the public.)
- ☐ **What they can do to help including:**
 - ☐ Car pool to sites
 - ☐ Help neighbors with childcare
 - ☐ Drive physically disabled, etc.
- ☐ **Basic medical information about the event that has occurred:**
 - ☐ Agent involved
 - ☐ Early signs and symptoms, including information on incubation period
 - ☐ Mode of transmission
 - ☐ Community locations affected by the agent
 - ☐ Asymptomatic persons will have time to get treated and should avoid going to local hospitals
 - ☐ Symptomatic or ill persons should consult with their health care providers
- ☐ **Information about public dispensing sites:**
 - ☐ Locations and hours of operation of open dispensing sites in the affected community
 - ☐ Eligibility criteria to receive prophylaxis: "If you don't fit the criteria, you do not need treatment"
 - ☐ Basic message: "Go to the dispensing site assigned for your residence location or as directed"
 - ☐ Information needed to bring to the dispensing site
 - ☐ Information phone hot-line number to provide information about the event, agents, dispensing sites, etc.
- ☐ **What to expect at dispensing sites and information regarding the medications:**
 - ☐ Shots, pills, or both
 - ☐ Description of medication(s)/vaccine
 - ☐ Local supplies of the needed medication have been exhausted (don't contact your local pharmacy for the medication)
 - ☐ The Strategic National Stockpile has been requested for the community

- ☐ It is important to reinforce to the public that regimens may change as more is learned about the specific threat. Inform the public that pills may vary in number and color due to the manufacturing difference relating to dosage and vendors.
- ☐ Wait may be long. Please be patient. Come prepared to wait.
- ☐ Adults will be able to obtain additional antibiotic treatments for other household members, including disabled, homebound relatives, or neighbors. In addition to their own picture ID, adults must provide identification, health information, drug allergies, and current medication lists for each person for whom they wish to obtain prophylaxis. Medication may be obtained for others if in pill form; if vaccinations are required each person must be at the dispensing site in person.
- ☐ Each dispensing site will have a general flow and everyone will be treated in an orderly fashion, which is set up by the dispensing site management.
- ☐ **Worst case scenarios requiring antibiotic prophylaxis to over 100,000:**
 - ☐ One adult representative from each household can receive medications for the entire household
 - ☐ List of acceptable documents for other household members (e.g., driver's license, tax return, social security card, etc.)
 - ☐ For children less than thirteen years old: current weight, age, health information, drug allergies, and current medication lists will be needed
 - ☐ For adults: health information, drug allergies, and current medications list
- ☐ **Legal Issues:**
 - ☐ Do not cheat; persons caught hoarding or reselling pharmaceuticals intended for mass prophylaxis will be prosecuted
 - ☐ Do not use any pharmaceuticals obtained through unofficial sources; they may be ineffective or harmful; use only medications provided at the dispensing sites or prescribed by physicians and dispensed by a licensed pharmacist
- ☐ **Other Information:**
 - ☐ Do not use out-dated medications
 - ☐ Medications are free
 - ☐ If you are unable to get to a dispensing site and are indicated to get the medication, notify the appropriate authorities (give number to call)
 - ☐ If an individual wants to volunteer, give information on where they could respond

- ☐ If an individual wants to make a monetary donation, give information on how to accomplish this action

Plan mechanisms for release of all public information

Consider the following guidelines:

- ☐ Obtain/develop media lists and contacts
- ☐ To ensure accurate reporting by the media, a list of subject matter experts and media spokespersons from state and local public health and safety agencies, the CDC, and community partners should be developed and made easily accessible to the media through an approved format
- ☐ The information disseminated must clearly describe the groups for whom the site is intended (and not intended), and the rationale for the designations
- ☐ Using professional public relations assistance when available, announcements should be prepared and released for the television, radio, and newspaper media
- ☐ If specific groups require additional information, (e.g., to counteract misconceptions about the disease, prophylaxis or treatment of certain groups) site organizers may need to distribute flyers to targeted populations in apartment buildings, neighborhoods, workplaces, schools, and/or religious centers

Plan a system for determining when and who will come to the dispensing sites.

Consider the following:

- ☐ Unless individuals are to be vaccinated, consider having a household representative go to the emergency-dispensing site
- ☐ The household representative should know the names, dates of birth, medications individuals are currently receiving, allergies, and significant health history for those individuals he/she is representing. In addition, the household representative should know the height and weight of children he/she is representing to determine the proper dose of liquid medication to be dispensed for the children
- ☐ If families arrive together, they should be kept together
- ☐ In determining how to group families, the use of zip codes, alphabetic letters, street names or numbers, rubbish pickup routes, polling districts, or school bus routes may be used to designate a specific date and timeframe for families/family representatives to arrive at the POD site

Develop a plan for communicating with special populations through mass media methods.

Consider the following:

- ☐ Certain special population groups (i.e., various language groups) may be asked to come at a specific time and date (i.e., when translator resources are available)

- ☐ If special transportation can be provided for physically disabled or elderly persons, the telephone number for requesting special transportation should be included in all media releases
- ☐ If necessary, individuals who can be called upon to serve as interpreters should be identified to help inform non-English speakers; this list should note the foreign languages spoken by these individuals; to improve understanding of the subject matter, photographs and graphics should be provided in various media broadcasts

Develop a plan for securing communication systems and routines

Consider the following:

- ☐ Each dispensing site must have a working phone
- ☐ If available, two-way radio communication system, cell phones, and pagers should be distributed to the dispensing site staff; replacement batteries and/or battery chargers for each device also should be made available
- ☐ A list of important phone numbers should be distributed to all dispensing site staff

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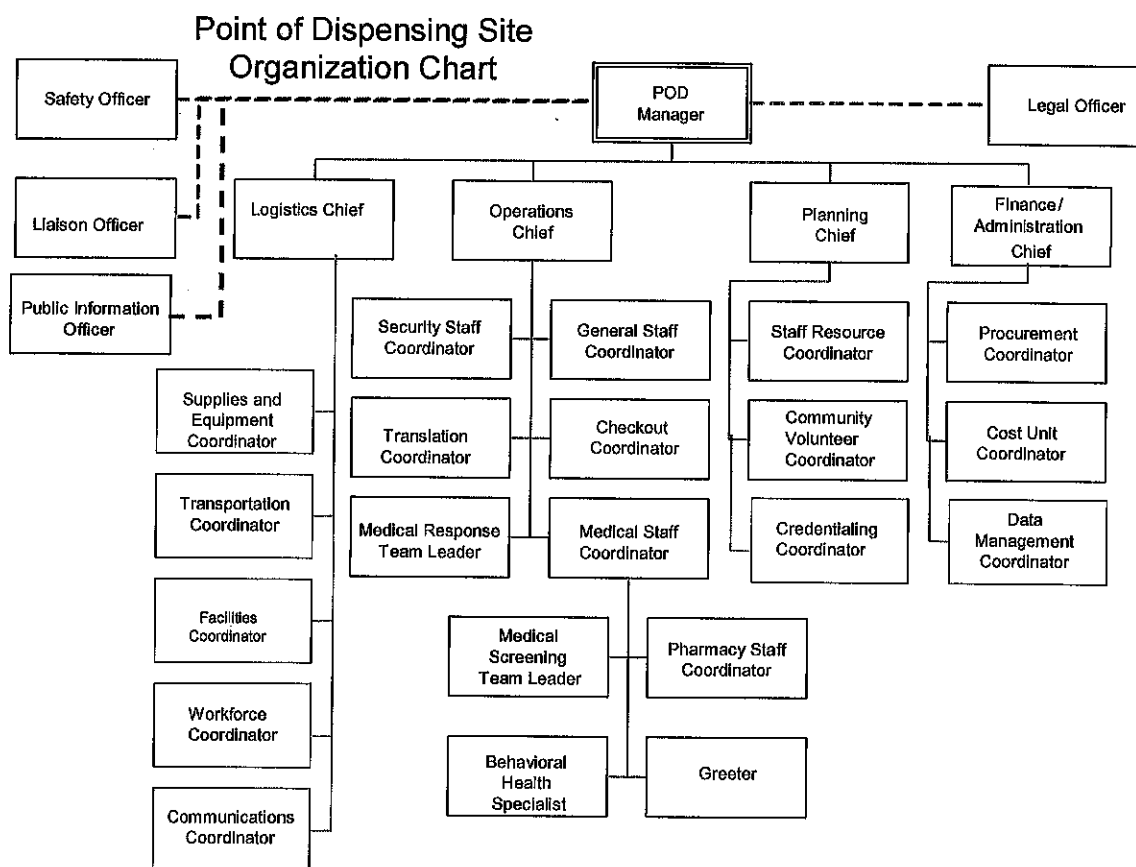
Point of Dispensing Operations

Attachment 7

POD ICS Position Specific Checklists

The following POD Incident Command System position specific checklists are to be used upon activation of an Oneida County Point of Dispensing Site. Each Checklist identifies an interface point in the Oneida County EOC.

As in any ICS activation not all positions need to be necessarily activated; however, the functions may be activated. Individuals may fill more than one position and complete more than one checklist in order to accomplish the functional mission.



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Pod Manager

EOC/ESF Interface: Oneida County Coordinator of Emergency Services and ESF 8 Public Health and Medical Services.

Qualifications: Individuals with public health and emergency management experience or training, good management skills, and is familiar with the state and local mass prophylaxis plans.

Duties: Manage and operate a fully functional Point of Dispensing (POD) facility and act as the primary decision maker for the facility.

Upon Activation

Receive briefing from SDHD

- ☐ Ensure fully supplied POD box is delivered to POD site by SDHD staff, or representative, upon onset of activation
- ☐ Understand your mission
- ☐ Communicate any concerns or problems prohibiting mission completion.
- ☐ Review Mass Prophylaxis Point of Distribution Planning Guide
- ☐ Review job action sheet
- ☐ Sign-out equipment and resource packet, if necessary
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Receive and put on identification (vest, ID badge, etc)
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Determine staffing needs and acquire appropriate staff resources
- ☐ Assign or greet your direct reports as they arrive:
 - ☐ Logistics Chief
 - ☐ Operations Chief
 - ☐ Finance & Administration Chief
 - ☐ Information & Intelligence Chief
 - ☐ Planning Chief
 - ☐ Command Staff:
 - ☐ Safety Officer
 - ☐ Public Information Officer
 - ☐ Liaison Officer
 - ☐ Medical Director (optional)

- ☐ Legal Counsel (optional)
- ☐ Meet with your direct reports
- ☐ Complete a POD Incident Action Plan (IAP) with IAP planning team
- ☐ Establish chain of command and performance expectations:
 - ☐ Your direct reports are to report ONLY to you; they work with other staff as assigned by you, but they DO NOT take instructions from, or provide information to, anyone other than you (or a Safety Officer if regarding a safety issue).
 - ☐ Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - ☐ It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their position checklist. This ensures critical consistency with respect to performance and information at the site.
- ☐ Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments
- ☐ The medication/vaccination prophylaxis standing orders must be approved and signed by a medical professional authorized to prescribe
- ☐ Obtain briefing statement from PIO, to be given to staff members at scheduled briefing(s)
- ☐ Determine hours of operation and work with your direct reports to provide staff coverage

On-site Operations

- ☐ Conduct on-site staff briefing(s) as scheduled by the Finance & Administration Chief
- ☐ Establish interface with local officials
- ☐ Establish call-back numbers to local management
- ☐ Coordinate with EOC time to open POD
- ☐ Notify local officials when you are ready to begin processing patients
- ☐ Report progress to EOC and other emergency services as appropriate via Liaison Officer
- ☐ Review work schedule and specific assignments for each group of staff
- ☐ Ensure consistency in information provided to patients in all stations
- ☐ Assist local government in briefing officials and media, as appropriate
- ☐ Work closely with security to monitor any media breaches
- ☐ Establish time schedule for operational briefings, and conduct as scheduled
- ☐ Ensure assigned staff monitors patient flow through the process, and move staff where necessary to reduce or eliminate bottlenecks in the process

- ☐ Prepare and review recovery plan with your direct reports as end of mission becomes eminent
- ☐ Assist local government representatives in briefing officials and media, as appropriate
- ☐ Review safety considerations with Safety Officer
- ☐ Review with Liaison Officer the security plans of assisting agencies
- ☐ Communicate with EOC at regular intervals
- ☐ Periodically check work progress of command staff and section chiefs' goals and objectives
- ☐ Assist all command staff and section chiefs when needed
- ☐ Manage any incidents or problems while the POD is operational
- ☐ Approve requests for incoming or outgoing resources (between PODs or from EOC)
- ☐ Contact the SDHD EOC for reconciliation regarding any discrepancies (excess/deficiency or wrong medications/supplies) between the order and delivery of items from SNS or other sources
- ☐ Monitor colleagues and clients for signs of fatigue or distress

Deactivation Phase

- ☐ Coordinate between the DSR and Planning Chief to develop the recovery plan
- ☐ Schedule and hold recovery planning meeting with command staff and section chiefs
- ☐ Release resources and supplies and workforce as appropriate
- ☐ Arrange to have equipment and supplies returned
- ☐ Send all reports, documents, etc. to the necessary section chiefs or EOC
- ☐ Restore facility to pre-POD conditions
- ☐ Secure facility and return keys to facility representative
- ☐ Ensure that all records and reports are turned in to the appropriate official(s)
- ☐ Conduct exit interviews with your direct reports and appropriate local officials
- ☐ Ensure that an After Action Review occurs and is documented
- ☐ Participate in After Action Review meetings, as required

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Liaison Officer

Direct Supervisor: POD Manager

EOC/ESF Interface: Liaison Officer in EOC/ESF 15 Public Information

Qualifications: An individual with good organizational skills, interpersonal skills, leadership experience, and familiarity with the state and local mass prophylaxis plan.

Duties: Maintain communication; provide situation status and facility needs to Oneida County EOC. Additionally, maintain communication with local community officials.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge/vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Receive briefing from POD Manager; ensure knowledge of full mission request and plan of operations
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Gather needed materials:
 - ☐ Radio or other communication devices
 - ☐ Public health emergency plan
 - ☐ Mutual aid request forms
 - ☐ 24/7 Plans and contact information with community partners and stakeholders
 - ☐ Briefing format
 - ☐ All other appropriate forms
- ☐ Conduct briefing to assisting agencies as necessary
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Identify an area where assisting agencies, community partners, and stakeholders should report
- ☐ Greet assisting agency representatives, community partners, and stakeholders when they arrive
- ☐ Brief assisting agencies, community partners, and stakeholders with needed information for them to do their job functions properly
- ☐ Arrange for communication network between POD and assisting agency representatives, community partners, and stakeholders
- ☐ Keep log of assisting agencies on site
- ☐ Provide routine progress and/or status reports to POD Manager
- ☐ Monitor colleagues and clients for signs of fatigue or distress, notify direct supervisor as appropriate
- ☐ Perform other duties as assigned by direct supervisor.
- ☐ Participate in staff briefing(s) as scheduled by the Finance & Administration Chief.
- ☐ Maintain communication with County and/or State EOC
- ☐ Provide situation status
- ☐ Communicate facility needs
- ☐ Maintain communication with local community officials

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Public Information Officer

Direct Supervisor: POD Manager

EOC/ESF Interface: EOC Public Information Officer/ESF 15 External Affairs (Public Information)

Qualifications: An individual trained in media interaction and public health information with good organizational skills, interpersonal skills, leadership experience, and familiarity with the SDHD Public Information Officer Plan.

Duties: Coordinate media relations and releases.

Upon Activation

- ☐ Review your Position Checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Receive briefing from POD Manager; ensure knowledge of full mission request and plan of operations
- ☐ Follow Public Information Plan and coordinate with PIO at SDHD
- ☐ Review Mass Prophylaxis Point of Dispensing Planning Guide
- ☐ Prepare a briefing statement, to be given to staff members at scheduled briefing(s)
- ☐ Conduct mission as assigned by POD management
- ☐ Note latest event information and environmental conditions
- ☐ Note any hazards or threats to staff safety and health
- ☐ Review media plan and procedures
- ☐ Understand and be able to identify the affected local emergency management structure
- ☐ Understand pertinent or unique cultural or local considerations
- ☐ Manage information flow and reporting requirements
- ☐ Shift considerations and transition instructions to oncoming staff
- ☐ Begin problem solving process and methods for establishing or changing priorities

On-site Operations

- ☐ Review your position checklist and Communications Plan Checklist
- ☐ Receive on-site briefing from POD Manager
- ☐ Determine overall media policy (with POD Manager). For example:
 - ☐ No comment; refer media to a different contact
 - ☐ Explanatory statement; no media admittance
 - ☐ Media visits permitted
 - ☐ Media permitted to attend briefing station
- ☐ Develop media statement(s) as appropriate; review the communications plan checklist
- ☐ Brief all personnel on media policy
- ☐ Brief security personnel and greeters on media handling procedures
- ☐ Coordinate media activities:
 - ☐ Make media contacts as necessary
 - ☐ Provide media statements; answer questions
 - ☐ Arrange guided tours for media as necessary
 - ☐ Participate in meetings and briefings to ensure that media considerations are a part of the plan at all times
 - ☐ Document all media contacts
 - ☐ Monitor media outlets to check accuracy of information being reported
 - ☐ Contact media outlets to correct errors of fact, and control rumors about the incident

Deactivation Phase

- ☐ When relieved, hand-in all documents, including Position Checklist with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to Workforce Staging Area
- ☐ Return identification (vest, ID badge, etc)
- ☐ Sign in equipment
- ☐ Submit media contact documentation to the POD Manager
- ☐ Identify issues and participate in After Action Report

Safety Officer

Direct Supervisor: POD Manager

EOC/ESF Interface: EOC Safety Officer and Annex B Evacuation

Qualifications: An individual trained in safety issues that have good organizational skills, interpersonal skills, leadership experience, and familiarity with the state and local mass prophylaxis plans.

Duties: Provide safety oversight to POD operations for health and safety of staff.

Upon Activation

- ☐ Review your Position Checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet, if necessary
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Receive briefing from POD Manager; ensure knowledge of full mission request and plan of operations
- ☐ Review Mass Prophylaxis Point of Dispensing Planning Guide
- ☐ Prepare a briefing statement, to be given to staff members at scheduled briefing(s), which includes:
 - ☐ Management of hazards or threats to staff safety and health
 - ☐ Reporting hazards or threats
 - ☐ Evacuation signals and routes, if needed

On-site Operations

- ☐ Conduct a general inspection of the facility prior to it becoming operational with the Logistics Chief and the facility representative.
- ☐ Complete an Incident Safety Analysis for each shift
- ☐ Develop a safety action plan to include:
 - ☐ Incident Safety Analysis
 - ☐ Potentially hazardous situations in the POD
 - ☐ Hazards, risks, and potentially unsafe situations (identification and monitoring)

- ☐ Working with the Liaison Officer, ensure that all assisting agencies, community partners, and stakeholders are included in the safety action plan
- ☐ Ensure adequate rest is provided to all POD staff by monitoring the sign-in and assignments at the workforce staging area
- ☐ Direct POD staff needing rest, food, medical, or mental attention to workforce services
- ☐ Exercise emergency authority to stop and prevent any unsafe acts.
 - ☐ Discuss with POD Manager and document action on unit log
 - ☐ Initiate accident investigations within the POD
 - ☐ Ensure that investigation does not interfere with your primary duties
 - ☐ Provide copy of accident investigation reports to POD Manager
 - ☐ Provide a copy of accident investigation report to the local health agency for follow up purposes (i.e., worker compensation)
 - ☐ Coordinate investigation with Medical Director/Advisor as needed
- ☐ Prepare safety messages (verbal, written, signage, etc.) for the POD
- ☐ Monitor personal protective equipment usage
- ☐ Conduct follow-up inspections on a periodic basis for compliance to all health and safety standards
- ☐ Monitor weather forecasts for changing conditions that could cause potentially unsafe conditions
- ☐ Conduct periodic briefings to keep assisting agencies informed of safety action plans
- ☐ Provide routine progress and/or status report to POD Manager
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate
- ☐ Ensure adequate rest is provided to all POD staff by monitoring the sign-in and assignments at the workforce staging area
- ☐ Direct POD staff needing rest, food, medical, or mental attention to workforce services

Deactivation Phase

- ☐ When relieved, hand-in all documents, including Position Check List with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to Workforce Staging Area
- ☐ Return identification (vest, ID badge, etc)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Medical Director/Advisor

Collaborate with: SDHD Medical Supervisor

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: A physician or registered nurse that has good organizational skills, interpersonal skills, leadership experience, and familiarity with the state and local mass prophylaxis plan.

Duties: Provide medical oversight for POD operations.

Upon Activation

- ☐ Review your Position Checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Receive briefing from POD Manager; ensure knowledge of full mission request and plan of operations
- ☐ Review Mass Prophylaxis Point of Dispensing Planning Guide
- ☐ In conjunction with the PIO, prepare a briefing statement to be given to staff members at scheduled briefing(s), that includes:
 - ☐ Management of biohazards or threats to staff safety and health
 - ☐ Standing Medical orders
 - ☐ Concept of operations for asymptomatic and symptomatic patients

On-site Operations

- ☐ Conduct a general inspection of the facility prior to it becoming operational with the Logistics Chief and the Facility Representative to ensure infection control measures meet state requirements.
- ☐ Ensure the medical standing order for dispensing is properly established and on-hand.
- ☐ Ensure that all assisting agencies are aware of the treatment coordination for symptomatic patients by working with the Liaison Officer.
- ☐ Exercise emergency authority to stop and prevent any unsafe acts:
 - ☐ Discuss with POD Manager and Safety Officer
- ☐ Monitor personal protective equipment usage

- ☐ Provide routine progress and/or status report to POD Manager

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD.
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Legal Counsel

Qualifications: A public administrator or legal official that has good organizational skills, interpersonal skills, leadership experience, and familiarity with the state and local mass prophylaxis plan.

EOC/ESF Interface: EOC Legal Counsel and ESF 8 Public Health and Medical Services.

Duties: Provide legal oversight for POD operations.

Upon Activation

- ☐ Review your Position Checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Familiarize self with POD layout and process
- ☐ Receive briefing from POD Manager
- ☐ Ensure knowledge of full mission request and plan of operations
- ☐ Review Mass Prophylaxis Point of Dispensing Planning Guide

On-site Operations

- ☐ Review your position checklist
- ☐ Participate in staff briefing(s) as scheduled by the Finance & Administration Chief
- ☐ Provide on-site Legal Counsel to POD Manager and Public Information Officer as needed

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

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Operations Chief

Direct Supervisor: POD Manager

EOC/ESF Interface: EOC Operations Manager, ESF 8 Public Health and Medical Services, ESF 1 Transportation, ESF 2 Communications, ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, and ESF 12 Energy

Qualifications: A person with good management skills.

Duties: Coordinate the operations section activities and have the primary responsibility for implementing the POD plan.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Receive briefing from POD Manager, ensure knowledge of full mission request and plan of operations
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Confirm activation of your direct reports, and assign or greet them as they arrive:
 - ☐ Security Staff Coordinator
 - ☐ General Staff Coordinator
 - ☐ Medical Staff Coordinator
 - ☐ Pharmacy Staff Coordinator
- ☐ Meet with your direct reports
- ☐ Establish chain of command and performance expectations
 - ☐ Your direct reports are to report ONLY to you.
 - ☐ They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer regarding a safety issue).
 - ☐ Any questions, problems, or incidents should be reported to you, NOT to anyone else.

- ☐ It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.
- ☐ Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments
- ☐ Prepare a briefing statement to be given to staff members at scheduled briefing(s):
 - ☐ Operational overview
 - ☐ Station flow
 - ☐ Patient flow
- ☐ Confirm with Logistics Chief that all equipment and supplies are being shipped to the treatment site and areas are being set up
- ☐ Develop on-site staff assignments and work schedule

On-site Operations

- ☐ Participate in staff briefing(s) as scheduled by the Finance & Administration Chief.
- ☐ Maintain unit log
- ☐ Work with the Logistics Chief to set up briefing, interview, POD, and pharmacy areas. Make sure staff has all equipment and supplies needed to carry out their functions.
- ☐ Meet with briefing area staff and ensure that material presented is consistent with mass prophylaxis process and other information being distributed.
- ☐ Meet with pharmacy supervisor and review mass prophylaxis process flow chart ensuring that pharmacy is ready to process prescriptions.
- ☐ Meet with mental health staff and review mass prophylaxis process flow chart ensuring that staff is clear on treatment protocols.
- ☐ Brief all station supervisors on procedures for additional supplies, security problems, treatment issues, or other problems.
- ☐ Follow the process as patients begin to filter through each station. Modify any process as needed.
- ☐ Obtain information and updates from those reporting to you for resources needed.
- ☐ Communicate all requests for incoming and outgoing resources with POD Manager.
- ☐ Request the need for additional pharmaceuticals as determined by the pharmacy through the Logistics Chief.
- ☐ Provide routine progress and/or status reports to POD Manager.
- ☐ Ensure scheduled breaks and relief for the section is being appropriately handled.
- ☐ Review and confirm staffing levels for next day or next shift with directors and supervisors.

- ☐ Monitor colleagues and clients for signs of fatigue and distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.
- ☐ Ensure that proper documentation is maintained for all activities.

Deactivation Phase

- ☐ Coordinate with Planning Chief plans for recovery
- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of the POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report
- ☐ Conduct exit interviews with your direct reports
- ☐ Participate in the After Action process

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Security Staff Coordinator

Direct Supervisor: Operations Chief

EOC/ESF Interface: ESF 13 Public Safety and Security

Qualifications: Person should have a leadership background, previous experience in security, and strong organizational skills.

Duties: Lead, coordinate, and supervise security staff and resources.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.
- ☐ Perform security assessment of facility
- ☐ Contact the POD Manager (or Logistics Chief if assigned) to identify security needs
- ☐ Determine the number of security staff needed to provide adequate security
- ☐ Develop security plan and traffic control plan accordingly
- ☐ Attend initial briefing/planning meeting with command staff and section chiefs to review POD set-up.

On-site Operations

- ☐ Establish contacts with local law enforcement as required
- ☐ Monitor and adjust security and traffic plans accordingly
- ☐ Ensure that a resource accountability system (personnel and equipment) is established and maintained
- ☐ Arrange for security of equipment and supplies as they arrive at the site
- ☐ Supervise the set-up of crowd control system (cones, ropes, etc.) with the facility flow personnel.

- ☐ Participate in meetings and briefings to ensure that security considerations are a part of the plan at all times.
- ☐ Post security staff as needed, at a minimum:
 - ☐ Entrance: admit authorized personnel and patients only; check for hand-stamps (indicating prior treatment; refer these individuals to the POD Manager, as they may be trying to acquire additional medications) *(optional)*.
 - ☐ Exit: ensure no unauthorized entry
 - ☐ Pharmacy: Ensure right hand is stamped upon receipt of pharmaceuticals *(optional)*
- ☐ Ensure security is provided for all personnel, equipment, supplies, vehicles, and buildings
- ☐ Meet with local law enforcement and coordinate issues/efforts
- ☐ Coordinate staff badges/passes as necessary
- ☐ Identify, and make known to the Operations Chief, any security issues
- ☐ Offer operational assistance and recommendations regarding evidence collection, processing, and security to local law enforcement
- ☐ Notify the Safety Officer of any accidents
- ☐ Record all incident related complaints and suspicious occurrences
- ☐ Review and confirm staffing levels for next day or next shift with Operations Chief
- ☐ Provide routine progress and/or status reports to Operations Chief
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ Coordinate with Planning Chief plans for recovery
- ☐ Assist with restoring facility to pre-POD conditions
- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Security Team Leader

Direct Supervisor: Security Staff Coordinator

EOC/ESF Interface: ESF 13 Public Safety and Security and ESF 9 Search and Rescue.

Qualifications: Person should have a leadership background, previous experience in security, and strong organizational skills.

Duties: Provide security at and around facility, assist with traffic, parking, and POD flow.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Perform duties as outlined by the security staff coordinator, which may include:
 - ☐ Secure POD site facility prior to opening; ensure building is unoccupied and entrances and exits are locked until opened by proper authority or agency of the affected jurisdiction.
 - ☐ Meet supply vehicle with medications and supplies, and provide security to site location.
 - ☐ Secure all entrances/exits
 - ☐ Greet vehicles and direct to appropriate parking locations
 - ☐ Direct clients to entrance
- ☐ Provide security within the facility
- ☐ Maintain order within and outside the facility, responding as needed to events
- ☐ Ensure smooth operations
- ☐ Participate in the set-up of Crowd Control system (cones, ropes, etc)

- ☐ Check stations on routine basis for any potential security problems. Report findings to the security staff coordinator.
- ☐ Issue access badges or passes
- ☐ Establish a protective perimeter for the operation
- ☐ Offer assistance and/or advice regarding evidence processing and custody to the agency of the affected jurisdiction charged with that responsibility.
- ☐ Ensure that evacuation signals and routes are labeled appropriately
- ☐ Investigate accidents and write accident reports
- ☐ Ensure that all patients receive an ink stamp to their right hand at the pharmacy dispensing station when they receive their medication. This will prevent them from reprocessing to receive more medication. *(Optional)*
- ☐ Ensure that all patients entering the facility do NOT have an ink stamp on their right hand (indicating that they might be trying to re-process for more medication). *(Optional)*
- ☐ Report any security findings to the security staff coordinator
- ☐ Provide routine progress and/or status reports to security staff coordinator
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform all other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ Coordinate with Planning Chief plans for recovery
- ☐ Assist with restoring facility to pre-POD conditions
- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

General Staff Coordinator

Direct Supervisor: Operations Chief

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Experience supervising, directing, and working with volunteers and possess leadership skills.

Duties: Lead, supervise, and instruct group leaders in the operations section. Assign and document volunteer staffing assignments.

Upon Activation

- ☐ Review your Position Checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Ensure all stations have appropriate forms and equipment needed
- ☐ Ensure all stations are set-up properly
- ☐ Monitor client flow patterns and assist the Operations Chief in correcting any problems
- ☐ When station supervisors report disruptions and changes in client flow, report to Operations Chief
- ☐ Ensure consistency in information provided to clients at all stations
- ☐ Ensure that proper documentation is maintained for all station activities
- ☐ Collect client forms from each station, as necessary
- ☐ Assist with answering client questions within scope of training/qualifications
- ☐ Reassign floater/runner group staff to areas of greater need as assessed or observed throughout shift
- ☐ Ensure scheduled breaks and relief for all station group staff
- ☐ Ensure all station group staff is adhering to infection control procedures

- ☐ Review and confirm staffing levels for next day or next shift with Operations Chief
- ☐ Provide routine progress and/or status reports to Operations Chief
- ☐ Monitor colleagues and clients for signs of fatigue or distress, notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ Coordinate with Planning Chief plans for recovery
- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Facility Flow Team Member

Direct Supervisor: General Staff Coordinator

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Ability to organize and visualize processes, lead, communicate, and direct large groups of people.

Duties: Direct recipients through the POD process and monitor process for bottlenecks or problems.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Assist with creation/posting of appropriate signage to direct patient flow
- ☐ Assist clients in moving through each station of the dispensing process
- ☐ Avoid the formation of crowds in any one area
- ☐ Escort non-English speaking/reading clients from entrance to special needs areas
- ☐ Assist groups entering and leaving areas
- ☐ Notify clients when forms will be needed or of any special needs (e.g., rolling up sleeves for immunizations).
- ☐ Accompany clients who need assistance (wheel chairs, walkers, unsteady)
- ☐ Notify supervisor of bottlenecks
- ☐ Notify security staff of situations requiring security intervention
- ☐ Assist in transporting supplies as needed
- ☐ Periodically check with dispensing site staff for any supply needs or client assistance needs

- ☐ Escort distressed, upset clients, anxious clients to mental health consultation area
- ☐ Assure family units remain together and in appropriate lines

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Check-In & Forms Distribution Team Member

Direct Supervisor: General Staff Coordinator

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Ability to organize, communicate, and direct large groups of people.

Duties: Provide basic informational material, POD documents, explain how to complete the documents, and answer questions.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.
- ☐ Review the dispensing site forms
- ☐ Assist in set-up of registration area

On-site Operations

- ☐ Ensure station has appropriate recipient forms and equipment needed
- ☐ Ensure station is set-up properly, including leaving ample space for recipient confidentiality
- ☐ Screen recipients and validate signature on consent form
- ☐ Ensure accuracy and completeness of recipient forms
- ☐ Answer recipient questions within scope of training and qualifications
- ☐ Refer recipients with extraneous concerns to the appropriate persons
- ☐ Maintain adequate supply levels. Contact a runner for additional supplies.
- ☐ Provide routine progress and/or status reports to general staff coordinator
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

- ☐ Provide individuals with registration and educational materials, stressing the importance of filling out forms completely and legibly.
- ☐ Assist individuals who require assistance in completing forms
- ☐ Be available to answer any questions related to the forms; any medical questions should be referred to Medical Screeners.
- ☐ Notify facility flow team of individuals who need assistance, wheel chairs, walkers, or those in distress, upset, or anxious who need mental health consultation.
- ☐ Identify additional needs as they arise (e.g., need for translators)
- ☐ Ensure crowd control system (cones, ropes, etc.) is set up by facility flow personnel
- ☐ Log arriving patients on the patient log (if utilized)
- ☐ Provide each patient with a medical screening form and assist him/her to complete the form.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to Workforce Staging Area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Briefer/Educator

Direct Supervisor: General Staff Coordinator

EOC/ESF Interface: ESF 7 Resource Support and ESF15 External Affairs (Public Information)

Qualifications: Ability to speak to groups, operate video equipment, and knowledge of the community.

Duties: Provide orientation briefing to recipients entering the POD.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Ensure station has appropriate handouts, videos, audio/visual (A/V) equipment and all other educational materials needed.
- ☐ Ensure A/V equipment is set-up properly
- ☐ Ensure station is set-up properly for recipients
- ☐ Present the educational materials to the recipients
- ☐ Maintain recipient flow on schedule
- ☐ Report disruptions and changes in recipient flow to medical staff coordinator
- ☐ Procure and store enough copies to provide fact sheets and frequently asked questions sheets (Provided by SDHD) to each patient
- ☐ Brief patient groups of up to 30
- ☐ The number of persons in the orientation briefings can vary to accommodate the rate at which people arrive.
- ☐ Orientation locations may serve as holding locations if bottlenecks occur along the dispensing site line.
- ☐ The briefing includes:

- ☐ Description of the dispensing site process
- ☐ Discussion of all required forms and instructions and assistance in completing the paperwork
- ☐ Written information about the disease, agent and medication/vaccine, and a toll-free 24/7 telephone number to call with questions.
- ☐ Opportunity to ask questions
- ☐ If available, a video may be shown (in an emergency, state supplied videos may be provided to television channels)
- ☐ Answer recipient questions within scope of training and qualifications
- ☐ Refer recipients with extraneous concerns to the appropriate area
- ☐ Maintain adequate supply levels; contact a runner for additional supplies
- ☐ Provide routine progress and/or status reports to medical staff coordinator as needed
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify direct supervisor as appropriate
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Special Needs Staff

Direct Supervisor: General Staff Coordinator

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Experience working with special needs population.

Duties: Assist recipients with special needs individually. Communicate special needs, such as language barrier, to the supervisor so that arrangements can be made to assist the recipient.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Confirm and determine number and types of staff available by specialty. Coordinate with Operations Chief if needed.
- ☐ Project needs for additional staff based on number of special needs recipients arriving at the POD.
- ☐ Determine if a separate special needs line is needed in the POD for ease of recipient flow.
- ☐ Ensure availability of a private area to assist recipients as needed
- ☐ Assess current supplies and procure wheelchairs with the Logistics Chief
- ☐ Work with floaters/runners to help recipients with physical needs, as appropriate
- ☐ Monitor recipient flow patterns (if there is a special needs line) with the Operations Chief to correct any problems.
- ☐ Ensure that proper documentation is maintained for all activities
- ☐ Collect documentation as necessary
- ☐ Ensure scheduled breaks and relief for all staff

- ☐ Review and confirm staffing levels for next day or next shift with Operations Chief
- ☐ Provide routine progress and/or status reports to Operations Chief
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify direct supervisor as appropriate
- ☐ Perform other duties as assigned and approved by direct supervisor

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Floater/Runner

Direct Supervisor: General Staff Coordinator

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Persons should have ability to endure physical activity for assisting staff and recipients in POD.

Duties: Assist POD staff with various activities.

Upon Activation

- ☐ Review your Position Checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Ensure station(s) have appropriate materials and equipment needed. (May be assigned to one specific station of the POD for full length of shift)
- ☐ Assist all stations of the POD as requested
- ☐ Deliver messages as requested
- ☐ Report disruptions and change in recipient flow to the general staff coordinator
- ☐ Refer client questions to appropriate persons
- ☐ Provide routine progress and/or status reports to general staff coordinator
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to Workforce Staging Area

- ☐ Return identification (vest, ID badge, etc)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Translation Coordinator

Direct Supervisor: Operations Chief

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Persons should be bilingual (including American Sign Language) for translation in a reassuring, calm, and soothing manner.

Duties: Provide interpretation for non-English speaking individuals throughout the dispensing site.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet, if necessary
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties, as needed.
- ☐ Review all dispensing site forms
- ☐ Become familiar with all education materials
- ☐ Utilize methods to identify languages available (e.g., country flags)
- ☐ Maintain contact with greeter, registration, flow maintenance and POD Manager, so they are aware of your ability to translate.

On-site Operations

- ☐ Review and become familiar with all forms and materials to enable easier interpretation.
- ☐ Work with greeters in patient check in area to identify recipients with language barriers requiring translators.
- ☐ Greet the recipient, introduce yourself, and explain that you are there to provide interpretation to help them through the process.
- ☐ Interpret all verbal instructions, questions, education, and written materials
- ☐ Provide interpretation services as needed
- ☐ Assist with forms. May need to verbally ask for the information on the form and write in the information given by the recipient.

- ☐ Provide translation of forms and materials, if possible
- ☐ Accompany recipients needing interpretation services through each POD station.
- ☐ Refer distressed upset or anxious individuals who need mental health consultation
- ☐ Request additional supplies as needed
- ☐ Document services and track numbers as appropriate
- ☐ Provide routine progress and/or status reports to general services coordinator
- ☐ Review and confirm staffing levels for next day or next shift with general staffing coordinator.
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ If available, perform other duties as needed and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Medical Response Team Coordinator

Direct Supervisor: Operation Chief

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: EMT, nurses, and physicians.

Duties: Provide emergency medical support for staff and recipients.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet, if necessary
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Set-up station as appropriate
- ☐ The medical emergency area should be located as close to the vaccine administration area as possible.
- ☐ Emergency supplies to treat anaphylactic reactions must be available at the Vaccination/Medication Dispensing station. At this time, the treatments for anaphylactic reactions are to be provided by the community or communities within a regional coalition hosting the emergency dispensing site, following first aid treatment on site.
- ☐ Perform medical evaluation to determine appropriate care and treatment for recipient in emergent situations.
- ☐ Determine if it is appropriate for a patient to receive either standard treatment or an available (on site) alternative treatment.
- ☐ If more comprehensive medical intervention is required, refer the patient to a healthcare facility for definitive intervention.
- ☐ Coordinate for appropriate care of recipient with external facilities, or request medical transportation as needed.

- ☐ Provide routine progress and/or status reports to medical staff coordinator.
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Checkout Administrator

Direct Supervisor: Operations Chief

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: Detail oriented, organized, good customer service skills.

Duties: Ensure recipients have received their prophylaxis and understand instructions given.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Set-up station with appropriate exit materials and equipment needed
- ☐ Provide exit materials and review information, emergency contact information and vaccine site management with recipients if necessary
- ☐ Report disruptions and changes in recipient flow to Exit Station Supervisor
- ☐ Ensure accuracy and completeness of recipient forms
- ☐ Refer recipient questions to appropriate persons
- ☐ Maintain adequate supply levels. Contact a runner for additional supplies.
- ☐ Provide routine progress and/or status reports to general staff coordinator
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD

- ☐ Return to Workforce Staging Area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Medical Staff Coordinator

Direct Supervisor: Operations Chief

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: Registered Nurse

Duties: Assign and document the medical staffing assignments on a POD assignment sheet, oversee medical staff at the facility, and assist medical staff as needed.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Ensure all stations have appropriate forms and equipment needed
- ☐ Ensure all stations are set-up properly
- ☐ Instruct appropriate staff on the policies and methods for administration of vaccine or dispensing of medications.
- ☐ Monitor recipient flow patterns and assist the Operations Chief in correcting any problems.
- ☐ When station supervisors report disruptions and changes in recipient flow, report to Operations Chief.
- ☐ Ensure consistency in information provided to recipients at all stations
- ☐ Ensure that proper documentation is maintained for all station activities
- ☐ Collect recipient forms from each station as necessary
- ☐ Assist with answering recipient questions within scope of training and qualifications when asked by station group staff.
- ☐ Serve as final arbitrator regarding medical questions, POD care issues, or vaccine refusal.

- ☐ Act as final decision-maker for persons with contraindications to receive the vaccine or medication.
- ☐ Ensure scheduled breaks and relief for all station group staff
- ☐ Ensure all station group staff are adhering to infection control procedures
- ☐ Review and confirm staffing levels for next day or next shift with Operations Chief
- ☐ Provide routine progress and/or status reports to Operations Chief
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Greeter

Direct Supervisor: Medical Staff Coordinator

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: EMT, paraprofessional (nursing assistant, LPN, nursing student, medical student) with triage experience or an individual trained to perform these duties.

Duties: Greet and conduct initial assessment of recipients upon their arrival.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Assist with set-up of check-in area, and other areas as requested
- ☐ Greet and welcome patients as they arrive/assemble, and answer their initial questions, perform an initial "triage" process to separate the sick from the "well" patients.
- ☐ Receive instructions from the medical staff coordinator for identifying patients who may be ill or exhibiting symptoms, and how to handle these two groups.
- ☐ Recipients who have been exposed to the agent or to cases should be escorted to a separate room/area for interviewing and possible transportation to a quarantine facility.
- ☐ Recipients who are symptomatic/ill should be referred for medical evaluation and possible transfer to a medical facility by emergency medical services.
- ☐ Recipients who may have difficulty following directions, or who have mobility limitations, should be assigned an escort.
- ☐ Advise patients that their technical questions will be answered in briefings and/or the POD interview phase.
- ☐ Identify individuals with language barriers and notify translators

- ☐ Provide paperwork packets, with adjustments as needed, to accommodate language needs.
- ☐ Identify individuals who may need mental health consultation or additional assistance
- ☐ Recognize clients with special needs; alert non-medical services director to send appropriate floater/runner to assist client throughout their POD process.
- ☐ Provide clients with client packet and registration materials and forms
- ☐ Assign client ID if necessary
- ☐ Report disruptions and changes in client flow to supervisor
- ☐ Ensure accuracy and completeness of client forms if necessary
- ☐ Refer client questions to the appropriate persons
- ☐ If a family member of a POD worker arrives at the POD requesting to speak with their relative, contact a floater/runner to find/radio the supervisor. Be sure to keep that family member at the front door. Contact security if necessary.
- ☐ Maintain adequate supply levels. Contact a runner for additional supplies.
- ☐ Work with supervisor to incorporate changes within station as needed
- ☐ Provide routine progress and/or status reports to medical staff coordinator
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Interviews/Medical Screeners Group Leader

Direct Supervisor: Medical Staff Coordinator

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: A physician or nurse

Duties: Oversee interviewers and medical screeners for POD recipients.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed.
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.
- ☐ Receive assignment-specific briefing from your supervisor. Ensure knowledge of full mission request and plan of operations.
- ☐ Follow the chain-of-command. THIS IS CRITICAL to ensuring consistent behavior and information across sections and shifts.
- ☐ Give instructions ONLY to personnel that report to you, and take instructions ONLY from your supervisor.
- ☐ Coordinate with your peers (anyone who reports to your supervisor) to accomplish your assigned tasks.
- ☐ Do NOT make decisions that impact others outside your area, or that use information that is not in writing or provided by your supervisor.
- ☐ Report to your supervisor when you encounter problems that you cannot resolve or questions that you cannot answer.
- ☐ Confirm activation of your direct reports, and assign or greet them as they arrive
- ☐ Brief your staff regarding planned operations
- ☐ Establish chain of command and performance expectations
- ☐ Your direct reports are to report ONLY to you

- ☐ They work with other staff as assigned by you, but they DO NOT take instruction from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
- ☐ Any questions, problems, or incidents should be reported to you, NOT to anyone else.
- ☐ It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their position checklist. This ensures critical consistency with respect to performance and information at the site.
- ☐ Review educational materials on prophylactic agents; become familiar with contraindications, potential drug interactions, medication/vaccine side effects, and disease symptoms.
- ☐ Review screening forms
- ☐ Assist in setting up dispensing site area
- ☐ Identify lead medical screener

On-site Operations

- ☐ Maintain unit log (if utilized)
- ☐ Ensure that the screening set up and supplies are available for the interview area
- ☐ Meet with interview staff and review mass prophylaxis process flow charts ensuring that staff have and are clear on treatment protocols.
- ☐ Monitor patient flow through POD areas and problem solve with Operations Chief

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)

Interviewers/Medical Screeners

Direct Supervisor: Interviewer/Medical Screeners Group Leader

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: A physician, nurse or paraprofessional such as an LPN, RMA (registered medical assistant), nurse assistants, pharmacy technicians, or nursing/medical/pharmacy dentistry students. At least one medical evaluator present should be an RN, NP, or PA.

Duties: Review patient history for those with contraindications and answer questions for informed consent if necessary.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet, if necessary
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Provide assistance to triage staff by assisting in the assessment of clients who appear ill
- ☐ Review screening form for those who have a potential contraindication or drug interaction
- ☐ Review client medical history and ensure that the consent form is complete
- ☐ Review medical conditions that could make the client ineligible to receive prophylactic agent.
- ☐ Confer with lead medical screener as needed
- ☐ Provide answers for medical questions concerning prophylaxis
- ☐ If there are no contraindications/interactions or disease symptoms, direct client to vaccination or dispensing waiting area.
- ☐ For non-English clients, contact an interpreter and obtain information needed to complete the screening form.

- ☐ If client refuses recommendation, document refusal
- ☐ If client opts out or is deferred, provide counseling, document client's status, and notify flow maintenance staff to escort the client to forms collections station.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)

Medical/Physician Evaluator

Direct Supervisor: Medical Staff Coordinator

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: A physician or registered nurse.

Duties: Evaluate/examine triaged ill persons and provide backup counseling if needed to persons identified with possible contraindications by medical screeners, and evaluate any immediate problems following dispensing/vaccination (e.g., fainting/anaphylaxis). Additionally, responsible to oversee medical decisions for the POD and respond to medical issues as needed.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Set up station as appropriate
- ☐ Perform medical evaluation to determine appropriate care and treatment for recipient
- ☐ Obtain contact information of recipient and maintain tracking documents as needed
- ☐ Determine if it is appropriate for a recipient to receive either standard treatment or an available (on site) alternative treatment.
- ☐ Return the recipient to the queue at the point they were diverted
- ☐ If more comprehensive medical intervention is required, refer the recipient to a healthcare facility for definitive intervention.
- ☐ Coordinate appropriate care of recipient with external facilities, or request medical transportation as needed
- ☐ Maintain recipient flow

- ☐ Provide routine progress and/or status reports to medical staff coordinator
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Contact Tracking Team Member

Direct Supervisor: Medical Staff Coordinator

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: Persons familiar with the contact surveillance process, disease specific signs/symptoms, and contact evaluation issues.

Duties: Provide separate medical screening, education, and registering of identified contacts and their household contacts. Additionally, register contacts for surveillance of symptoms and give instructions on any travel restrictions and reporting requirements.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet, if necessary
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Set up station as appropriate
- ☐ Establish rapport with all POD personnel and screener personnel to ensure they understand which personnel may need situational interviews for communicable disease investigations and tracking.
- ☐ Obtain contact information of recipient and maintain tracking documents as needed
- ☐ Return the recipient to the queue at the point they were diverted
- ☐ If more comprehensive medical intervention is required, refer the recipient to a physician for further definitive intervention.
- ☐ Provide routine progress and/or status reports to medical staff coordinator
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Vaccinator

Direct Supervisor: Medical Staff Coordinator

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: A professional trained in preparation and reconstitution of vaccines as allowed by State law.

Duties: Prepare vaccine vials for vaccination and deliver vaccine.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Ensure station has appropriate pharmaceuticals, Personal Protective Equipment (PPE), and other equipment needed.
- ☐ Ensure station is set up properly including leaving appropriate space for client confidentiality.
- ☐ Reconstitute vaccine into appropriate dosages according to instructions
- ☐ Maintain security and proper storage of vaccine
- ☐ Assess pharmaceutical supplies and request needed supplies from the medical staff coordinator.
- ☐ Distribute pharmaceutical supplies to vaccinator stations
- ☐ Vaccinate recipient
- ☐ Provide routine progress and/or status reports to medical staff coordinator as needed.
- ☐ Maintain adequate supply levels. Contact a runner for additional supplies.
- ☐ Only train on-coming vaccinators if directed to do so by medical staff coordinator

- ☐ Alternate roles with Vaccinator Assistant as needed
- ☐ Monitor colleagues and recipient for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Vaccinator Assistant

- ☐ Assist in setting up station
- ☐ Assist the vaccinator by:
 - ☐ Drawing up vaccine and apply appropriate needle.
 - ☐ Reviewing recipient's paperwork
 - ☐ Documenting that vaccine was administered on client forms
 - ☐ Assisting with bandaging if needed
 - ☐ Collect completed forms if necessary
 - ☐ Alternate roles with vaccinator as needed

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Behavioral Health Specialist

Direct Supervisor: Medical Staff Coordinator

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: A professional trained in behavioral health.

Duties: Provide counseling support to staff and recipients as needed.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.
- ☐ Familiarize self with all forms needed
- ☐ Introduce self and explain professional role and responsibilities to other staff members in physical area.
- ☐ Familiarize self with location of direct supervisor, POD supervisor, and security staff.

On-site Operations

- ☐ Collaborate with POD staff to create a safe and comfortable environment for recipients to receive information, emergency care, and support.
- ☐ Assess the behavioral health issues/needs of attendees and staff at POD sites
- ☐ Provide support to staff as needed
- ☐ Ensure availability of a private area to assist clients as needed
- ☐ Float around POD observing and monitoring clients for signs of fatigue or distress.
- ☐ Provide mental health support, education, and therapeutic intervention as needed. Refer to outside sources of support as necessary.
- ☐ Ensure that all recipients transiting your area have had their needs met and are as comfortable as possible with situation.

- ☐ Provide on-site counseling
- ☐ Identify and refer any recipient needing a mental health referral and/or follow-up
- ☐ Provide emergency behavioral health interventions as needed
- ☐ If necessary, coordinate with logistics staff to arrange transport for distressed individuals to appropriate locations for additional support/intervention.
- ☐ Document cases of clients and track numbers of clients provided support
- ☐ Utilize floaters/runners, as appropriate, to assist client throughout the remainder of their POD process or to the exit station
- ☐ Ensure scheduled breaks and relief for all group staff
- ☐ Review and confirm staffing levels for next day or next shift with medical staffing coordinator
- ☐ Provide routine progress and/or status reports to medical staffing coordinator

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Pharmacy Staff Coordinator

Direct Supervisor: Operations Chief

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: Pharmacist

Duties: Oversee security and control of medications/vaccines and dispensing operations.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.
- ☐ Determine and confirm numbers and types of pharmacy staff available by specialty. Assign or greet them as they arrive:
 - ☐ Pharmacists (dispensing personnel)
 - ☐ Pharmacy technicians
- ☐ Meet with your direct reports:
 - ☐ Brief all pharmacy staff on set up and operations
- ☐ Establish chain of command and performance expectations:
 - ☐ Your direct reports are to report ONLY to you.
 - ☐ They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
 - ☐ Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - ☐ It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their Position Checklist. This ensures critical consistency with respect to performance and information at the site.

- ☐ Emergency supplies to treat anaphylactic reactions must be available at the Medication/Vaccination Dispensing station.

On-site Operations

- ☐ Ensure station has appropriate forms and equipment needed
- ☐ Ensure station is set-up properly
- ☐ Instruct appropriate group staff on the policies and methods for preparation of medications
- ☐ Assess pharmaceutical supplies and request needed supplies through the Logistics Chief
- ☐ Maintain security and proper storage of pharmaceuticals
- ☐ Distribute pharmaceutical supplies to vaccinator/dispenser stations
- ☐ Ensure that all workstations and equipment are operational
- ☐ Ensure that all pharmaceutical and other supplies are available
- ☐ Ensure that drug information sheets are available
- ☐ Assign pharmacist(s) to provide counseling where needed
- ☐ Ensure drug utilization reviews are conducted as necessary
- ☐ Monitor patient flow through the process, and recommend movement of staff to the Incident Commander where necessary to reduce or eliminate bottlenecks in the process (e.g., recommend movement of staff to-and-from pharmacy, evaluation, and interview areas).
- ☐ Ensure all documents and reports are complete, accurate, and submitted to Operations Chief as needed
- ☐ Ensure scheduled breaks and relief for all group staff
- ☐ Ensure all group staff is adhering to proper PPE protocols
- ☐ Review and confirm staffing levels for next day or next shift with medical staff coordinator
- ☐ Provide routine progress and/or status reports to the medical staff coordinator
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment

- ☐ Identify issues for the After Action Report

Dispensing Personnel

(Pharmacist, Registered Nurses, Technicians)

Direct Supervisor: Pharmacy Staff Coordinator

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: Physician, pharmacist, registered nurses, registered pharmacy technicians (if pharmacist is on-site).

Duties: Dispense medications.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet, if necessary
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.
- ☐ Review educational materials on medications, becoming familiar with appropriate administration techniques, contraindications, potential drug interactions, medication/vaccine side effects, and disease symptoms.
- ☐ Assist in setting up dispensing site area
- ☐ Meet with medical screeners
- ☐ Familiarize self with POD layout and process
- ☐ Review emergency orders and become familiar with placement of emergency response supplies.
- ☐ The medication/vaccination prophylaxis standing orders must be approved and signed by a medical professional authorized to prescribe. In certain situations, the MDHSS chief medical officer may issue a state wide order.

On-site Operations

- ☐ Set up pharmacy properly with appropriate forms and equipment needed
- ☐ Check and set up all pharmaceutical supplies for dispensing

- ☐ Set up pill counting machines (if necessary) and start stocking prescriptions based on protocols
- ☐ Create labels for unit of dose bottles as instructed by CDC
- ☐ Place labels on unit of dose bottles
- ☐ Ensure that all prescriptions are filled via prescription form, retaining all forms
- ☐ Ensure availability of drug interactions forms and distribute with each prescription
- ☐ **(Optional)** Apply an ink stamp to the right hand of each person that receives medication, and do not issue medication to someone who already has a hand stamp. Other methods for identifying personnel who have received the medication may be utilized.
- ☐ Identify recipients of medication
- ☐ Review screening form to assure it is completed
- ☐ Be prepared to treat emergency situations
- ☐ Confer with medical screeners as needed
- ☐ Provide appropriate environment to give necessary medication, assuring as much privacy as possible.
- ☐ Provide recipients with needed prophylactics
- ☐ Ensure that each patient is dispensed the correct drug and strength
- ☐ Assure follow-up instructions are provided
- ☐ Complete and sign paperwork necessary
- ☐ Direct recipients to forms collection area
- ☐ Maintain security and proper storage of pharmaceuticals
- ☐ Assess pharmaceutical supplies and request needed supplies to the pharmacy staff coordinator.
- ☐ Distribute pharmaceutical supplies to dispenser stations
- ☐ Provide routine progress and/or status reports to the pharmacy staff coordinator
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment

- ☐ Identify issues for the After Action Report

Planning Chief

Direct Supervisor: POD Manager

EOC/ESF Interface: EOC Planning Manager, ESF 8 Public Health and Medical Services, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 7 Resource Support and ESF 12 Energy.

Qualifications: A public health or medical professional familiar with the dispensing/vaccination plan.

Duties: Provides situation status to POD Manager, develops incident action plan for POD establishment, coordinates all volunteer scheduling and recruitment, distributes job descriptions/checklists to command staff and section chiefs, and provides assistance to the command staff and section chiefs as needed.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Receive briefing from POD Manager; ensure knowledge of full mission request and plan of operations.
- ☐ Report to your assigned POD area for observation before beginning duties as needed.
- ☐ Meet with your direct reports. Conduct briefing for those reporting to you.
- ☐ Establish chain of command and performance expectations:
 - ☐ Your direct reports are to report ONLY to you.
 - ☐ They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
 - ☐ Any questions, problems, or incidents should be reported to you, NOT to anyone else
 - ☐ It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their position checklist. This ensures critical consistency with respect to performance and information at the site.

- ☐ Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments

On-site Operations

- ☐ At initial briefing, identify resources required for section operations
- ☐ Obtain the list of authorized POD staff and volunteers from regional planning body
- ☐ Confirm with POD Manager at least one hour prior to POD start time that staffing is adequate.
- ☐ Communicate workforce needs to POD Manager
- ☐ Perform hourly count of recipients and number of vaccinations/dispensed medications. Alert Operations Chief of the hourly status.
- ☐ Obtain necessary resources and support through the EOC
- ☐ Provide routine progress and/or status reports to POD Manager
- ☐ Ensure all documents and reports are complete for section and submitted appropriately:
 - ☐ Workforce sign-in/out sheets
 - ☐ Workforce prophylaxis/vaccination records
 - ☐ Equipment sign-in/out sheets
 - ☐ All completed job check lists, unit logs and general messages to POD Manager
- ☐ Ensure scheduled breaks and relief for the section is being appropriately handled
- ☐ Review and confirm staffing levels for next day or next shift with supervisors
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by the person you report to

Deactivation Phase

- ☐ Confirm with POD Manager the process for developing recovery/demobilization plan. Plan should include:
 - ☐ Instructions on how and when to pack up stations
 - ☐ Maps
 - ☐ Timelines
 - ☐ Determine who will take possession of all records
 - ☐ Assign specific tear down duties at each station and pack all equipment and supplies
 - ☐ Track and inventory materials used
 - ☐ Arrange return of equipment & supplies
 - ☐ Coordinate with facilities unit to restore facility to pre-POD conditions

- ☐ Secure facility and return keys to proper authority
- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report
- ☐ Conduct exit interviews with your direct reports
- ☐ Participate in the After Action process

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Incident Action Plan Team

Direct Supervisor: Planning Chief

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: A public health or medical professional familiar with the mass prophylaxis plan.

Duties: Develop and manage a plan of action for a POD utilizing the mass prophylaxis plan.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet, if necessary
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Complete a POD Incident Action Plan (IAP) with the command staff and ICS section leaders that will include:
 - ☐ POD incident briefing form
 - ☐ Assignment list
 - ☐ POD objectives
 - ☐ Command staff goals and objectives
 - ☐ Map(s) of facility and POD operation
 - ☐ POD communication plan from communications supervisor
 - ☐ Transportation plan
 - ☐ Security plan
 - ☐ Incident safety analysis from the Safety Officer
- ☐ Develop a plan to provide prophylaxis/vaccination to emergency dispensing site staff, other responders and health care workers in the community, and their families, prior to opening the site to the public.

- ☐ Use the process of providing prophylaxis/vaccination to volunteer staff and their families as a training and practice session to identify the need for more training and for adjustments to the dispensing site setup and flow.
- ☐ The standing orders must be approved and signed by a medical professional authorized to prescribe. In certain situations, the State of Idaho Chief Medical Officer may issue a statewide order.
- ☐ Coordinate credential and identification process of workforce
- ☐ Monitor colleagues for signs of fatigue and distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Staff Resources Coordinator

Direct Supervisor: Planning Chief

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Person should have good organization skills, interpersonal skills, and leadership experience.

Duties: Coordinate staff/volunteer check-in, staff schedules, and provide equipment/resources needed to support staff assignments.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Ensure Staging Area has appropriate materials and equipment needed
- ☐ Ensure Staging Area is set-up properly
- ☐ Obtain from Planning Chief list of authorized POD staff and volunteers
- ☐ Oversee workforce sign-in process, ensure accuracy and completeness of forms
- ☐ Work with communications representative for proper distribution of internal communication devices (e.g., two-way radio assignments).
- ☐ Coordinate credential and identification process of workforce, if necessary.
- ☐ Oversee workforce vaccination/dispensing and ensure adherence to infection control procedures.
- ☐ Oversee incident specific training
- ☐ Maintain adequate supply levels. Contact a runner for additional supplies.
- ☐ Answer workforce member questions within scope of training and qualifications

- ☐ If a family member of a POD worker comes to the POD asking to speak with their relative, contact a floater/runner to find/radio the general staff coordinator. Be sure to keep that family member at the door. Contact security if necessary.
- ☐ Assign a Staging Area group staff member to be the point of contact for families to reach POD staff and volunteers on duty.
- ☐ Ensure scheduled breaks and relief for all staging area staff
- ☐ Review and confirm staffing levels for next day or next shift with Planning Chief
- ☐ Provide list of workforce per shift to the general staff coordinator
- ☐ Maintain Unit Log to document all actions and decisions of group
- ☐ Provide routine progress and/or status reports to Planning Chief
- ☐ Monitor colleagues for signs of fatigue and distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Staff Resource Coordinator

Direct Supervisor: Planning Chief

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Person with good organizational skills, interpersonal skills, and leadership experience.

Duties: Manage staff and volunteer check-in and check-out, staff schedules, and shift changes with POD Manager and Planning Chief.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.
- ☐ Familiarize self with all forms needed

On-site Operations

- ☐ Set-up staging area with appropriate materials and equipment
- ☐ Conduct sign-in process of staff and volunteers as they arrive at staging area:
 - ☐ Sign in documenting time
 - ☐ Verify credentials and identification
 - ☐ Ensure identification is appropriately worn
 - ☐ Sign out equipment
 - ☐ Distribute resource packets
- ☐ Refer workforce member questions to appropriate persons
- ☐ If a family member of a POD worker comes to the POD asking to speak with their relative, contact a floater/runner to find/radio the supervisor. Be sure to keep that family member at the door. Contact security if necessary.
- ☐ Maintain adequate supply levels. Contact a runner for additional supplies.

- ☐ During shift change or at close of POD, conduct sign-out process of staff and volunteers:
 - ☐ Collect identification
 - ☐ Sign in equipment
 - ☐ Hand out exit materials
- ☐ Report any security breaches or non-workforce individuals in the staging area to your supervisor.
- ☐ Provide routine progress and/or status reports to supervisor
- ☐ Monitor colleagues and clients for signs of fatigue or distress, notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Recovery/Demobilization Staff

Direct Supervisor: Planning Chief

EOC/ESF Interface: ESF 3 Public Works and Engineering and ESF 7 Resource Support

Qualifications: Persons should have good organizational skills, interpersonal skills, and leadership experience.

Duties: In coordination with the logistics section, plan and execute closing of POD by assembling and packing all supplies and equipment into a ready-for-use status.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet, if necessary
- ☐ Receive prophylaxis/vaccination, if not already treated.
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Meet with Planning Chief to develop recovery/demobilization plan
- ☐ Recovery/demobilization plan should include:
 - ☐ Instructions on how and when to pack up stations
 - ☐ Maps
 - ☐ Timelines
 - ☐ Determine who will take possession of all records
 - ☐ Tear down and pack all equipment and supplies
 - ☐ Arrange return of equipment & supplies
 - ☐ Restore facility to pre-POD conditions
 - ☐ Secure facility and return keys to proper authority
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Credentialing Coordinator

Direct Supervisor: Planning Chief

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: Background and experience in developing and managing credentialing programs.

Duties: Manage credentialing registration and verification for professional members staffing the POD.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Ensure staging area has appropriate materials and equipment needed
- ☐ Utilize on-site system for verification of credentials
- ☐ Verify that copies of all licenses for physicians, registered nurses, pharmacists, and other professional members are kept at SDHD.
- ☐ Verify that copies of volunteer applications and all volunteer training documentation are kept at SDHD.
- ☐ Provide routine progress and/or status reports to Planning Chief
- ☐ Monitor colleagues for signs of fatigue and distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD

- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

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Community Volunteer Coordinator

Direct Supervisor: Planning Chief

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Background and experience in developing and managing volunteer programs.

Duties: Manage volunteer registration and assignments.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Ensure work area has appropriate materials and equipment needed
- ☐ Coordinate volunteer work schedule with planning section leader and administration
- ☐ Verify that copies of volunteer applications and all volunteer training is documented
- ☐ For those volunteers that are physicians, registered nurses, and pharmacists, copies must be made of all licenses and verified with credentialing coordinator.
- ☐ Provide routine progress and/or status reports to Planning Chief
- ☐ Monitor colleagues for signs of fatigue and distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area

- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

June 2010

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Logistics Chief

Direct Supervisor: POD Manager

EOC/ESF Interface: EOC Logistics Manager, ESF 7 Resource Support, ESF 1 Transportation, ESF 2 Communications and Warning, ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services, ESF 8 Public Health and Medical Services, ESF 12 Energy, and Annex C Financial Management.

Qualifications: Good organizational skills, interpersonal skills, and leadership experience.

Duties: Responsible for overall logistics direction, control, and supervision of personnel.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Receive briefing from POD Manager; ensure knowledge of full mission request and plan of operations.
- ☐ Confirm activation of your direct reports, and assign or greet them as they arrive
- ☐ Meet with your direct reports
- ☐ Establish chain of command and performance expectations:
 - ☐ Your direct reports are to report ONLY to you.
 - ☐ They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
 - ☐ Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - ☐ It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their position checklist. This ensures critical consistency with respect to performance and information at the site.
- ☐ Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments.

- ☐ Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
 - ☐ Facility overview, including locations of stations, restrooms, break rooms, emergency exits, etc.
 - ☐ Communications protocol
 - ☐ Role of logistics in this operation: services you provide, problems you solve, etc.
- ☐ Ensure shipment of equipment/supplies and arrange for transport to treatment site
- ☐ Ensure that ground transportation is ordered and available for all staff when team reaches destination
- ☐ Establish communications protocols

On-site Operations

- ☐ At initial briefing, identify units within the section to be activated and resources required for section operations.
- ☐ Confirm with POD Manager at least 1.5 hours prior to start time, that the facilities coordinator has set-up all equipment and supplies on site and facility is ready to open.
- ☐ Conduct a general inspection of the facility prior to it becoming operational with the Safety Officer and the facility representative.
- ☐ Confirm that security is on-site
- ☐ Set up all communications equipment (phones, computers, and radios) and establish communications protocols.
- ☐ Confirm that transportation and traffic control plans are activated
- ☐ Obtain information and updates from those reporting to you for resources needed and resources requested.
- ☐ Obtain necessary resources through the EOC
- ☐ Communicate all requests for incoming and outgoing resources with POD Manager.
- ☐ Anticipate staff needs and request additional staff as needed
- ☐ Arrange for transportation of staff members to and from the treatment site.
- ☐ Provide logistical support as needed by each station
- ☐ When requests come from the Operations Chief for additional pharmaceuticals, determine through the supply/equipment coordinator if enough supplies are on-site, or if supplies need to be ordered through the appropriate vendors/institutions.
- ☐ Coordinate medical waste management according to pre-arranged agreements through the EOC
- ☐ Ensure appropriate numbers of workforce meals are being planned with work force coordinator
- ☐ Provide routine progress and/or status reports to POD Manager

- ☐ Ensure all documents and reports are complete for section and submitted appropriately:
 - ☐ All supply and inventory documents
 - ☐ All sign off documents when supplies were delivered
 - ☐ Modified POD floor plan if available
 - ☐ Workforce medical staff activity documentation
 - ☐ POD communication plan
 - ☐ Documentation from waste removal services
 - ☐ All completed job action sheets, unit logs, and general messages to POD Manager
- ☐ Anticipate possible resource needs and support requirements for the POD
- ☐ Coordinate with the EOC when receiving notification of significant illnesses and injuries from the medical staff.
- ☐ Participate in the recovery/demobilization planning process
- ☐ Ensure scheduled breaks and relief for the section is being appropriately handled
- ☐ Review and confirm staffing levels for next day or next shift with supervisors and leaders.
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ Coordinate with Planning Chief plans for recovery/demobilization
- ☐ Assist with restoring facility to pre-POD conditions
- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

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Supplies/Equipment Coordinator

Direct Supervisor: Logistics Chief

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Professionals familiar with handling pharmaceuticals/vaccines, medical supplies, and general supplies/equipment.

Duties: Responsible for overall logistics of POD supplies and equipment, tracking pharmaceutical/vaccine supply receipt, storage, and distribution, and inventory of medical supplies.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Obtain POD inventory documentation from facilities coordinator
- ☐ Coordinate and assist for arrival of interim stockpile caches
- ☐ Coordinate and assist for arrival of SNS supplies:
 - ☐ Prepare loading docks and hand trucks
 - ☐ Establish refrigeration needs
 - ☐ Procure security needs for controlled substances
 - ☐ Establish documentation and sign-off procedures for supplies when delivered
- ☐ Manage distribution and accountability of pharmaceuticals/vaccines to appropriate POD stations in facility
- ☐ Ensure that current, future resource and supply requirements have been closely estimated
- ☐ Re-supply dispensing/vaccination stations
- ☐ Maintain an inventory and accountability record of supplies and equipment

- ☐ Maintain inventory of medical supplies
- ☐ Process all orders for resources and supplies working with the finance and administration section.
- ☐ Provide routine progress and/or status reports to Logistics Chief
- ☐ Ensure scheduled breaks and relief for unit staff
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Transportation Coordinator

Direct Supervisor: Logistics Chief

EOC/ESF Interface: ESF 1 Transportation and ESF 3 Public Works and Engineering

Qualifications: Persons should be familiar with local roadways, have a current valid driver's license, and be able to safely operate a vehicle.

Duties: Arrange for necessary transportation for staff and citizens.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Assess all transportation requirements
- ☐ Coordinate the transport of community citizens and staff to and from the POD as needed.
- ☐ Coordinate the transport of resources into the POD
- ☐ Communicate with local transportation services to coordinate the transport
- ☐ Assemble and record information on the use of rental, contract, and agency transportation equipment
- ☐ Ensure that all agreements, contracts, and inspections are completed and copies filed with the procurement unit
- ☐ Document needed information and track resources as necessary
- ☐ Provide routine progress and/or status reports to Logistics Chief
- ☐ Monitor colleagues and recipients for signs of fatigue or distress; notify your supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by your supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Facilities Coordinator

Direct Supervisor: Logistics Chief

EOC/ESF Interface: ESF 3 Public Works and Engineering, ESF 6 Mass Care, Emergency Assistance, Housing, Human Services, and ESF 12 Energy

Qualifications: Persons should be able to lift, carry, and transport supplies and refuse to and from the site.

Duties: Oversee POD set-up and demobilization, general maintenance, manage utilities, remove refuse and coordinate removal of medical waste, maintain restrooms, and provide general equipment (e.g., chairs, tables, lights) as needed.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Contact appropriate facility representative to open the facility
- ☐ Call pre-designated facilities staff to report for POD set-up
- ☐ Contact the POD Manager (or Logistics Chief if already assigned) to brief on facilities staff availability and POD set-up timeline.
- ☐ Ensure that security will be on site when setting up the POD
- ☐ Ensure that transportation issues (such as snow plowing) and traffic control plans are activated
- ☐ When traffic control personnel arrive on site, be sure to coordinate plans with them.
- ☐ Gather appropriate supplies and document the inventory
- ☐ Set-up POD according to POD floor plan
- ☐ Set up, test, maintain, and arrange for repair of technological equipment (e.g., fax, copy machines, phones, etc.). Work with communications supervisor as needed.

- ☐ Attend initial briefing/planning meeting with command staff and section chiefs to review POD set-up.
- ☐ Turn over remaining inventory and documentation to supply/equipment personnel when that position is assigned.
- ☐ Determine appropriate number of staff needed for on-going maintenance of POD.
- ☐ Reassess POD set-up if disruptions in client flow patterns are reported by the Operations Chief.
- ☐ Develop a schedule for removal of garbage from workforce food area and throughout POD.
- ☐ Coordinate medical waste management (in accordance with state statutes) according to prearranged agreements through the Logistics Chief.
- ☐ Assist with spills and clean up while monitoring proper Occupational Safety and Health Administration (OSHA) standards.
- ☐ Develop a schedule for monitoring restroom supplies and clean up
- ☐ Continuously work with facility representative for facility maintenance needs
- ☐ Ensure scheduled breaks and relief for unit staff
- ☐ Review and confirm staffing levels for next day or next shift with Logistics Chief.
- ☐ Provide routine progress and/or status reports to Logistics Chief
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ Coordinate with Planning Chief plans for recovery/demobilization
- ☐ Assist with restoring facility to pre-POD conditions
- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Communications Support Coordinator

Direct Supervisor: Logistics Chief

EOC/ESF Interface: ESF 2 Communications and Warning and ESF 15 Public Information

Qualifications: Persons familiar with communications systems.

Duties: Responsible for overall communication systems (both internal and external) at the POD.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Establish contact with Liaison Officer and ESF 2 Communications for external communication coordination (e.g., radios).
- ☐ Work with workforce staging area for internal communication (e.g., two-way radio) assignments.
- ☐ Develop a POD communication plan to include:
 - ☐ Assessment of technological equipment (e.g., fax, phones) and communication device (e.g., radios) needs
 - ☐ Assessment of internal and external telephone system
 - ☐ Inventory of technological equipment and communication devices to provide for accountability and for recovery/demobilization purposes
 - ☐ Contingency plans for power and telephone outages such as using amateur radio operators
 - ☐ Proper storage of all communication equipment
- ☐ Request needed items through the Logistics Chief
- ☐ Establish a POD message board for the command staff and section chiefs

- ☐ Monitor POD message board for the command staff and section chiefs
- ☐ Set up, test, maintain and arrange for repair of technological equipment and communication devices.
- ☐ Maintain technological equipment (e.g., fax, phones) and communication device (e.g., radios) inventory to provide for accountability and for demobilization.
- ☐ Ensure proper use and storage of all communication equipment
- ☐ Distribute communication devices to appropriate workforce
- ☐ Ensure scheduled breaks and relief for all group staff
- ☐ Review and confirm staffing levels for next day or next shift with Logistics Chief.
- ☐ Provide routine progress and/or status reports to Logistics Chief
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ Coordinate with Planning Chief plans for recovery/demobilization
- ☐ Assist with restoring facility to pre-POD conditions
- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Workforce Coordinator

Direct Supervisor: Logistics Chief

EOC/ESF Interface: ESF 7 Resource Support

Qualifications: Persons should have good organizational skills, interpersonal skills, and leadership experience.

Duties: Lead and supervise staff, instruct personnel on their duties and responsibilities, and serve as a point of contact for families to reach POD staff/volunteers.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Develop list of the workforce available per shift
- ☐ Work with Logistics Chief and the ESF 6 Mass Care food services coordinator to determine the number of workforce needing meals, and estimate number of meals to be served for the duration of the POD.
- ☐ Assist with space utilization, facilities set-up, and equipment for workforce food area and workforce medical/mental health area.
- ☐ Approve contingency plans for continuing food service
- ☐ Enforce rules for safe food handling
- ☐ Monitor workforce flow patterns during meals
- ☐ Request assistance from outside medical personnel if needed and brief Logistics Chief
- ☐ Ensure proper documentation is maintained for all workforce medical/mental health unit activities
- ☐ Serve as the contact person for family members looking for a POD worker by taking a message at the door

- ☐ Ensure scheduled breaks and relief for all unit staff
- ☐ Review and confirm staffing levels for next day or next shift with Logistics Chief.
- ☐ Provide routine progress and/or status reports to Logistics Chief
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Food Service Staff

Direct Supervisor: Workforce Coordinator

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

Qualifications: Persons with knowledge and managerial skills in food service operations.

Duties: Support staff with a safe and healthy meal service.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Work with Workforce Coordinator to determine the number of workforce needing meals, and estimate number of meals to be served for the duration of the POD.
- ☐ Determine space and facilities needed for kitchen and dining area set-up
- ☐ Ensure food service facilities are set-up properly
- ☐ Determine mealtimes, coordinating with shift changes
- ☐ Develop contingency plans to ensure continuing food service
- ☐ Establish and operate supplemental food system consisting of extra snacks, fruit, beverages, and condiments
- ☐ Submit list of food and water needs to supply/equipment coordinator
- ☐ Inventory food and water supply and estimate when re-supply will be needed
- ☐ Make safety and health rules known to food services staff regarding food handling
- ☐ Develop schedule for removal of garbage
- ☐ Monitor workforce flow patterns during meals
- ☐ Ensure scheduled breaks and relief for all unit staff
- ☐ Review and confirm staffing levels for next day or next shift with workforce services supervisor.

- ☐ Provide routine progress and/or status reports to workforce services supervisor
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Child Care Staff

Direct Supervisor: Work Force Coordinator

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

Qualifications: Persons with certification in child care services and/or ability to manage children in safe environment.

Duties: Provide child care services for staff performing POD duties/jobs.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed.
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

Note: The Child Care staff is responsible for establishing and maintaining childcare services for staff at each POD. It must be assumed that if PODs have been activated, normal day-to-day functioning has been affected and children are not in school or daycare. If community volunteers are recruited, it will be necessary to provide on-site childcare services.

- ☐ Work with workforce services coordinator to determine the number of workforce members needing child care, and estimate staff needed to provide child care for the duration of the POD.
- ☐ Child care staff must be certified in accordance with state statutes
- ☐ Determine space and facilities needed for care
- ☐ Ensure food service facilities are available for children
- ☐ Develop contingency plans to ensure continuing child care
- ☐ Make safety and health rules known to staff regarding communicable disease prevention
- ☐ Ensure scheduled breaks and relief for all unit staff

- ☐ Review and confirm staffing levels for the next day or next shift with workforce services coordinator.
- ☐ Provide routine progress and/or status reports to workforce services coordinator
- ☐ Monitor colleagues and clients for signs of fatigue or distress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Finance and Administration Chief

Direct Supervisor: POD Manager

ESF Interface: Annex C Financial Management

Qualifications: Must have accounting background and experience developing accounting systems.

Duties: Develop a system for tracking and recording incident personnel and equipment expenses, track all equipment invoices/expenses, assure payment, and track all personnel time related to incident.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed.
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.
- ☐ Receive briefing from POD Manager; ensure knowledge of full mission request and plan of operations.
- ☐ Confirm activation of your direct reports, and assign or greet them as they arrive.
- ☐ Meet with your direct reports
- ☐ Establish chain of command and performance expectations:
 - ☐ Your direct reports are to report ONLY to you.
 - ☐ They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or a Safety Officer if regarding a safety issue).
 - ☐ Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - ☐ It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in their position checklist. This ensures critical consistency with respect to performance and information at the site.

- ☐ Ensure that they are personally prepared, self-sufficient, and adequately equipped to perform their assignments.
- ☐ Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
 - ☐ Facility overview, including locations of stations, restrooms, break rooms, emergency exits, etc.
 - ☐ Communications protocol
 - ☐ Role of Finance and Administration in this operation: services you provide, problems you solve, etc.
- ☐ Ensure shipment of equipment/supplies and arrange for transport to treatment site
- ☐ Ensure that ground transportation is ordered and available for all staff when team reaches destination
- ☐ Establish communications protocols

On-site Operations

- ☐ At initial briefing, identify resources required for section operations.
- ☐ Coordinate with EOC for financial and cost information if necessary
- ☐ Obtain resources needed throughout documentation process
- ☐ Maintain security of documents and records
- ☐ Ensure accuracy of documents in compliance with the proper jurisdictions and/or EOC policies
- ☐ Ensure all documents and reports are complete for section and submitted appropriately prior to demobilization
- ☐ Collect all completed job action sheets, unit logs and general messages
- ☐ Ensure scheduled breaks and relief for all unit staff
- ☐ Review and confirm staffing levels for the next day or next shift.
- ☐ Provide routine progress and/or status reports to POD Manager
- ☐ Monitor colleagues and clients for signs of fatigue and distress, notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ Coordinate with Planning Chief plans for demobilization
- ☐ Assist with restoring facility to pre-POD conditions
- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)

- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Procurement Coordinator

Direct Supervisor: Finance & Administration Chief

ESF Interface: ESF 7 Resource Support

Qualifications: Must have accounting/procurement/contracts background and experience.

Duties: Requisition/contract equipment and supplies, track all equipment invoices/expenses, and assure payment of same

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Prepare documents in compliance with the proper jurisdictions and/or DSR/EOC policies as assigned by Finance & Administration Chief. This may include:
 - ☐ Contracts and agreements with supply vendors
 - ☐ Resource logs
 - ☐ Agency specific records and summaries
 - ☐ Unit log/status report compilation
- ☐ Coordinate cost data in contracts with Cost Unit coordinator
- ☐ Maintain security of documents and records
- ☐ Ensure that all records are current and complete prior to demobilization
- ☐ Report disruptions and changes to Finance & Administration Chief
- ☐ Release reports to Finance & Administration Chief as requested
- ☐ Provide routine progress and/or status reports to Finance & Administration Chief

- ☐ Monitor colleagues and clients for signs of fatigue or stress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Cost Unit Coordinator

Direct Supervisor: Finance & Administration Chief

EOC/ESF Interface: Annex C Financial Management

Qualifications: Must have accounting background and experience developing accounting systems.

Duties: Develop a system for tracking and recording incident personnel and equipment expenses and track all personnel time related to incident.

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Prepare documents in compliance with the proper jurisdictions and/or DSR/EOC policies as assigned by Finance & Administration Chief. This may include:
 - ☐ Cost summaries or spreadsheets
 - ☐ Agency specific records and summaries
 - ☐ Unit log/status report compilation
- ☐ Maintain security of documents and records
- ☐ Ensure that all records are current and complete prior to demobilization
- ☐ Report disruptions and changes to Finance & Administration Chief
- ☐ Release reports to Finance & Administration Chief as requested
- ☐ Provide routine progress and/or status reports to Finance & Administration Chief
- ☐ Monitor colleagues and clients for signs of fatigue or stress; notify direct supervisor as appropriate.
- ☐ Perform other duties as assigned and approved by direct supervisor.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area
- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

Data Management Coordinator

Direct Supervisor: Finance & Administration Chief

EOC/ESF Interface: ESF 8 Public Health and Medical Services

Qualifications: Persons with data management skills

Duties: Perform medical data entry

Upon Activation

- ☐ Review your position checklist and check off tasks as they are completed
- ☐ Check in with Credentialing Coordinator, validate credentials, and put on ID badge and vest.
- ☐ Sign out equipment and resource packet
- ☐ Receive prophylaxis/vaccination, if not already treated
- ☐ Sign necessary forms, if applicable (confidentiality forms, etc.)
- ☐ Attend overall staff briefing
- ☐ Familiarize self with POD layout and process
- ☐ Review Mass Prophylaxis Planning Guide
- ☐ Report to your assigned POD area for observation before beginning duties as needed.

On-site Operations

- ☐ Assist with the set-up of the data entry area and any other areas as requested

Note: Data Coordinator is in charge of tracking all patient information collected during the process through the site.

- ☐ Receive paperwork from check-out station
- ☐ If computer resources are available, enter data as it arrives. Data should be entered on each recipient as required by the SDHD SNS Plan.
- ☐ Generate reports for the administration chief as requested
- ☐ Certain administrative documents and worksheets will be required to assist in dispensing site management and keeping track of the medications or vaccines. These documents will be provided by SDHD and or supply coordinator from the planning section.

Deactivation Phase

- ☐ When relieved, hand-in all documents, including position check list with feedback, to direct supervisor.
- ☐ Participate in scheduled debriefing at shift change or close of POD
- ☐ Return to workforce staging area

- ☐ Return identification (vest, ID badge, etc.)
- ☐ Sign in equipment
- ☐ Identify issues for the After Action Report

June 2010

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Annex E

Terrorism

I. Purpose

- 1) The purpose of this plan is to establish basic procedures for responding to terrorist incidents in Oneida County; and
- 2) To protect emergency response workers and the populace from terrorist incidents; and
- 3) To coordinate and expedite activities and actions required to initiate an operation; and
- 4) To ensure the most effective use of resources in the shortest time and in the safest, most economical manner; and
- 5) To establish cooperative agency resource ordering procedures, unified command, and communications methods; and
- 6) To establish cooperative terrorism response planning efforts.

II. Concept of Operations

1) Notification & Communication

- a) During a terrorist event, notification and communication issues will be handled on two levels. Oneida 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.
- b) The Oneida County 911 Dispatch Center will serve as the 24-hour contact points for notification of terrorist incidents.
- c) When notified of an actual or potential terrorist incident, the dispatcher will immediately record the available information.
- d) 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. Oneida County Emergency Services 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.
- e) 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.
- f) 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.

- g) 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.
- h) All personnel will use proper radio etiquette and will use clear text for all radio transmissions.

2) **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.

3) **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.

4) **Unified Command**

Unified Command is a unified team effort which allows all agencies with jurisdictional, and in some cases functional responsibility for the incident, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. In Unified Command, resources stay under the

administrative and policy control of their respective agencies. Unified Command's functions include:

- a) Decide on strategies, plans, and resources needed to resolve the incident.
- b) Decide which Incident Commander will act as spokesperson for the operational period.
- c) 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.
- d) Decide on demobilization priorities.

5) Initial Actions

- a) The Incident Commanders (IC) will immediately assess the situation. The IC can then select the most appropriate strategy or combination of strategies.
- b) 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.
- c) 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.
- d) Other Incident Command System (ICS) features — Staging, Base, etc., should be established as required.

6) Priority of goals on a terrorist incident should be:

- a) First, protect life
- b) Second, stabilize the incident
- c) Third, protect property and the environment
- d) Fourth, preserve evidence

7) 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.

8) **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.

9) **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.

10) **Response Levels:** Three levels have been identified to facilitate the response to any type of crisis situation in Oneida 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.

11) **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.

12) 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.

13) Access and Road Closures

- a) The Incident Commanders will request and obtain authority for road closures from the responsible agencies, as necessary.
- b) The Incident Commanders will determine perimeters to control access.
 - i) Outer Perimeter - Access permitted to authorized emergency responders.
 - ii) Inner Perimeter - Access permitted only by approval of Incident Commanders to those actually involved in incident response.
- c) 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.

14) Evacuation and Transportation (see Annex B Evacuation and ESF 1 Transportation)

- a) The Incident Commanders will determine if evacuation of threatened areas should be recommended.
- b) Evacuation warning/notification should be carried out by law enforcement agencies whenever possible, assisted by fire agencies if necessary.

15) Methods of warning may include (see ESF 2 Communications):

- a) Emergency vehicle Public Announcement (PA) Systems
- b) Door to door
- c) Local broadcast media
- d) Emergency Alert System

16) Evacuation transportation may include the following (see ESF 1 Transportation):

- a) Personal vehicles
- b) Emergency vehicles
- c) Local school busses

17) Sheltering (see ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services):

- a) Any time evacuation occurs due to a terrorist incident, the Incident Commanders will notify Dispatch, who will then contact the American Red Cross (ARC).
- b) The American Red Cross (ARC) will open a shelter or make other arrangements for evacuees, as required.

18) 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 Southeastern Health District 6 should be contacted immediately because only Southeastern Health District 6 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.

19) 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.**

20) Search and Rescue (see ESF 9 Search and Rescue)

- a) The Incident Commanders will determine when search and rescue operations are required.
- b) Search and rescue operations will be coordinated by the Oneida County Sheriff's Office.
- c) If necessary, other Law Enforcement, Fire Agencies, Hazmat Teams, and resources such as Idaho Mountain Search and Rescue may conduct search and rescue.
- d) 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

1) 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.

2) 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.

- a) **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.

- b) **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.
- c) **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.
- d) **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.
- e) **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.
- f) **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:

- 1) Personnel records
- 2) Time keeping records
- 3) Injury records
- 4) Exposure records
- 5) Equipment procurement and use records
- 6) Dispatch Logs

V. Safety

The safety and welfare of emergency responders shall be the first and foremost consideration in all incident operations and decisions.

1) Training

Oneida 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.

2) Personal Protective Equipment

Personnel protective equipment for events involving chemical or biological agents is:

a) Level A Protection

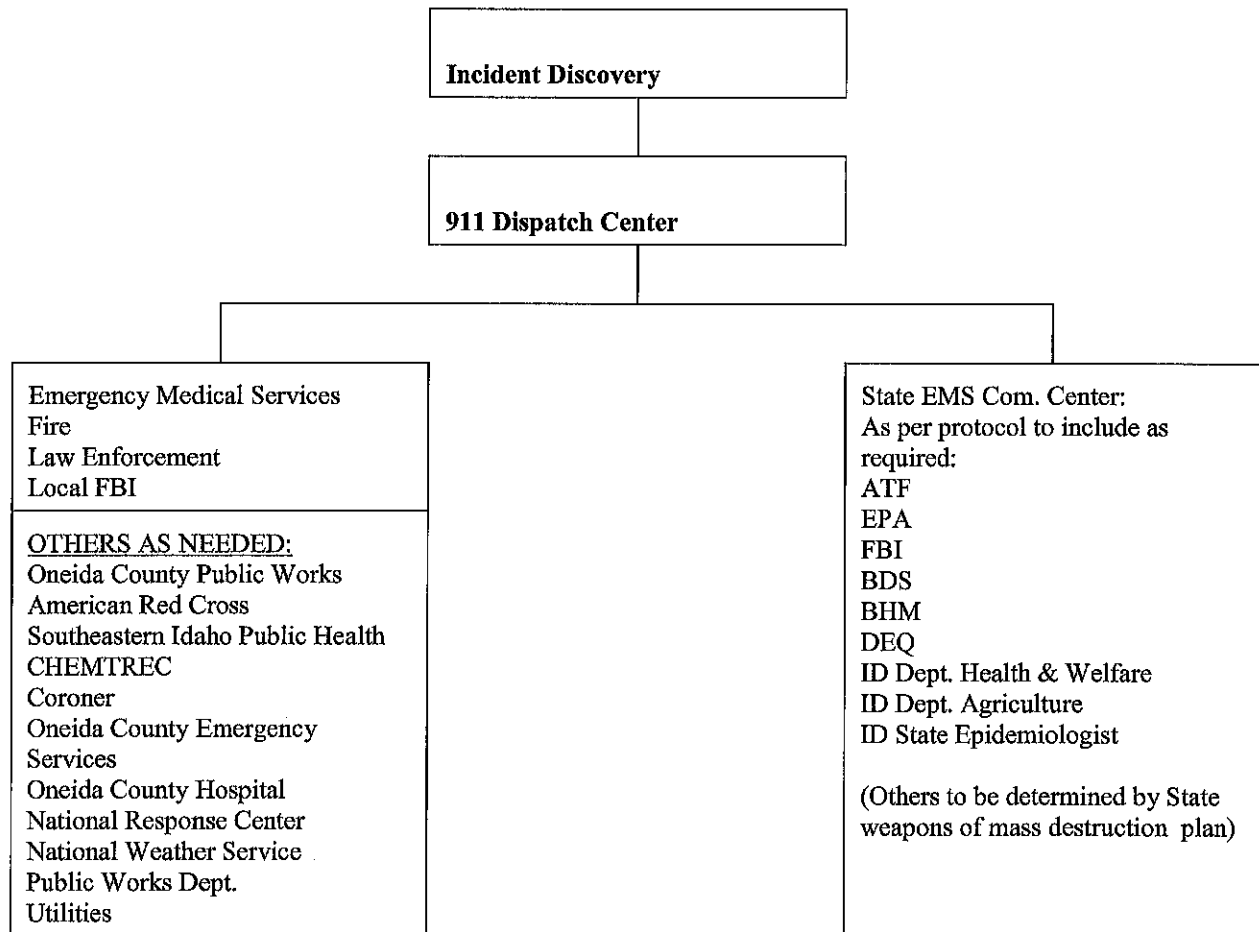
- i) Supplied-air respirator (Mine Safety and Health Administration (MSHA) and National Institute for Occupational Safety and Health (NIOSH) approved). Respirators may be pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand, airline respirators
- ii) Fully encapsulating, vapor 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
- b) 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.
- c) 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
- d) Level D Protection
 - i) Work uniform (shoes, shirt, trousers, etc.)
 - ii) Coveralls - optional
 - iii) Gloves - optional
 - iv) Chemical resistant boots - optional
 - v) Goggles - optional

VI. 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



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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., easy to pilfer), 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 predesignated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

Federal Resource Coordinator (FRC): The Federal official appointed to manage Federal resource support activities related to non-Stafford Act incidents. The FRC is responsible for coordinating support from other Federal departments and agencies using interagency agreements and MOUs.

First Responder: Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

Hazardous Material: For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

Hazardous Substance: As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

Historic Property: Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w)(5)].

Incident: An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland 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.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Interagency Fire Center (NIFC): A facility located in Boise, ID, that is jointly operated by several federal agencies and is dedicated to coordination, logistical support, and improved weather services in support of fire management operations throughout the United States.

Natural Resources: Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

National Response Center: A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.

National Special Security Event (NSSE): A designated event that, by virtue of its political, economic, social, or religious significance, may be the target of terrorism or other criminal activity.

Nongovernmental Organization (NGO): A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Nuclear Incident Response Team (NIRT): Created by the Homeland Security Act to provide DHS with a nuclear/radiological response capability. When activated, the NIRT consists of specialized Federal response teams drawn from DOE and/or EPA. These teams may become DHS operational assets providing technical expertise and equipment when activated during a crisis or in response to a nuclear/radiological incident as part of the DHS Federal response.

On-Scene Coordinator (OSC): See **Federal On-Scene Coordinator**.

Pollutant or Contaminant: As defined in the NCP, includes, but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either

directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such organisms or their offspring.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention: Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Principal Federal Official (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Private Sector: Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

Public Assistance Program: The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Health: Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

Public Works: Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Radiological Emergency Response Teams (RERTs): Teams provided by EPA's Office of Radiation and Indoor Air to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.

Recovery: The development, coordination, ability; inventory, deployment, issue, and coordination, and execution of service- and site-restoration plans for impacted communities and

the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Senior Federal Official (SFO): An individual representing a Federal department or agency with primary statutory responsibility for incident management. SFOs utilize existing authorities, expertise, and capabilities to aid in management of the incident working in coordination with other members of the JFO Coordination Group.

Situation Assessment: The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision making.

State: Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Strategic: Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategic Plan: A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Subject-Matter Expert (SME): An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill.

Telecommunications: The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic, or optical means. Telecommunications includes all aspects of transmitting information.

Terrorism: Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Transportation Management: Transportation prioritizing, ordering, sourcing, and acquisition; time phasing plans; fleet management; and movement coordination and tracking.

Tribe: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Unaffiliated Volunteer: An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a “spontaneous” or “emergent” volunteer.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan. (See page 10 for discussion on DOD forces.)

United States: The term “United States,” when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Unsolicited Goods: Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Volunteer: Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center: Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

Weapon of Mass Destruction (WMD): As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Wireless Priority Service (WPS): WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.

NIMS Acronym List

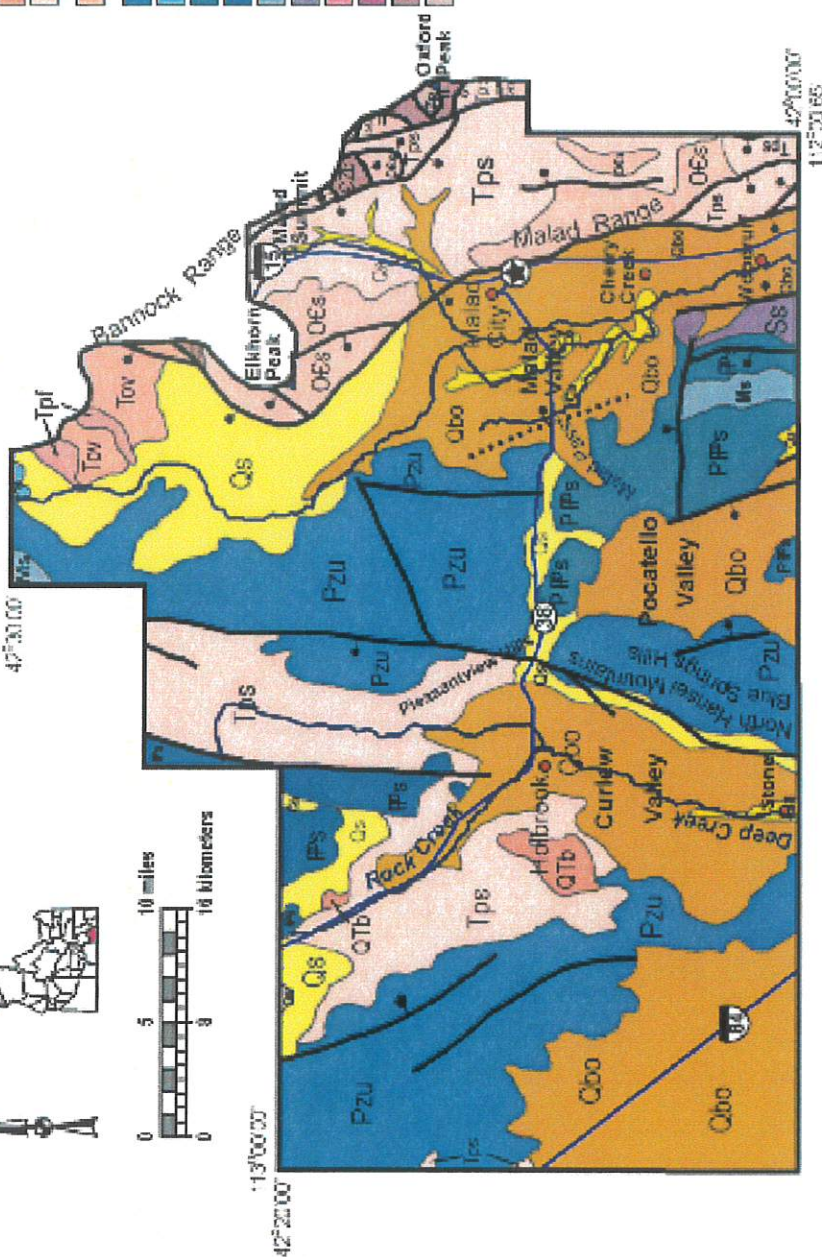
ALS	Advanced Life Support
APHIS	Animal and Plant Health Inspection Service
BHS	Bureau of Homeland Security
CBO	Community-Based Organization
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
DEQ	Division of Environmental Quality
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOC	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
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

Oneida County, Idaho



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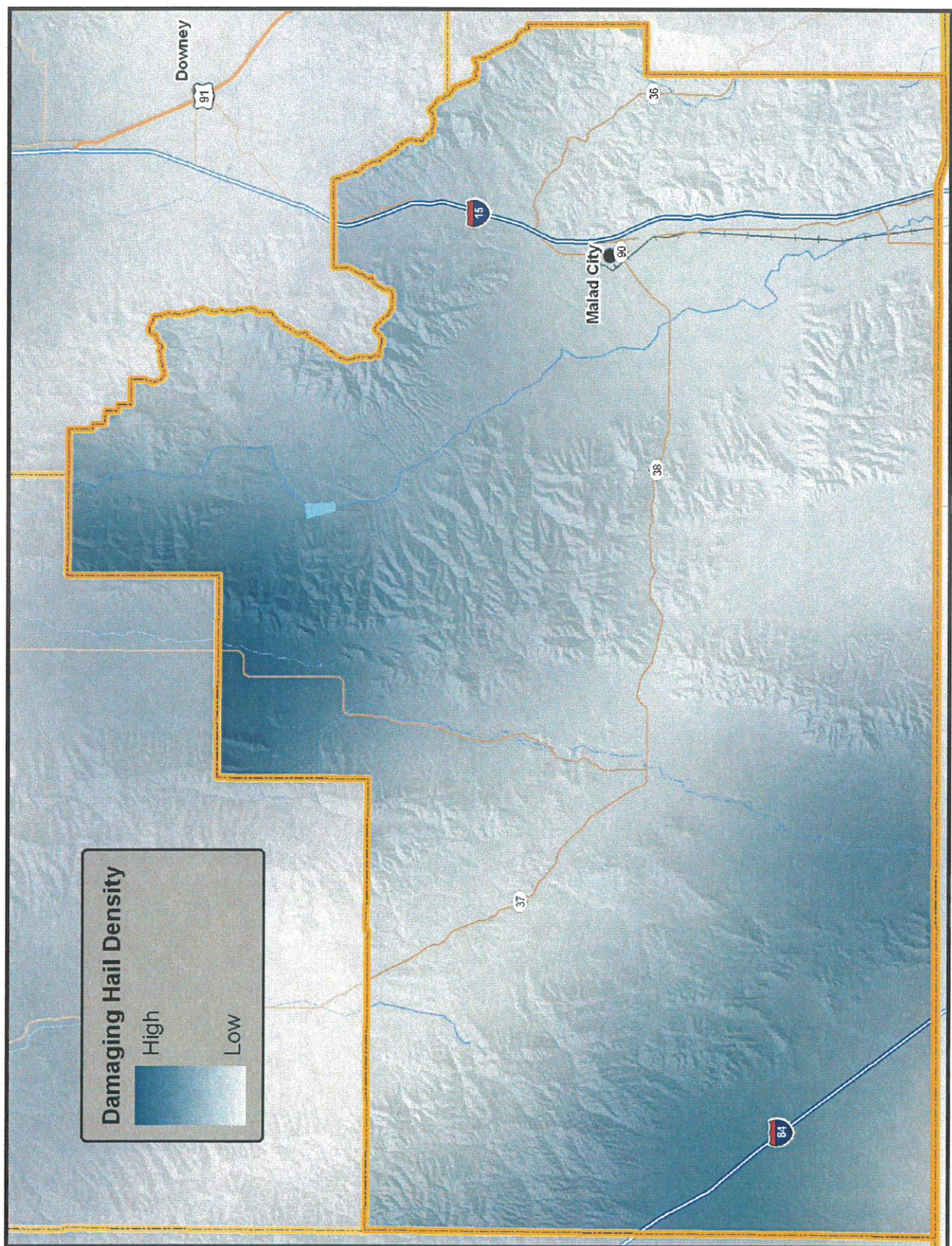


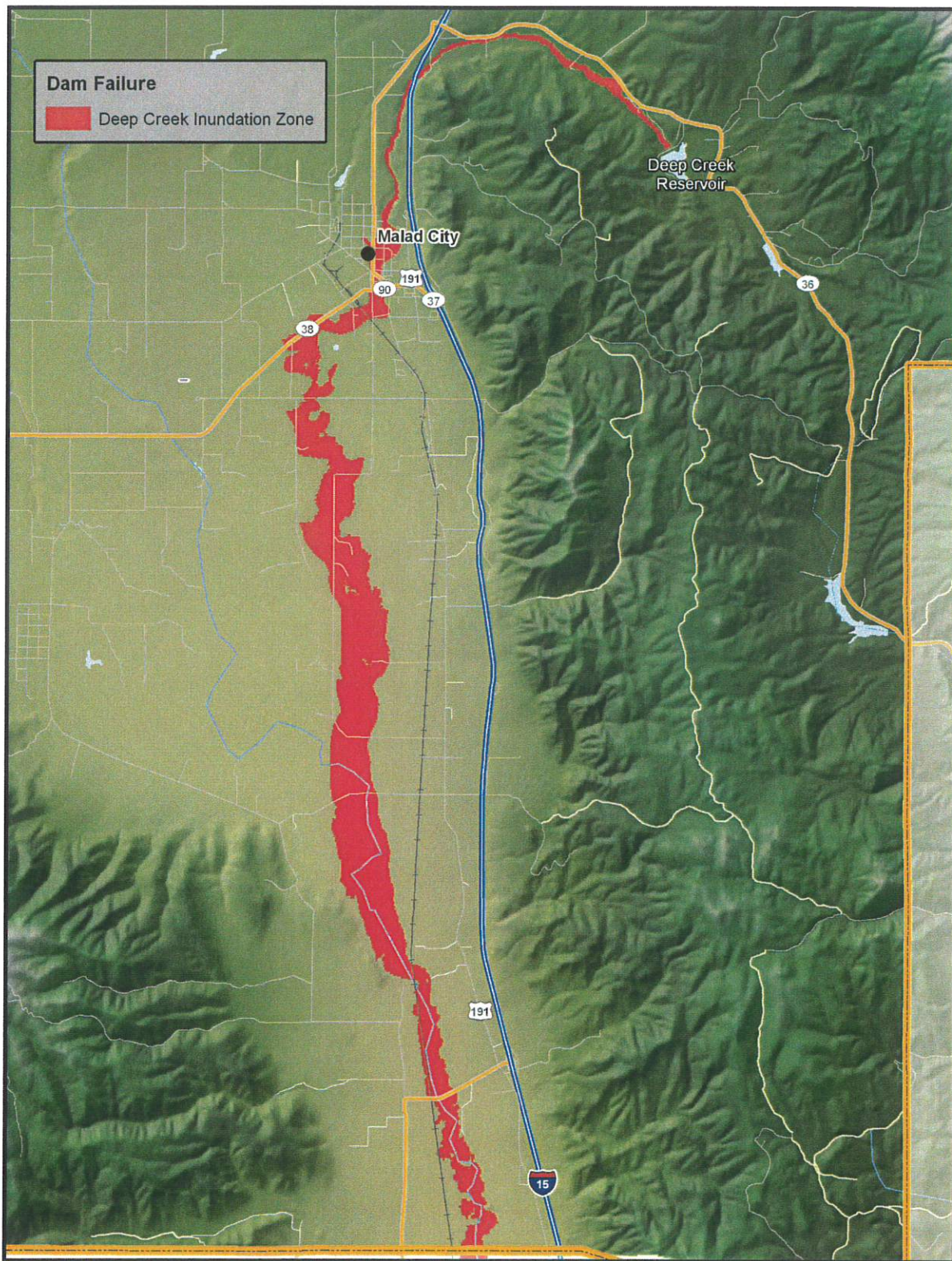
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Geologic Units

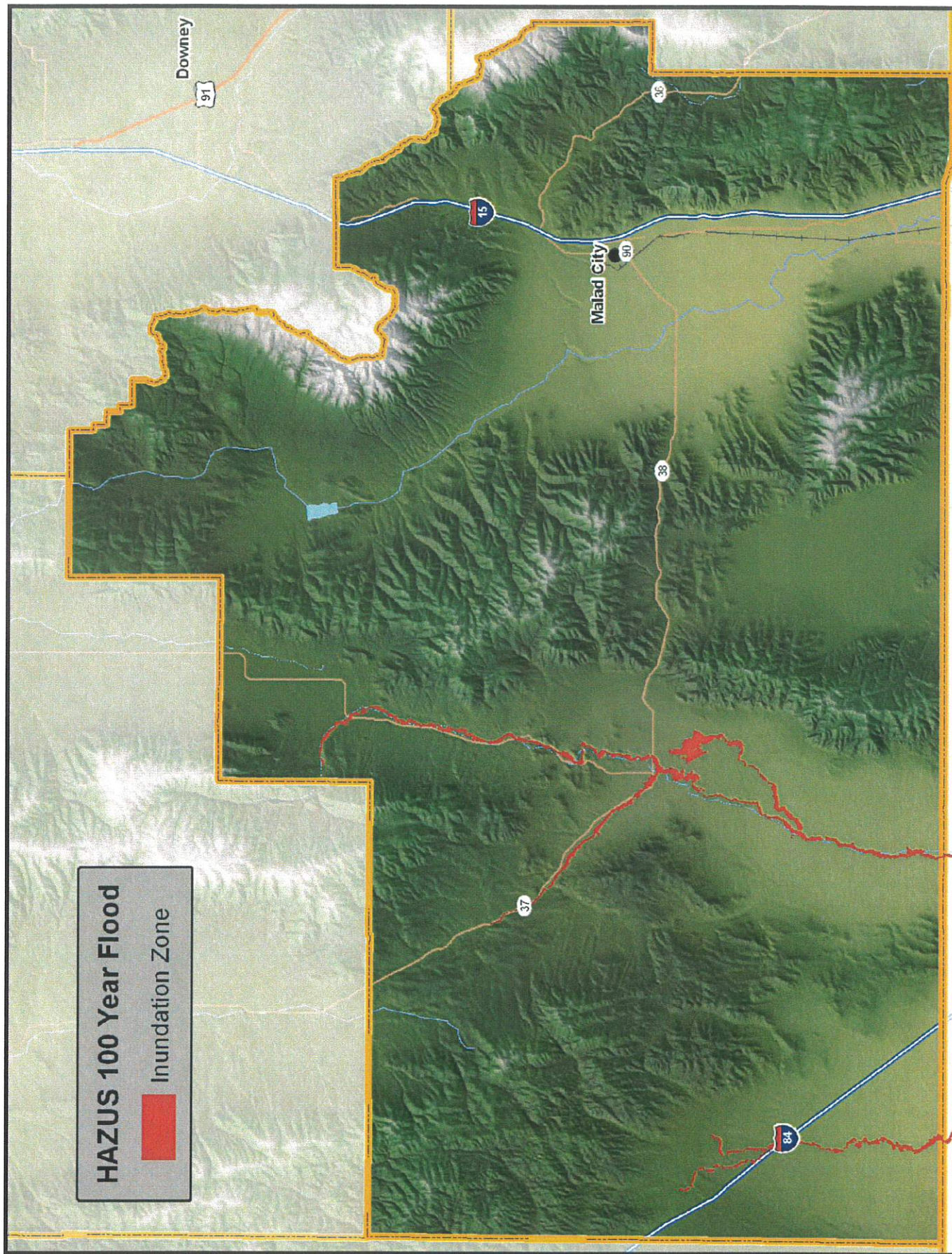
Qa	Quaternary alluvial deposits
Qs	Quaternary surficial cover, fluvial cover on Snake River Plain, alluvial fans (Snake River Group)
Qw	Quaternary windblown deposits, dunes, loess
Clf	Bonneville Flood gravels
Ob	Recent basalt lava
Ob	Pleistocene basalt lava
QTB	Pleistocene and Pliocene basalt lava and associated tuff
Tps	Pliocene and Upper Miocene stream and lake deposits (Salt Lake Formation, Starlight Formation, Idaho Group)
Tov	Oligocene volcanics (Pollack volcanics and Salmon Falls Creek volcano)
Pzu	Upper Paleozoic sedimentary rocks
Ps	Permian sedimentary rocks
PPs	Ferruginous and Pennsylvanian sedimentary rocks
Ps	Pennsylvanian sedimentary rocks
Ms	Mississippian sedimentary rocks
Ss	Silurian sedimentary rocks
Os	Ordovician sedimentary rocks
Cs	Cambrian sedimentary rocks
CZb	Cambrian to Neoproterozoic Brigham Group
Zp	Neoproterozoic Pocatello Formation

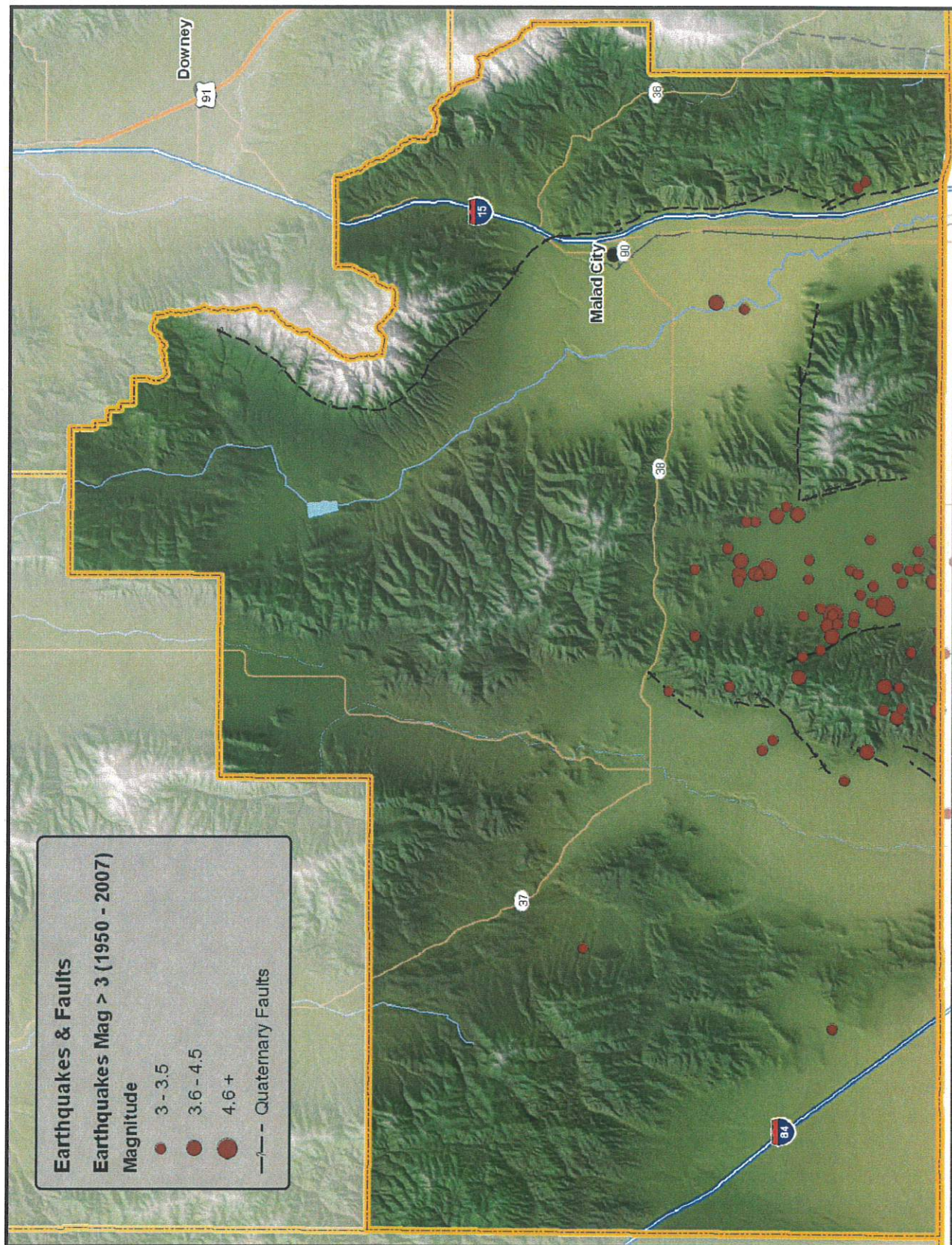
Digital Atlas of Idaho, Nov. 2002
<http://mrh.isu.edu/digitalatlas>
 Compiled by Paul K. Link,
 Idaho State University, Geosciences Dept.
<http://www.isu.edu/departments/geology/>

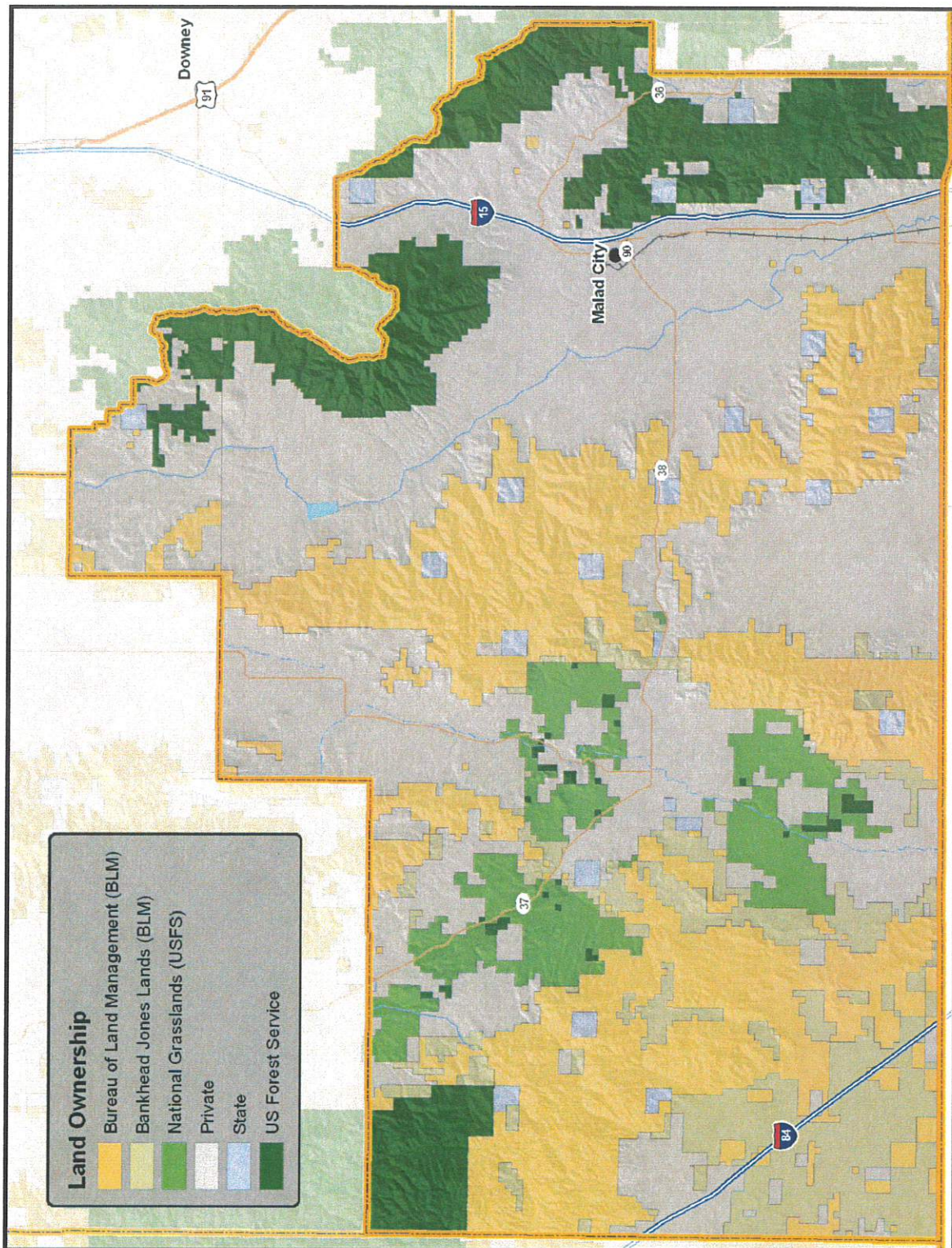


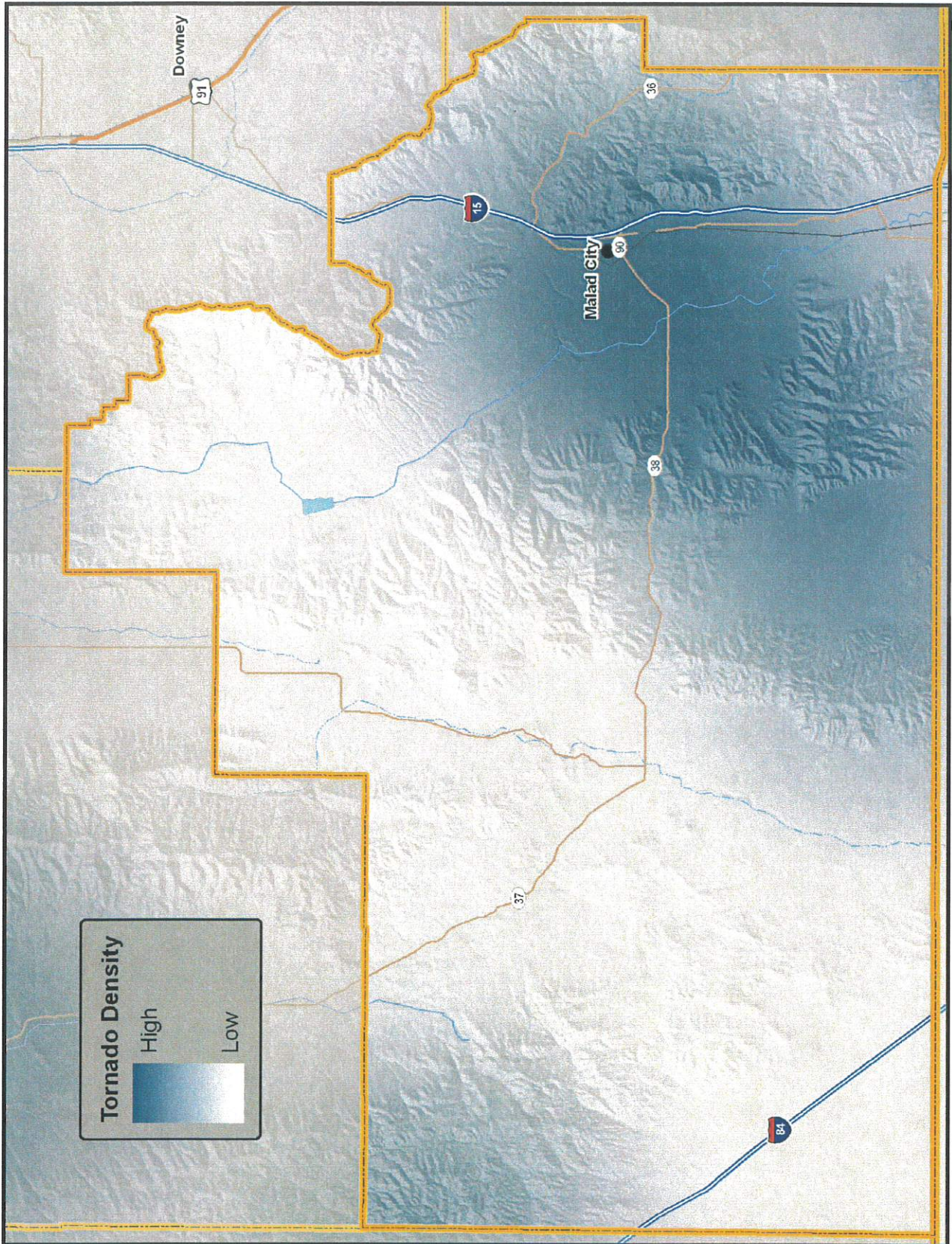


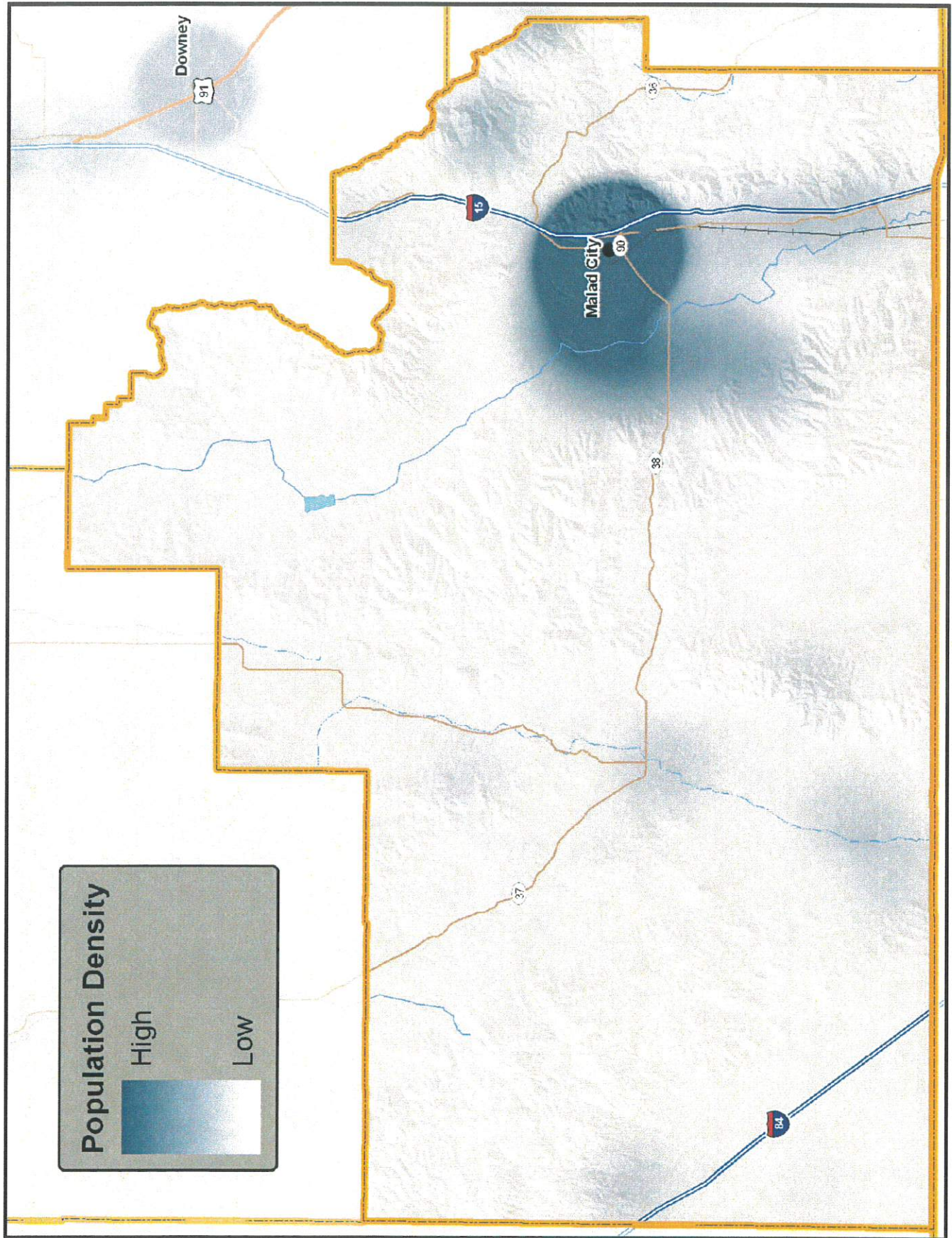


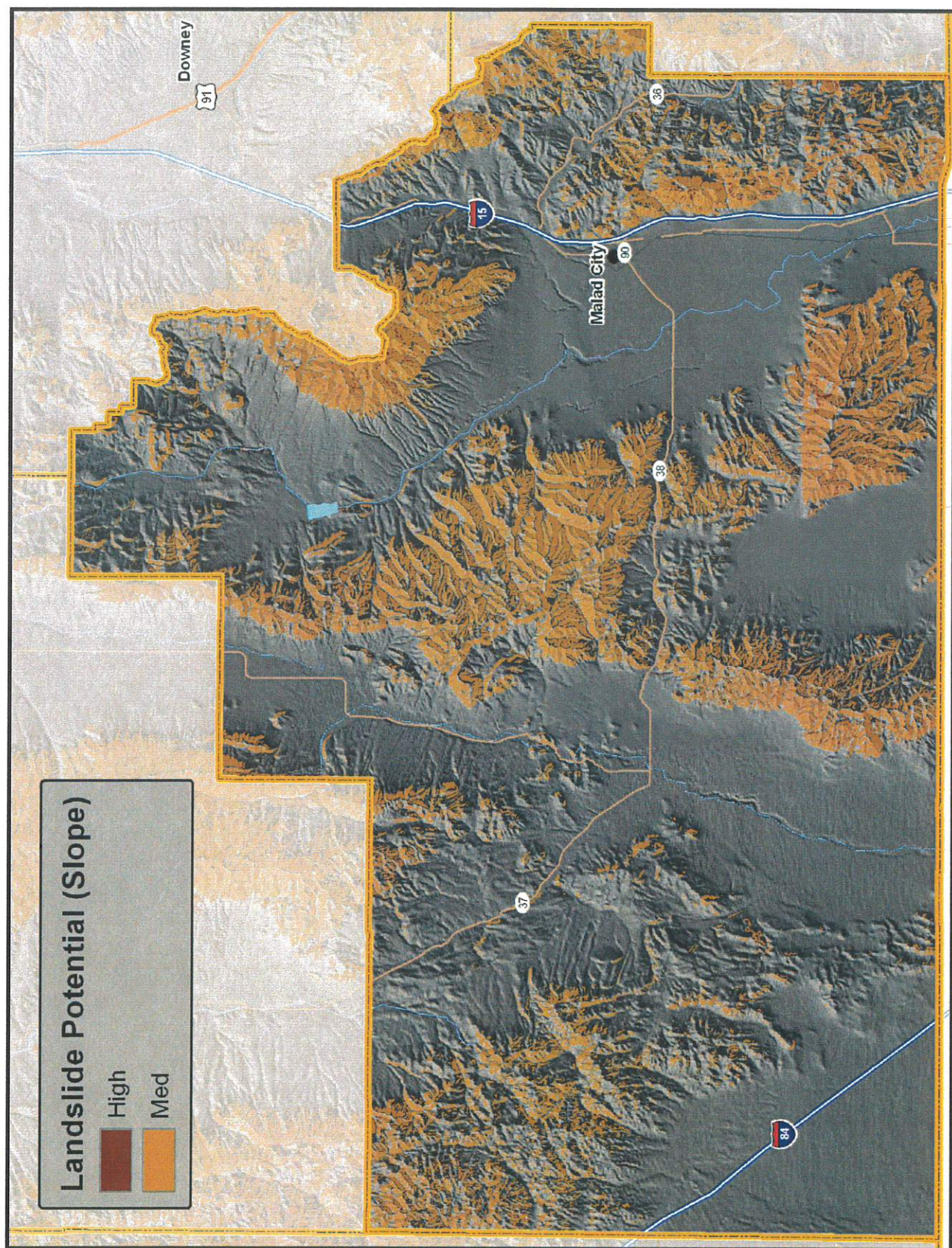


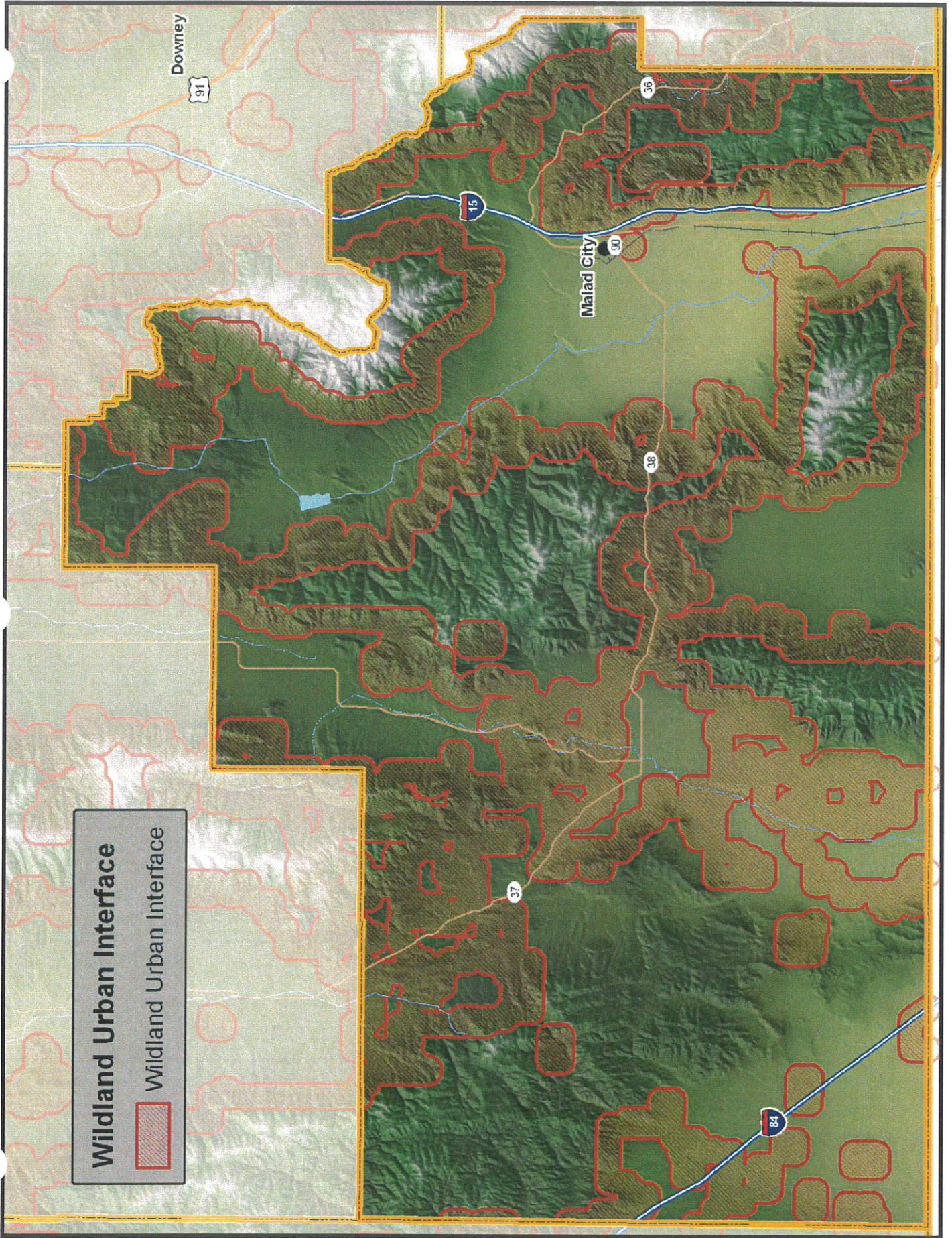


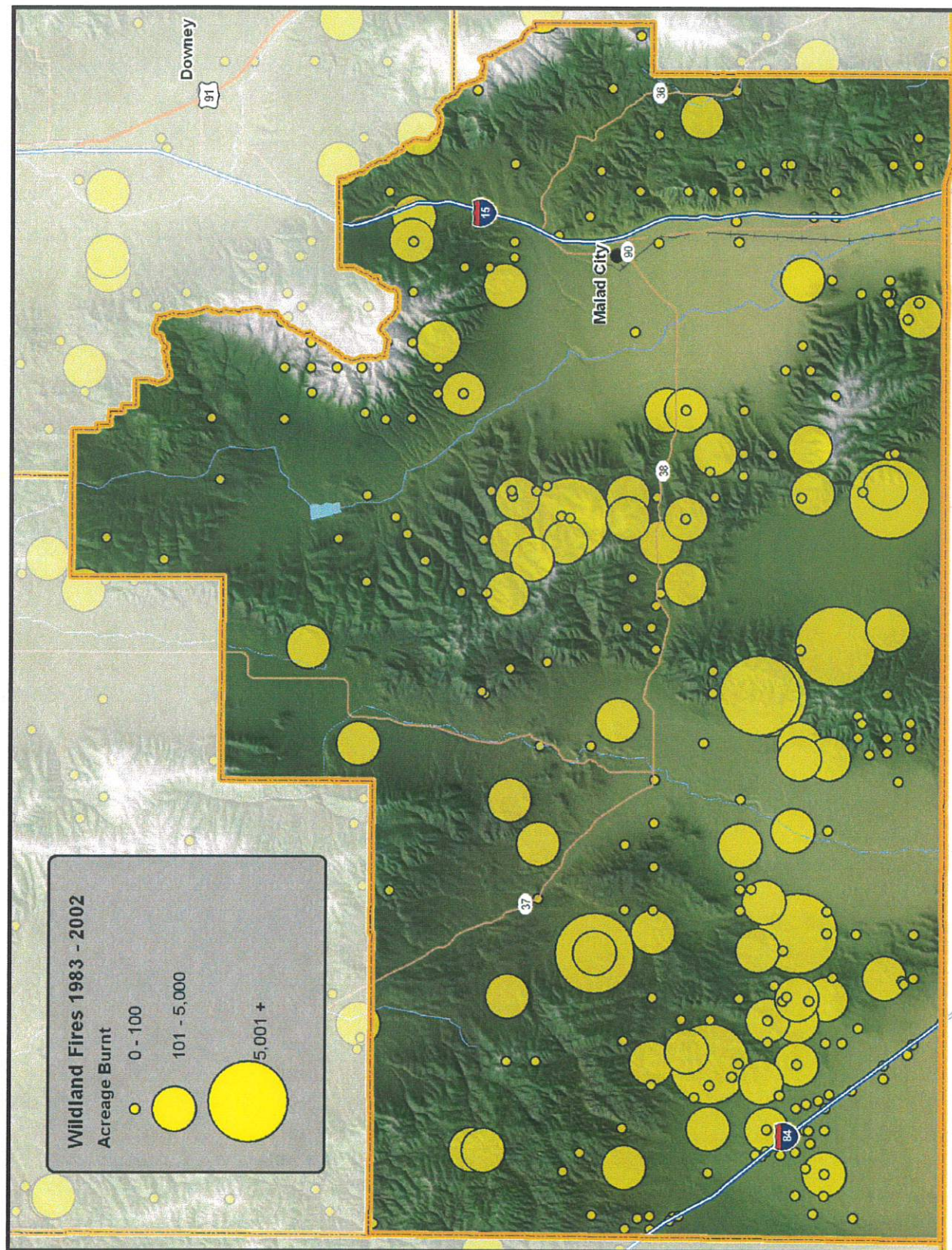


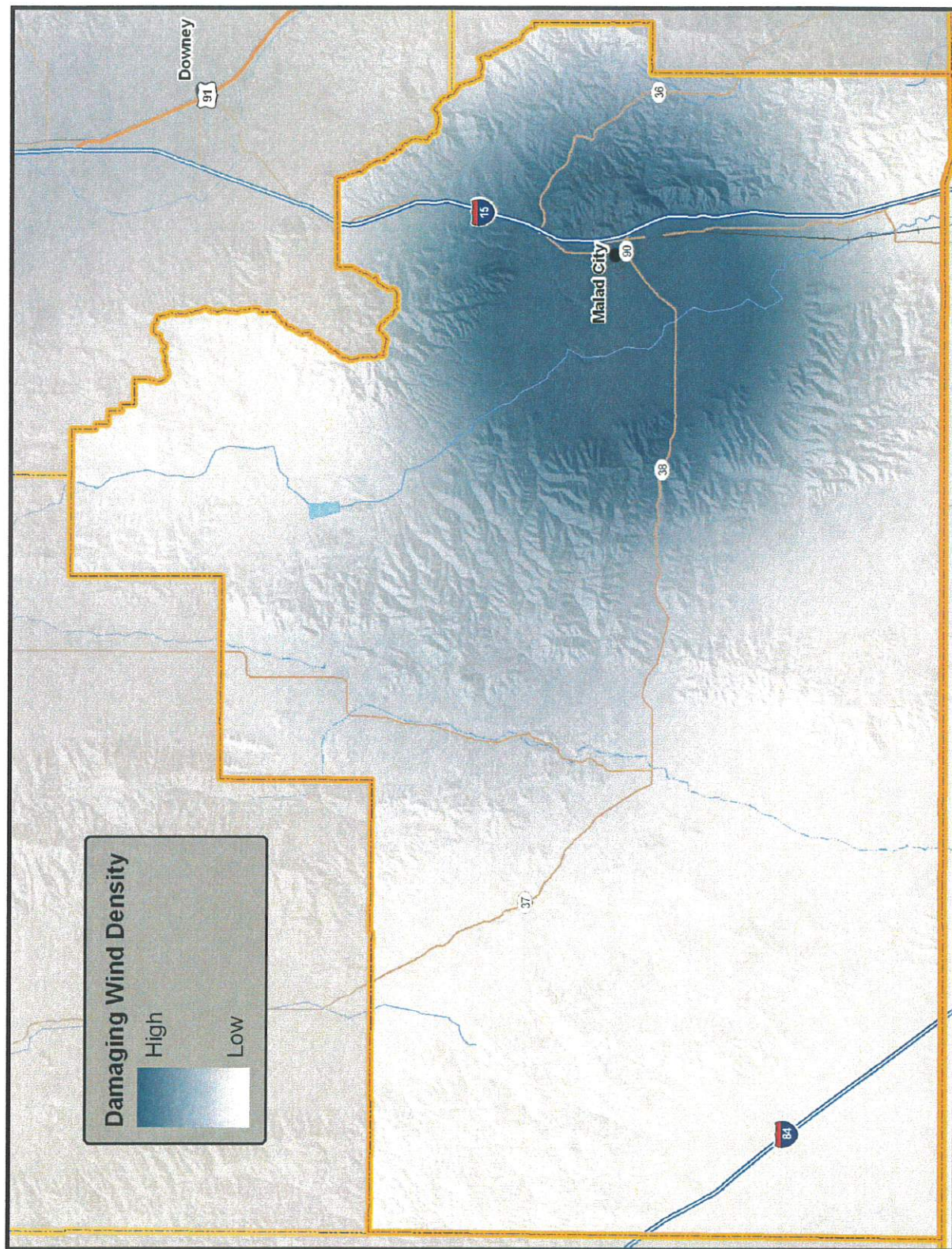


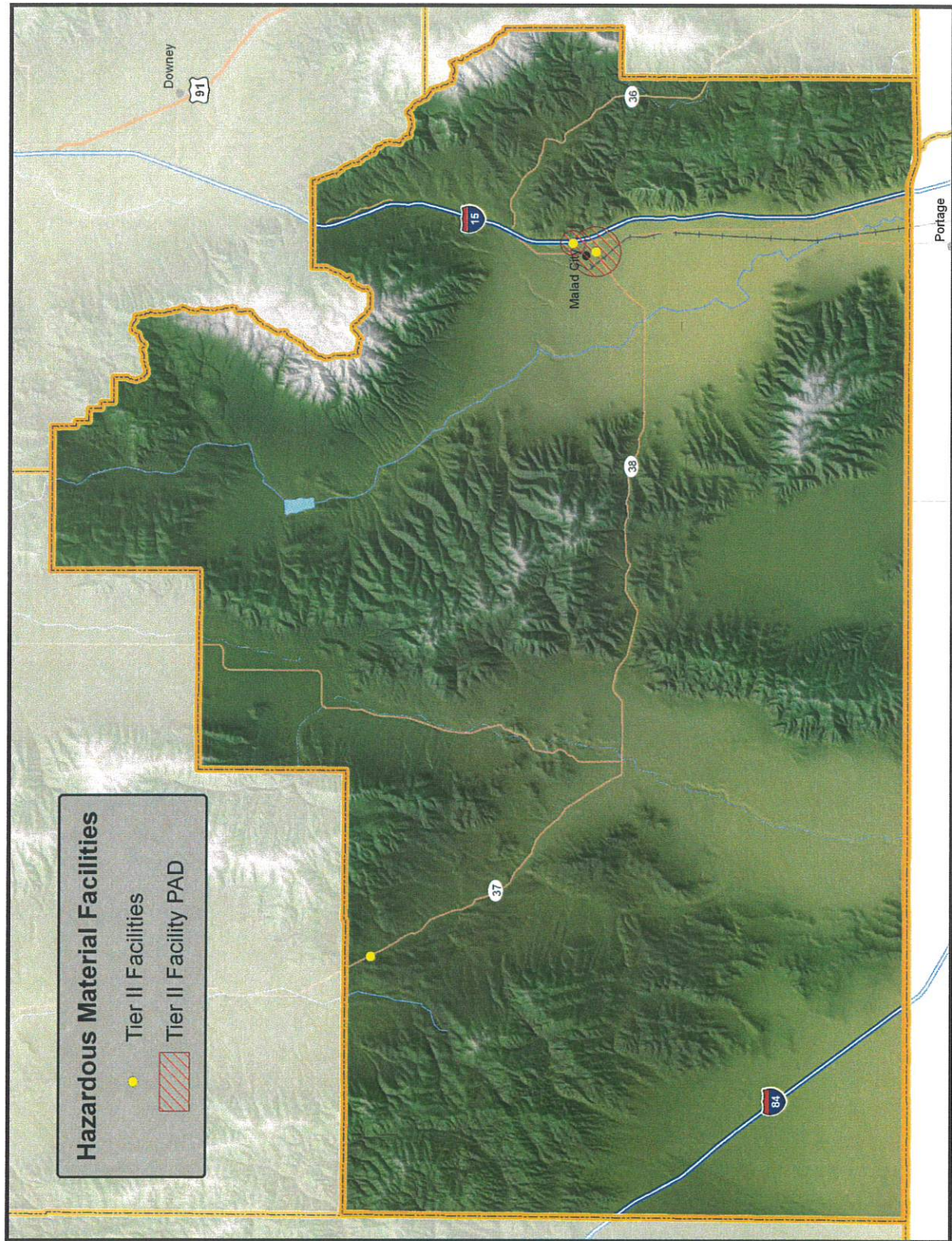


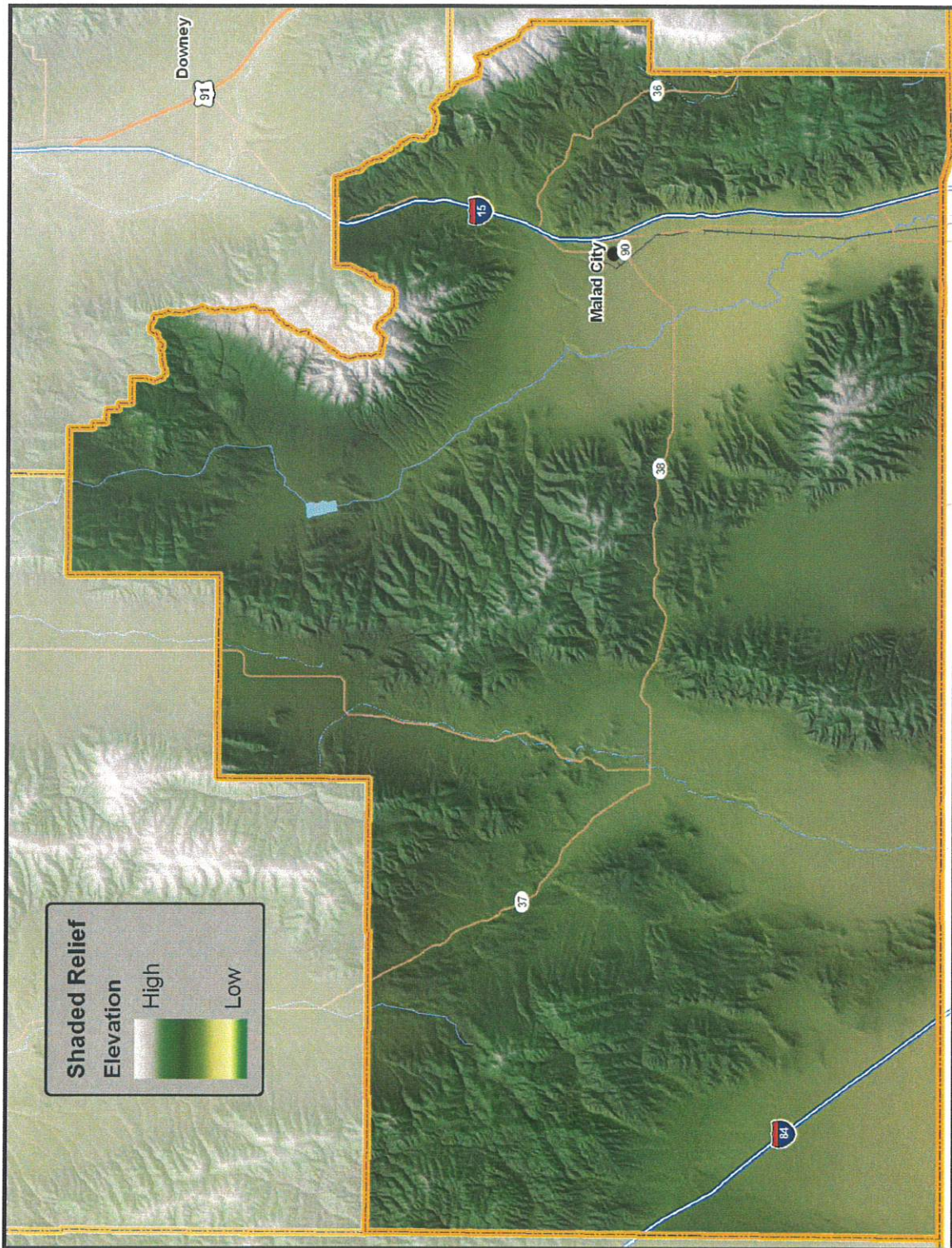


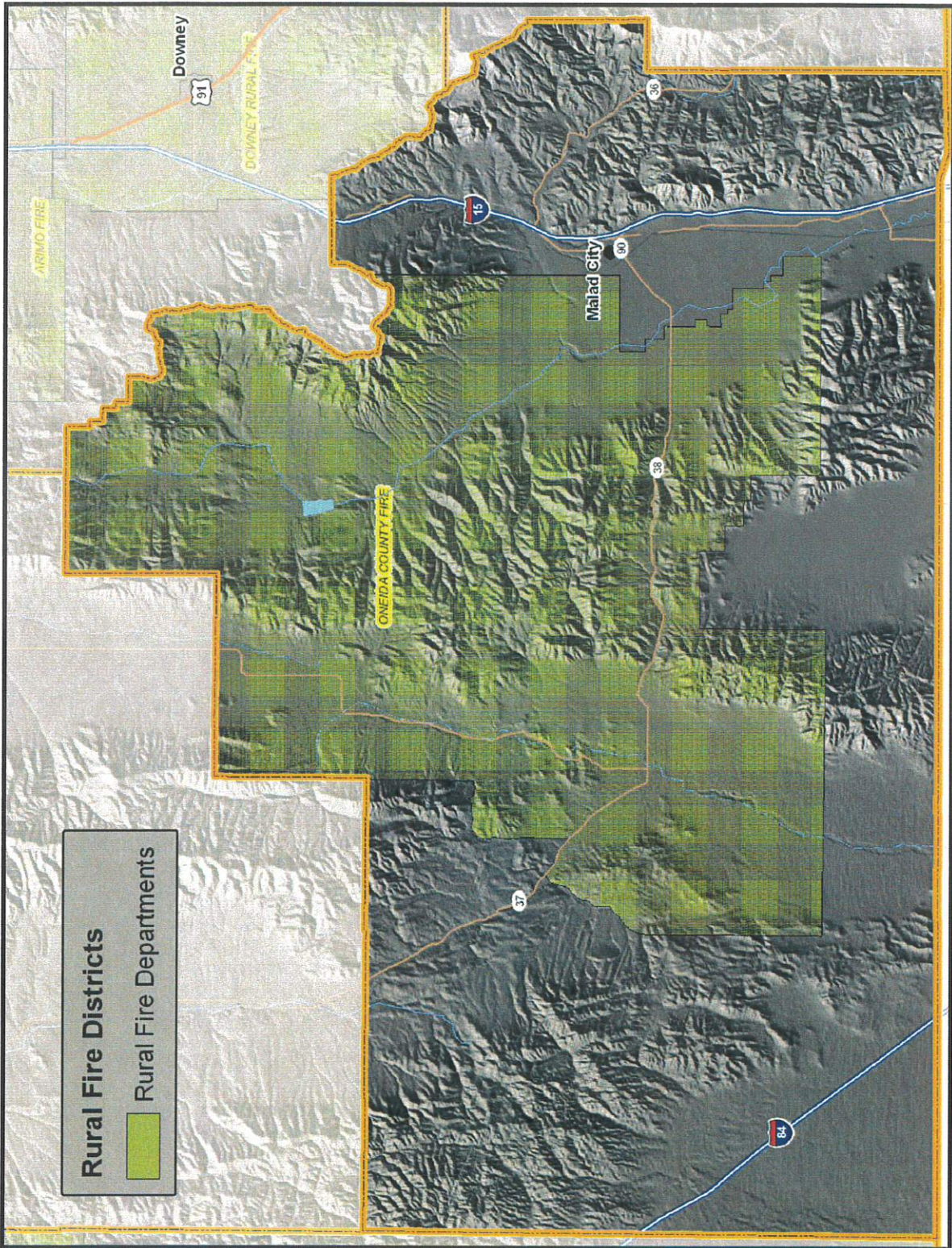


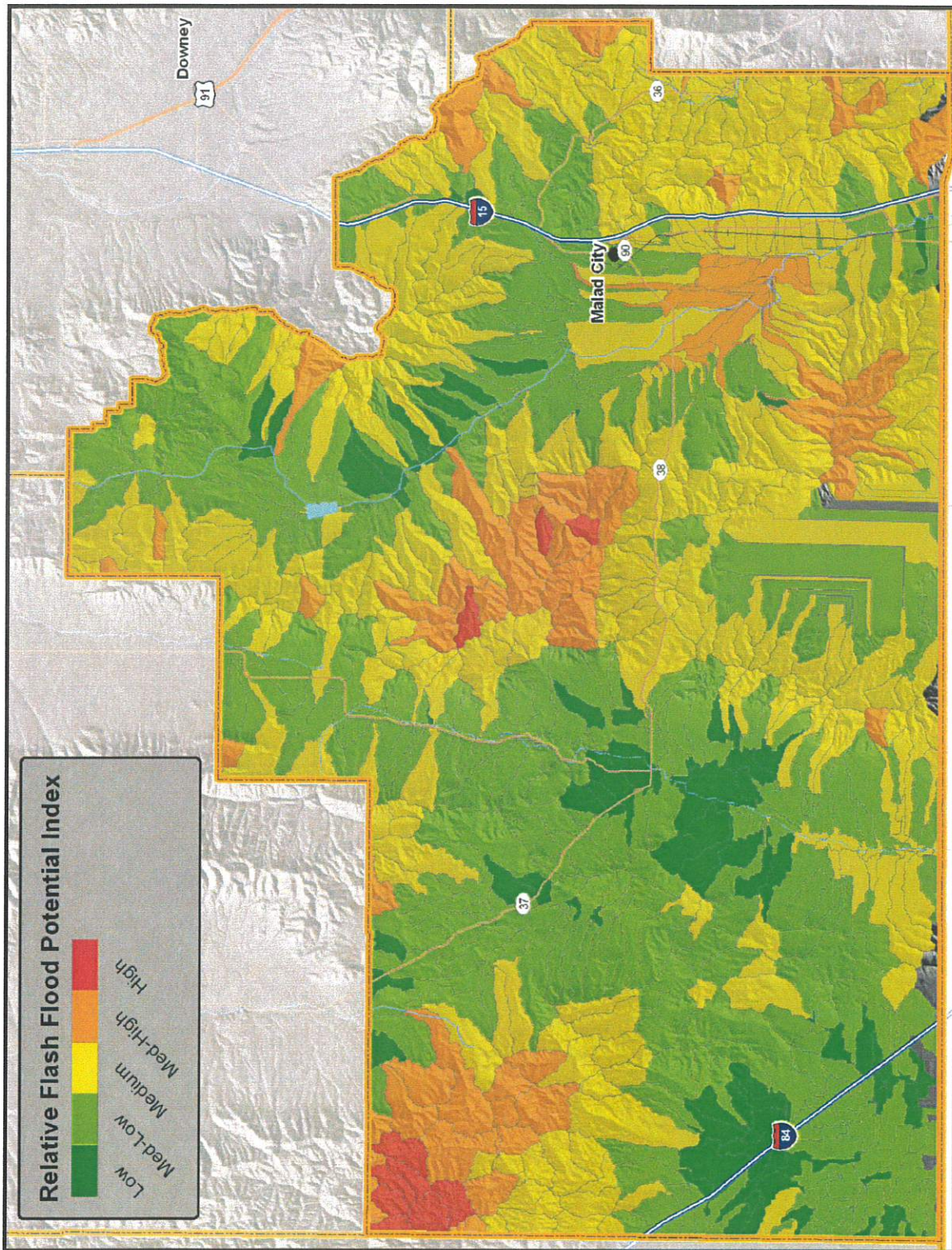


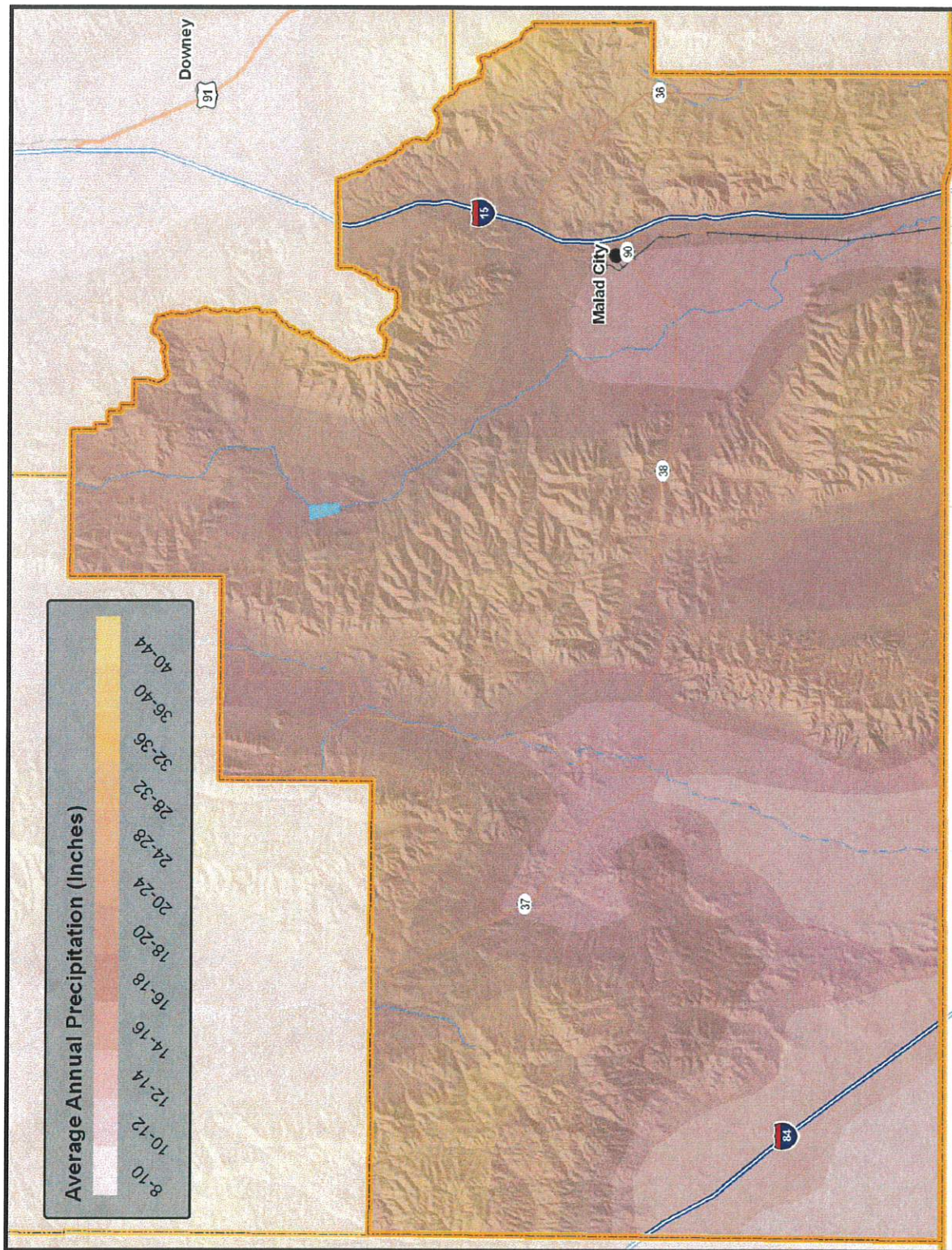


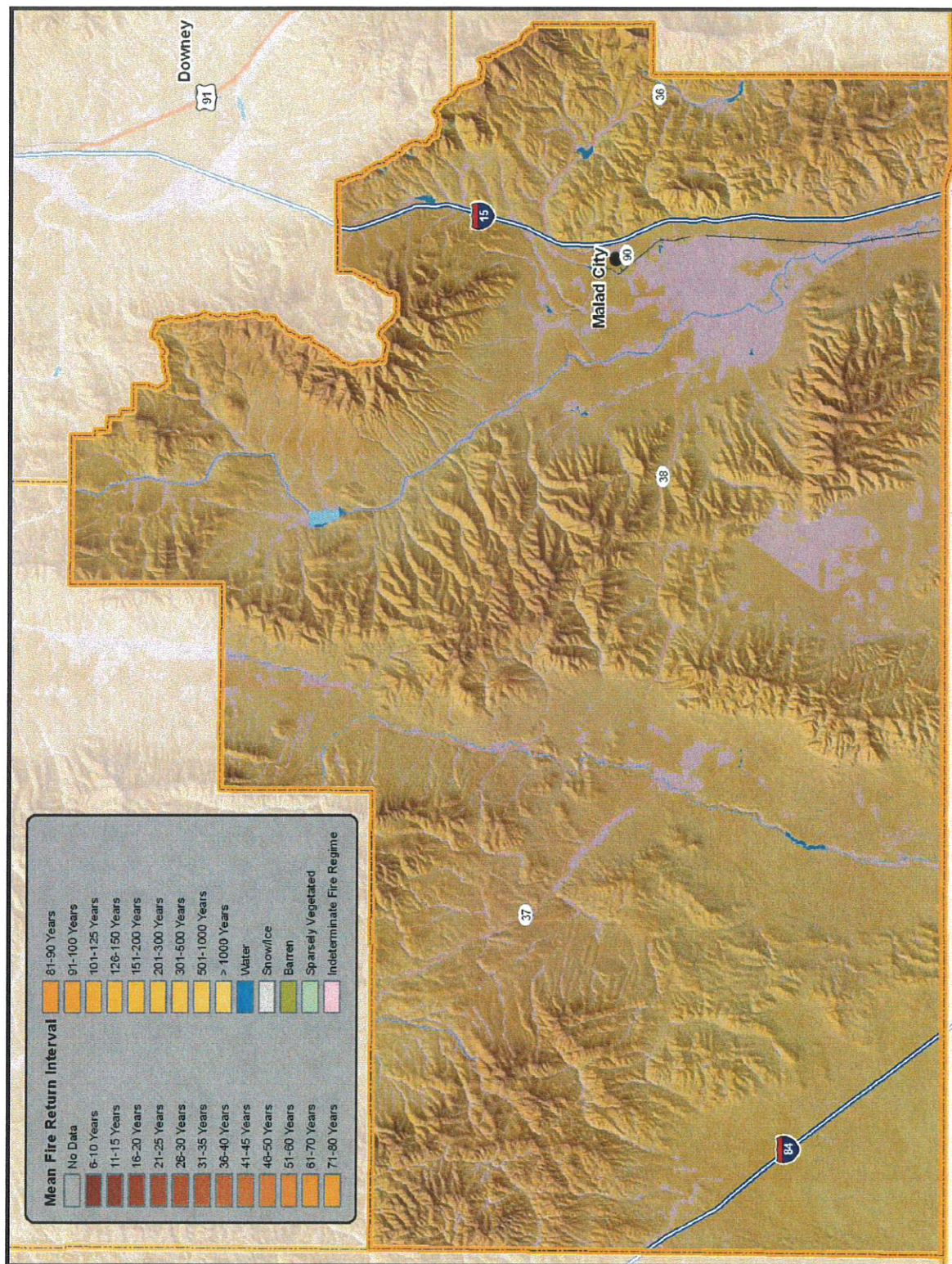


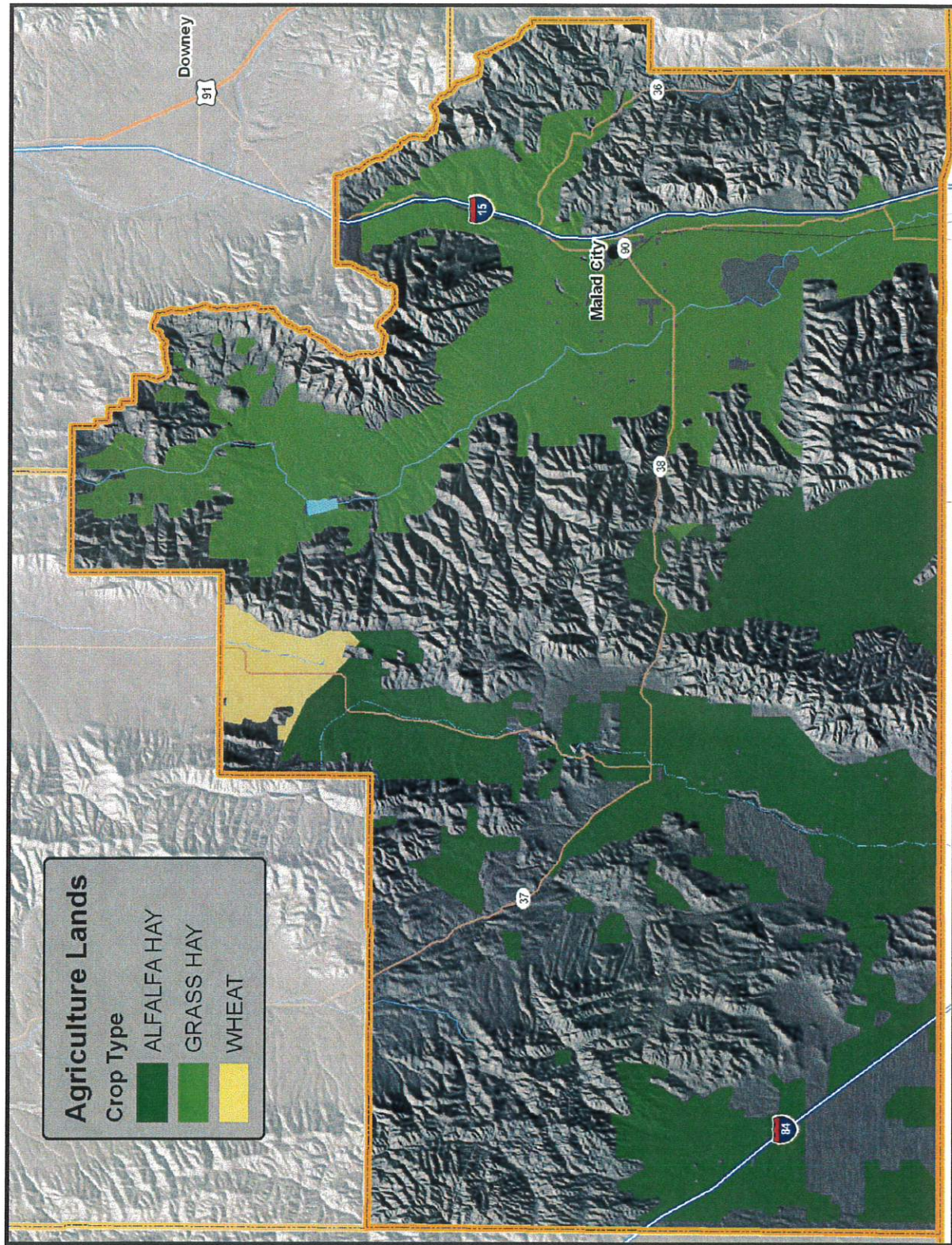












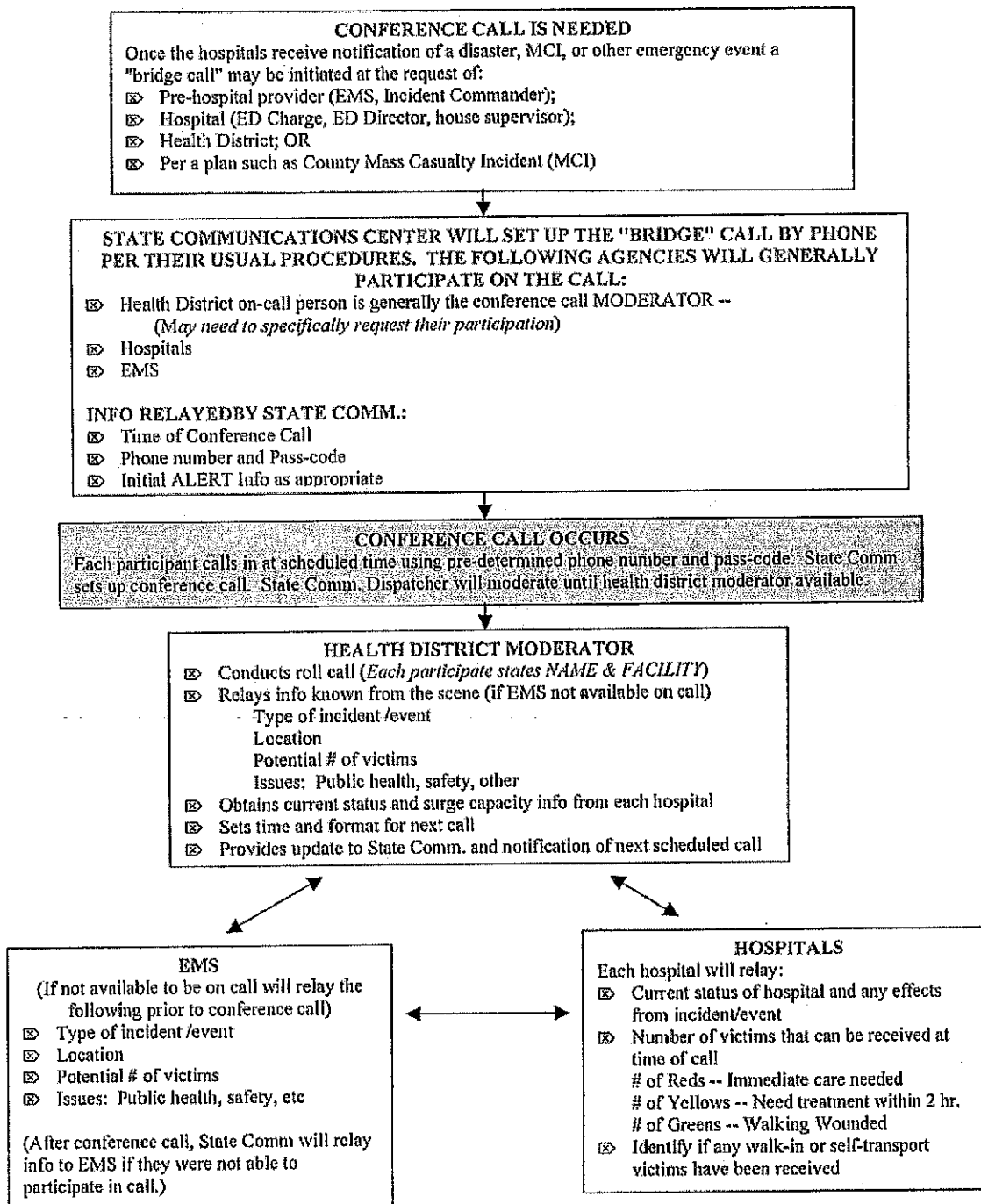
ESF 8 Public Health and Medical Services

Attachment 2

State Communications Center Conference Call Process for Hospitals

See next page

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



Preface

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

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 Oneida County in the past. The plan is in compliance with the National Incident Management System (NIMS).

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

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

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

Dan Williams,
Coordinator, Oneida County Emergency Services

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Oneida County Community Emergency Preparedness and Response Plan

November 19, 2010



Local residents, acting as groups under community leadership, can offer significantly more help during and after an emergency than they can by acting individually. The available manpower and leadership of religious organizations may be vital assets to communities in their time of greatest need.

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Oneida County

Community Emergency Preparedness and Response Plan

NOVEMBER 19, 2010

I. MISSION STATEMENT

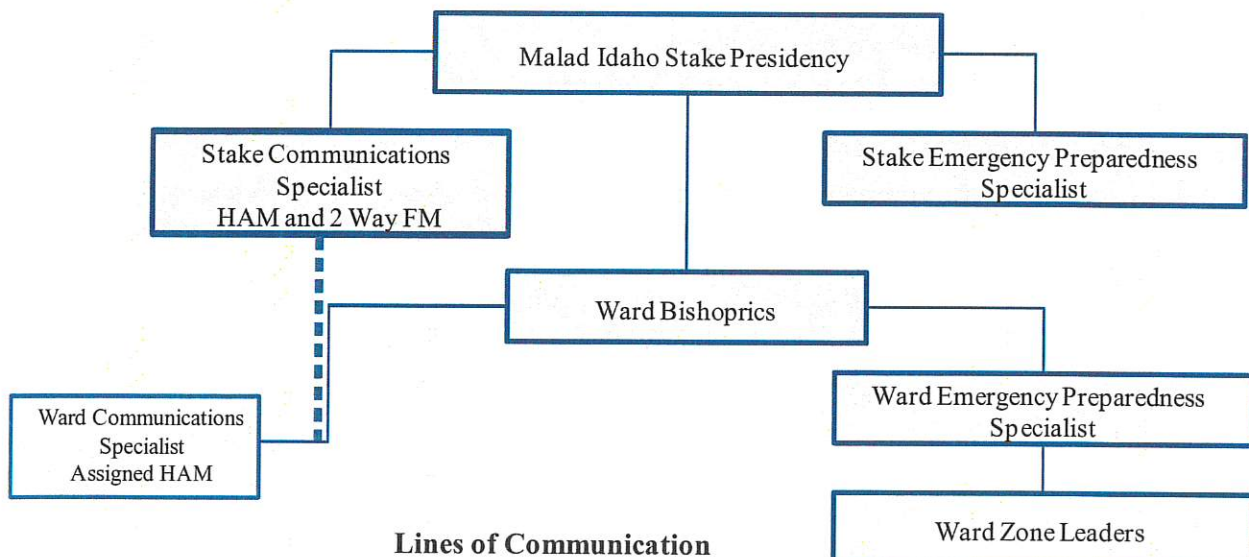
It is the objective of the Oneida County residents to establish a formal emergency plan to be implemented when responding to major emergencies, and to assist and aid community members who live within the boundaries of the County.

- A. The primary responsibility of preparing for, and responding to, emergencies rests with *individuals and families*. The Oneida County Community Emergency Preparedness and Response Plan is intended to supplement neighborhood and family efforts.
- B. Under the law, Oneida County has the primary responsibility for emergency response. Religious organization leaders should cooperate with County and City authorities in assisting members and others during an emergency, and provide requested assistance within their church guidelines.

II. LINE OF COMMUNICATION

When an emergency occurs, all members of the Stake Presidency may not be available. The presiding priesthood officers listed below will direct response efforts in their absence:

- Stake President
- Stake Presidency 1st Counselor
- Stake Presidency 2nd Counselor
- Stake Emergency Preparedness Coordinator
- Ward Bishopric
- Ward Emergency Specialist
- Ward Zone Leader(s)



III. MALAD STAKE EMERGENCY PREPAREDNESS COMMITTEE

The religious organizations emergency preparedness committee meets monthly, under the direction of a member of the Malad Stake Emergency Preparedness Coordinator, to update the plan and to discuss emergency preparedness. The Committee will semi – annually review ward emergency preparation and response plans based on reports from the Ward Emergency Preparedness Specialists/Ward Zone Leaders.

IV. HAZARD ANALYSIS

As described in the Oneida County Multi-Jurisdiction All Hazard Mitigation Plan the table below illustrates the potential frequency and magnitude of disasters which are a risk to people and property within the boundaries of the County.

EMERGENCY RISK RANKING			
		Magnitude of Severity	
Frequency of Occurrence	(Low) 1	(Low) 1 Extreme Heat Riot/Civil Disorder	(Medium) 2 Epidemic/Pandemic
	(Medium) 2	Tornado Hail Snow Avalanche	(High) 3 Dam Failure Terrorism
	(High) 3	Straight Line Wind Lightning West Nile Virus	Power Outage Earthquake Wildfire Extreme Cold Winter Storm Hazardous Materials

V. EMERGENCY COMMUNICATIONS

See Appendix A page 8 for radio communications

All Clear “Yellow” Flags:



In addition to the communications system established in the Communications Appendix each family has been issued a **Yellow Flag** with a black strip in the center to act as a visual communications tool. The flags are to be displayed visibly on the outside of the residence, during an emergency, to communicate that the family is safe, accounted for, and that there is no additional emergency assistance required at the home.

VI. MALAD IDAHO LDS STAKE ORGANIZATION

The following is the outline of the Malad Idaho LDS Stake Organization for the Emergency Response Plan and the applicable responsibilities.

A. Stake Presidency

- President – Malad 1st and 2nd Wards
- 1st Counselor – Malad 4th, 5th, 6th, and 7th Wards
- 2nd Counselor – Malad 3rd, Pleasantview, St. John, and Holbrook Wards

B. High Council Representative

Under the direction of the Stake Presidency, this individual will help oversee the Emergency Response Program for the Malad Idaho Stake and participate as a committee member of the Malad Idaho Stake Emergency Preparedness Committee.

C. Stake Emergency Preparedness Specialist

The individual called to this position is responsible for the following:

1. Annually updating the Stake's portion of the Oneida Community Emergency Preparedness and Response Plan and submit recommendations to the Stake Presidency.
2. Make certain that the bishop of each ward has a person called as a Ward Emergency Preparedness Specialist and with an assistant.
3. Ensure that each Ward Emergency Preparedness Specialist creates a map of their ward/neighborhood, divides the ward/neighborhood into zones, and recommends individuals to serve as zone leaders and assistants for each ward.
4. Ensure that Bishoprics will issue calls to zone leaders and assistants, and ensure that the positions remained staffed.
5. Ensure each ward conducts a survey to determine available resources and people with special needs.
6. Establish a communications dialogue with local emergency preparedness authorities from Oneida County.
7. Provide the Stake Presidency and high council representative with copies of each ward emergency preparedness plan.
8. Under the direction of the Stake Presidency, this individual will help oversee the Emergency Response Program for the Malad Idaho Stake and participate as a committee member of the Malad Idaho Stake Emergency Preparedness Committee.

D. Stake Communications Specialist

This individual provides emergency communications for the Malad Idaho Stake enabling the stake to contact the Ogden Bishops' Storehouse, the County Dispatch Center, the County Emergency Operations Center, and other radio communications as deemed necessary during an emergency within the stake. It is the goal of the Stake Presidency to have a Stake Communications Specialist, and an assistant Stake Communications Specialist, along with a Ward communications specialist and an assistant ward communications specialist in each ward.

E. Ward Bishop

Ward Bishoprics are responsible to call a ward emergency preparedness specialists and zone leaders and to ensure that the ward is divided into zones for the purpose of accounting for all individuals and families within their respective boundaries.

F. Ward Emergency Preparedness Specialist

The individual called to this position is responsible for the following:

1. Create a detailed map of the ward showing the location of each family.
2. Divide the ward into zones of five or more families.
3. Make certain that the bishopric calls zone leaders and assistants.
4. Hold monthly meetings with zone leaders and assistants to discuss needs of the ward and report to the Ward Welfare Committee Monthly.
5. Using this organization, the Ward Emergency Preparedness Specialist will ensure that a survey is completed which determines available resources and people with special needs within each zone by the assigned zone leader. (A guideline and survey form is available from the Stake Emergency Preparedness Specialist)

G. Ward Zone Leader(s)

The individuals called to this position are responsible for the following:

1. Recommend an assistant to the Ward Bishopric
2. Conduct a survey of the ward to determine available resources and people with special needs for their respective zone. (A guideline and survey form is available from the Stake Emergency Preparedness Specialist)
3. Ensure that all information is kept current and reported back to the Ward Emergency Preparedness Specialist.

H. Ward Communications Specialist

This individual provides emergency communications under the direction of the Bishopric from the individual ward to the Stake Presidency via the Stake Communications Specialist. It is the goal of the Stake Presidency to have a Ward Communications Specialist, and an assistant Ward Communications Specialist in each ward.

I. Oneida County Emergency Services Coordinator

The Oneida County Emergency Services Coordinator provides emergency response coordination for Oneida County under the direction of the Oneida County Board of County Commissioners from the Oneida County Emergency Operations Center. The Coordinator is responsible for the creation and implementation of the Oneida County Emergency Operations Plan. The Malad Stake Community Emergency Preparedness and Response Plan is incorporated into the County Emergency Operations Plan as Annex F. The Oneida County Emergency Services Coordinator interfaces with all County Departments and agencies as well as State and Federal Agencies through the Idaho Bureau of Homeland Security Emergency Operations Center in Boise, Idaho.

J. Oneida County Public Information Officer

The Oneida County Public Information Officer will coordinate all public information releases to the media. The Oneida County Sheriff's Office is responsible to appoint a Public Information Officer during a disaster.

K. Emergency Operations Center

The Oneida County Emergency Operations Center is located in the Emergency Medical Services (Ambulance) Building at 85 W 50 S in Malad, Idaho. The mission of the EOC Staff is to ensure emergency services coordination for Oneida County and to interface with the State of Idaho Bureau of Homeland Security. If this facility is unavailable the County will utilize the Mobile Command Post.

L. Emergency Shelters

The primary emergency shelter for Oneida County is the Malad High School, 181 Jenkins Avenue. If this facility is not available an alternate facility will be designated by the Oneida County EOC Staff.

VII. RESPONDING TO EMERGENCIES

When responding to emergencies, the foremost consideration must be the personal well-being of the people affected, and the personal safety of those giving aid.

A. First Response

1. Immediately following an emergency (within 60 minutes), ward emergency preparedness specialists/zone leaders or assistants must contact the Ward Bishopric to report conditions of their assigned families and receive instructions.

B. Priority of Response

1. Assist those who are injured or are in danger.
2. Visibly examine residences to determine if the "yellow" all clear flags have been deployed. If the yellow flags are not visible immediately attempt to make contact with the residents to determine their needs.
3. Account for all families, assisting them to reunite as soon as possible.
4. Arrange for shelter and other necessities to assist those affected. People should be kept as close to their property as possible (in the homes of relatives, friends, and neighbors) before sending them to public shelters.
5. Ensure that the emotional needs of those affected are met.
6. Assess damage to church property, and take steps to protect it if needed.
7. Assess damage to homes and determine ways neighbors can assist each other.
8. The Ward Bishop will advise a member of the Stake Presidency of conditions in the neighborhood and request assistance as needed. See Appendix D Disaster Cleanup Guidelines for Church Volunteers, page 14.
9. The neighborhood may provide other required services to assist members, and others as needed.



10. In the event of an emergency, special arrangements will be made on a ward basis to provide assistance to the families of the community leaders who may be required to be away from their families during any significant emergency.

C. Continued Response

Local Residents are encouraged to take directions from Oneida County and Malad City authorities during any emergency. After ensuring that family members throughout the affected zone are cared for, the Stake Emergency Preparedness Committee will convene to address the following:

1. Determine a course of action based on direction given by County or City authorities.
2. Define areas of responsibility making sure that Bishoprics are available to minister to the spiritual, emotional, and physical needs of the people. Others, as assigned, will focus on the immediate needs of those involved.

VIII. USE OF LDS CHURCH BUILDINGS

- A. With approval from the Malad Idaho LDS Stake Presidency and the member of the Presidency of the Seventy over the Utah North Area or the assigned Area Authority Seventy, church buildings within the Malad Idaho Stake may be used as emergency shelters, first aid stations, mass feeding locations, and recreation centers. Presiding stake or ward authorities should ensure that those using the buildings observe church standards of conduct, including the Word of Wisdom (See Appendix B page 12).
- B. With regard to food preparation, housing, sanitation, or recreation, and child supervision, the stake or ward welfare committees should follow directions given in the Emergency Preparedness Guidelines. (See Appendix D page 17)

IX. SUMMARY

Stake and Ward leadership and individual members should understand that civil authorities have priority in directing efforts to respond to emergencies. When civil authorities assign public agencies to respond to emergencies, church members should act under the direction of such agencies.

Local residents should do all they can to help their neighbors and their government leaders to protect life and property, and to maintain safety and order until normal conditions can be restored.

Local residents, acting as groups under community leadership, can offer significantly more help during and after an emergency than they can by acting individually. The available manpower and leadership of religious organizations may be vital assets to communities in their time of greatest need.

APPENDIX A EMERGENCY COMMUNICATIONS PLAN

I. Objective:

- A. To establish emergency communications within the communities of Oneida County.
- B. To establish emergency communications between the Malad Idaho LDS Stake and members of the Presidency of the Seventy over the Utah North Area or the assigned Area Authority Seventy.

II. Communication Center Locations

Note that the Stake and Ward Communications Specialists can operate from several locations and are not specifically assigned to a single location.

- A. The Stake Communications Center will be located at the Malad Stake Center or as directed by the Malad Idaho Stake Presidency.
- B. The Ward Communications Centers will be located at the individual ward meeting houses or as directed by the Ward Bishops.
- C. The Oneida County 911 Dispatch Center is located at the Oneida County Court House at 10 Court Street, Malad, Idaho. The Dispatch Center has the capability to connect to individual homes using the County's Reverse 911 System.
- D. The Oneida County Emergency Operations (EOC) is located at the Oneida County Emergency Medical Services (Ambulance) Building at 85W 50S Malad, Idaho. The Oneida County EOC has capability to communicate with the County Dispatch Center, the Idaho State Communications Center located in Meridian Idaho, and the Idaho Emergency Operations Center located at Gowen Field in Boise, Idaho.
- E. The primary emergency shelter for Oneida County is the Malad High School, 181 Jenkins Avenue. This facility may also be used as a backup communication center if necessary.

III Communications Equipment, Personnel, and Frequencies of Operation

- A. The primary means of ward communications equipment will be FM Two-Way Radios. Those that have assigned radios include: ward emergency preparedness specialists, zone leaders, and ward bishops, stake communications specialists, and other agencies as assigned below. The following channels are assigned to each ward/organization:

<u>Channel</u>	<u>Congregation/Organization</u>
1	Malad 1 st Ward
2	Malad 2 nd Ward
3	Malad 3 rd Ward
4	Malad 4 th Ward
5	Malad 5 th Ward
6	Malad 6 th Ward
7	Malad 7 th Ward
8	Pleasantview Ward
9	St. John Ward
10	Holbrook Ward

- 11 Malad Stake
- 12 Oneida County Sheriff's Office/Search and Rescue
- 13 Hospital/EMTs
- 14 Fire Department

Note: When using these radios power needs to be set on low to comply with FCC regulations.

The bishop and ward emergency specialist shall be responsible for emergency radios, their upkeep, their maintenance, and their replacement. If any radio is lost, the ward shall be responsible for its replacement. Each radio will be signed out for accountability.

- B. The primary means of stake communications will be through HAM radio frequencies. The following simplex frequencies will be used to establish initial contact. They will likely be changed to another vacant simplex frequency once a coordinated net has been established, particularly if the event is an exercise:

- 2 Meters: 146.52 MHz
- 70 cm: 446.500 MHz

1. Transceiver types: Base, mobile, and hand-held radios
2. Emergency Power: Automobile 12V power for mobile units, batteries and generator for hand-held and base units.
3. Personnel

The Stake Communications Specialist, the Assistant Communications Specialist and the Ward Communication Specialist will ensure that HAM radio operations are maintained and available to support this Plan. Those that available to assist in this effort along with their assigned licensed frequencies are listed below.

Community Amateur Radio Operators

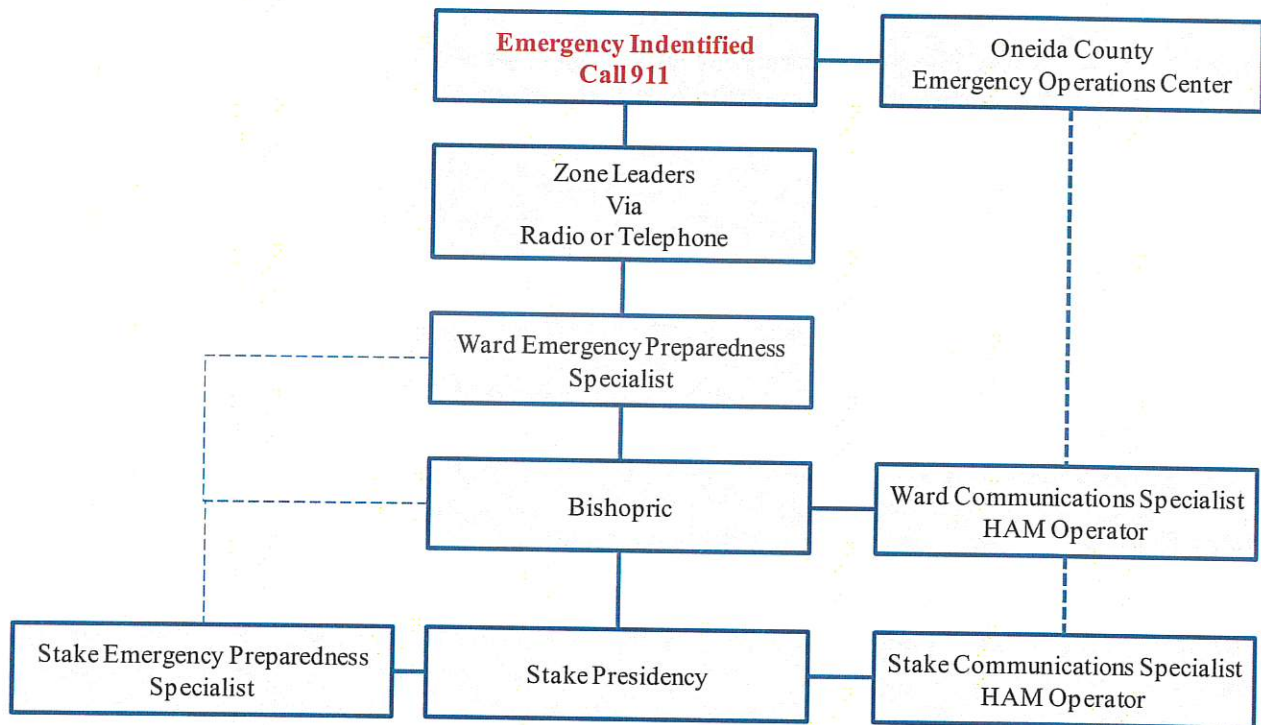
Name	Call Sign	Ward
Charles Watkins	N7SFW	3
Cindy Watkins	KB7QGF	3
Dan R. Marteeny	K7IEI	3
James B. Smith	KC7YCI	3
Jean Smith	KC7YNF	3
Jim B. Jones	KC7WEE	3
Larry G. Oja	KZ7OJA	2
Scott Danielson	KA7NTR	6
Jay Bills	KC7SPA	4
Stephen L. Coakley	AD7VA	
Jeffery S. Francom	KD7LOT	7
Stephanie L. Francom	KD7RLQ	7
Brittney L. Francom	KD7RLR	7

Name	Call Sign	Ward
Justin Francom	KF7DZS	7
Brian L. Llewellyn	KI6ICC	2
F. Allen Rosenhoover	K5IRE	7

IV. Notification Procedure

The first person aware of any kind of disaster should begin the emergency notification procedure in the following way:

Call 911—then initiate your radio contacts to zone leaders.



Lines of Notification

- A. Notify your ward emergency specialist or assistant if the zone leader cannot be located.
- B. If communications can be made by phone, then the Bishopric can be in direct contact with the Stake Presidency.
- C. When phone communications are not possible, communication will be by amateur radio using the ward or stake communications specialists, or by any other available means.
- D. For the Malad Idaho LDS Stake, once the Stake President is informed of the emergency, he will decide if the stake communications center is to be activated, and if a message needs to be sent to the member of the Presidency of the Seventy over the Utah North Area, or the assigned Area Authority Seventy, or if any other action should be taken.

Note: The Stake President will be in constant contact with County authorities for additional information and instruction.

During an emergency, normal means of communication may become inoperable. Priesthood leaders should consider:

- How to contact missionaries and members following a disaster.
- How to communicate the status of missionaries, members, buildings, and other necessary information to area leaders.
- Available communication personnel and equipment.

Communication Specialists

Priesthood leaders may call communication specialists as needed. Individuals interested in communications often own radio equipment and possess valuable experience.

Additional Resources

Satellite Telephones - Storehouses in the United States and Canada have satellite telephones. In other Church areas, satellite telephones are available in administration offices for emergency use.

Amateur Radio - Some storehouses in the United States and Canada have amateur radio equipment and conduct regular network exercises. For information, contact your priesthood leader or regional welfare specialist.

¹ <http://www.providentliving.org>

APPENDIX B USE OF MEETING HOUSES AS SHELTERS

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Guidelines for Use of Meetinghouses as Emergency Shelters

Following a disaster, the use of a Church meetinghouse as a community emergency shelter is occasionally needed. Permission to use a meetinghouse is granted by the stake president, after consulting with a member of the Presidency of the Seventy or the Area Presidency. Following approval, the priesthood leader should contact his Church physical facilities representative (PFR).

General Conditions and Guidelines

- While the use of a meetinghouse as a temporary community shelter may occasionally be needed, a Church building generally should not be the first choice. Other community facilities are better suited to accommodate the lodging of large numbers of people.
- If wards or stakes are approached by a local organization desiring to enter into a pre-disaster agreement, the stake president should seek area approval. Following approval, the insurance section of the Risk Management Division should be contacted for needed documents.
- When a meetinghouse is used by a community agency, Word of Wisdom standards should be observed in the building and on surrounding Church property. The chapel and offices are not to be used except for Church purposes. Cooking equipment and heaters that are not part of the meetinghouse furnishings may not be used in the building. Pets, other than service animals, are not allowed in the building.
- The stake president or bishop should assign a priesthood holder to be present any time the building is being used.

References:

1. *Church Handbook of Instructions, Book 1*, pages 10 and 182.
2. *Facilities Management Guidelines for Meetinghouses and Other Church Property* (United States and Canada), page 2.

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Additional copies may be obtained from providentliving.org

APPENDIX C WARD AND STAKE EMERGENCY PLAN GUIDELINES

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Guidelines for Ward and Stake Emergency Plans

Wards and stakes should have a plan in the event of an emergency. Plans are prepared by ward and stake welfare committees under the direction of the bishop or stake president. Plans should be updated periodically. The following should be included:

- Disasters likely to occur and response actions needed.
- Assignment of responsibilities to priesthood and Relief Society.
- Maps, addresses, and contact information of members.
- Procedure to account for missionaries and members following a disaster.
- A list of members with special needs.
- Procedures to assist members who may experience emotional trauma.
- A list of members with available resources such as medical training or the ability to operate heavy equipment.
- How stake leaders will contact the area office (outside the United States and Canada) or Church headquarters (United States and Canada) following a disaster.
- Contact information for the local government, the Red Cross, and other emergency response agencies.

APPENDIX D DISASTER CLEAN UP GUIDELINES FOR CHURCH VOLUNTEERS

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Disaster Cleanup Guidelines—Church Volunteers Fact Sheet

For more information about this topic, call the Risk Management Division:

- 1-801-240-4049
- 1-800-453-3860, ext. 2-4049 (toll free in the United States and Canada)

This fact sheet addresses the general conditions and the health and safety guidelines that volunteers should understand before they participate in voluntary cleanup efforts. Before cleanup begins, leaders should discuss these items with volunteers and, if possible, give a copy of this document to each volunteer. Volunteers should read this document before filling in the Record of Donated Labor Hours on the third page.

General Conditions

- Volunteers serve at their own risk. Youth under age 18 should only participate when accompanied by a parent or when parental permission has been given.
- The focus for Church volunteers is to assist in cleanup, not reconstruction. Church volunteers should not work on condemned buildings.
- Volunteer work is to be conducted with the consent and oversight of the homeowner.
- Chain saws are to be used only by adults with experience operating them. They are not to be used to cut large trees or tree trunks.
- Training should be given on incident and injury prevention. Injury-related incidents should be reported promptly to ecclesiastical leaders. Primary insurance coverage is the volunteer's own health insurance.

Health and Safety Guidelines

- Wear appropriate clothing. Also, when appropriate, wear hard hats, hard-soled, high-topped shoes, work gloves, and safety glasses, and use hearing protection. Use repellent in mosquito-infested areas. Use sunscreen with an SPF of at least 30. Dust masks are recommended when working in high dust, ashes, or in smoky conditions.
- Avoid becoming overheated or dehydrated. Drink lots of water (but beware of contaminated water), and rest when needed. Seek medical attention immediately if you have symptoms of heat exhaustion.
- Avoid contact with hazardous chemicals, fallen power lines, stray or wild animals, and rodents and reptiles.
- In enclosed areas, avoid using equipment that produces carbon monoxide gas. This may include charcoal grills, camp stoves, or equipment powered by internal combustion engines, such as generators. Carbon monoxide gas is colorless and odorless, making it difficult to detect, and in an enclosed space it can be deadly.

Updated July 2008

Disaster Cleanup Guidelines—Church Volunteers Fact Sheet, page 1 of 3
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- Beware of unstable structures, uneven surfaces, and broken glass, nails, and other protruding sharp objects. Tetanus and other needed immunizations should be current.
- Beware of working high off the ground. Tie off to a secure object if possible.
- Always lift with your legs, with knees bent to minimize back strain. Work with a partner, and know your limits. Volunteers with pre-existing health conditions, in particular, should perform only those tasks that are within their limitations.
- Use caution when working with mold. Wear a properly fitting N-95 respirator or dust mask (available at building supply stores) and rubber gloves. Do not attempt to clean up areas of mold that exceed ten square feet. After working with mold, wash using soap or hand sanitizer. Wash hands frequently, and change into clean clothes after working with mold or after participating in any disaster cleanup duties.
- Work teams should always have with them a list of emergency contact numbers, the address or GPS location of where they are working, clean drinking water, soap or hand sanitizer, and a basic first aid kit.
- Treat wounds with soap, clean water, and if available, an antibiotic ointment. Puncture wounds and animal and snake bites require rapid, specialized medical attention.
- Be aware of motorized traffic in the area at all times. When walking or working in areas where motor vehicles are passing or where heavy equipment is being used, walk facing oncoming traffic.
- Go to <http://www.osha.gov/OshDoc/flood-tornado-recovery.html> for further information on health and safety precautions.

[illegible]

Updated July 2008

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APPENDIX E ADDITIONAL RESOURCE INFORMATION SOURCES

LDS Provident Living Website

Family Home Storage - <http://www.providentliving.org/channel/0,11677,1706-1,00.html>

Three-Month Supply -

[http://www.providentliving.org/fhs/pdf/WE_FamilyResourcesGuide_International_04008_000.p
df](http://www.providentliving.org/fhs/pdf/WE_FamilyResourcesGuide_International_04008_000.pdf)

Long Term Storage - <http://www.providentliving.org/content/list/0,11664,7448-1,00.html>

Additional Resources

Ready.gov- <http://www.ready.gov/>

Federal Emergency Management Agency - www.fema.gov

Red Cross - www.redcross.org

Idaho Bureau of Homeland Security - <http://www.bhs.idaho.gov/>

