



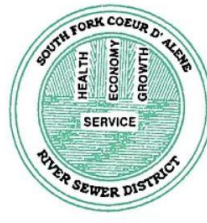
Shoshone County Emergency Operations Plan

January 2025

This Page Intentionally Left
Blank

Acknowledgements

Shoshone County would like to acknowledge the following agencies for their participation in the 2020 Emergency Operations Plan (EOP) planning process.



Public Health
Prevent. Promote. Protect.
Panhandle Health District



This Page Intentionally Left
Blank

Table of Contents

Acknowledgements 3

A Resolution Adopting the Shoshone County Emergency Operations Plan 2

Letter of Promulgation 5

Approval and Implementation 7

Record of Changes..... 9

Ongoing Plan Management and Maintenance..... 9

Distribution List 11

Base Plan 13

I. Purpose, Scope, Situation Overview, and Assumptions 15

II. Concept of Operations..... 18

III. Organization and Assignment of Responsibilities 20

IV. Direction, Control, and Coordination..... 23

V. Information Collection and Dissemination 25

VI. Communications..... 26

VII. Administration, Finance, and Logistics 26

VIII. Plan Development and Maintenance 27

Agency Annexes..... 30

Annex A: Communications 32

Agency Annex B: Fire Service 38

Agency Annex C: Emergency Medical Services 44

Agency Annex D: Emergency Management 48

Agency Annex E: Law Enforcement 58

Agency Annex F: Public Works 64

Agency Annex G: Public Health..... 72

Appendices 80

Appendix A: Emergency Operations Center Activation, Operations, and Deactivation 82

Appendix B: Public Information Officer 88

Appendix C: Elected Officials 92

Appendix D: Damage Assessment 94

Appendix E: Evacuation..... 101

Appendix F: Financial Management 115

This Page Intentionally Left
Blank

A Resolution Adopting the Shoshone County Emergency Operations Plan

WHEREAS, the Shoshone County Emergency Operations Plan has been developed in the interest of providing protection to the local population; and

WHEREAS, it is written to address primarily the natural and person-made hazards and related disasters in Shoshone County; and

WHEREAS, in support of this Plan, all County and private agencies are requested to develop directives, Standard Operating Procedures, checklists, or other supplemental guidance to ensure its maximum effectiveness; and

WHEREAS, periodic exercises will be scheduled to provide familiarity with emergency procedures; and

WHEREAS, this Plan supersedes the Shoshone County Emergency Operations Plan dated August 2020; and

NOW THEREFORE, BE IT RESOLVED the Shoshone County Board of Commissioners adopts the Shoshone County Emergency Operations Plan dated January 2025 and it is hereby authorized to be the official plan for Shoshone County intergovernmental emergency operations pursuant to Chapter 10, Title 46 Idaho Code.

DATED this 26 day of Feb. 2025.

BOARD OF COUNTY COMMISSIONERS

Three handwritten signatures in blue ink are written over three horizontal lines. The top signature is the most prominent and appears to be 'M. J. ...'. The middle signature is 'M. ...'. The bottom signature is 'D. ...'.

ATTEST:

Handwritten signature of Sydney Millard in black ink, written over a horizontal line.

This Page Intentionally Left
Blank

Letter of Promulgation

We are pleased to present the Shoshone County Emergency Operations Plan. This Plan addresses the five phases of emergency management: prevention, protection, mitigation, response, and recovery. It conforms to the Idaho Emergency Operations Plan and the National Incident Management System and supersedes the Shoshone County Emergency Operations Plan dated August 2020.

The purpose of this Plan is to provide the framework for the coordination and full mobilization of internal and external resources. This planning framework:

- Identifies authorities and assigns responsibilities for planning, response, and recovery activities,
- Identifies the scope of potential hazards that form the basis for planning,
- Establishes the emergency management organizational structure that will manage the response,
- Identifies those agencies and departments tasked with specific responsibility for carrying out the plans and operations defined with the Annexes of this plan,
- Identifies other jurisdictions and organizations with whom planning and emergency response activities should be coordinated, and
- Outlines the process of disseminating emergency information and instructions to the population.

It is our expectation that agencies, divisions and departments identified as being tasked with the development and maintenance of standard operating procedures and checklists in the plan operations, actively participate in the planning process with the Emergency Manager to ensure that their assigned responsibilities actively support implementation of this Plan.

This Plan is a dynamic document. An annual assessment process accompanied by rigorous testing and review will ensure that it does not become another "manual on the shelf."


Approved by:


Date:


Signature


Title

This Page Intentionally Left
Blank

Approval and Implementation

The Shoshone County Emergency Operations Plan (EOP) describes the mechanism and structure by which the County government mobilizes resources and conducts activities to address the consequences of any major disaster or emergency within the boundaries of Shoshone County.

Local and state assistance is available through Mutual Aid Agreements, Memoranda of Understanding, and the Emergency Management Assistance Compact. Federal assistance is available under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, as well as individual agency authorities, to save lives; protect public health, safety, property, and the environment; alleviate damage and hardship; and reduce future vulnerability.

By participating in this planning process, agencies and organizations in Shoshone County agree to:

- Support the EOP concept of operations and carry out their assigned functional responsibilities to ensure the orderly, timely delivery of assistance.
- Cooperate with the County Commissioners, Emergency Manager, Incident Commander, and others to provide effective oversight of disaster operations.
- Make maximum use of existing authorities, organizations, resources, systems, and programs to reduce disaster-relief costs.
- Form partnerships with counterpart local and state agencies, voluntary disaster relief organizations, and the private sector to take advantage of all existing resources.
- Continue to develop and refine County and regional planning, training, and exercise, activities to maintain necessary operational capabilities.

Supporting agencies and organizations which participated in this planning process are listed below:

Shoshone County Emergency Manager
Idaho Office of Emergency Management
Shoshone County Sheriff's Office
Pinehurst Police Department
Kellogg Police Department
Shoshone County Fire District No. 1
Shoshone County Fire District No. 2
United States Forest Service

Shoshone County Ambulance Service District
Panhandle Health District
Shoshone Medical Center
Shoshone County Clerk
Central Shoshone Water District
South Fork Sewer District
Kellogg School District #391
Wallace School District #393
Sunshine Silver Mine
Hecla Lucky Mine
American Red Cross of the Greater Inland Northwest
Shoshone County Public Works
Avista Utilities
Shoshone County IT

Record of Changes

The Shoshone County Emergency Operations Plan is a controlled document. Distribution of revised versions will be the responsibility of Shoshone County Disaster Services. Outdated versions of this plan should be destroyed when a new version is published so that only the most recent version is in circulation. In future revisions, this page will provide a record of major changes made since the date of publishing the first draft, to keep the plan consistent with current policies.

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
1	1/1/25	Shoshone County	<i>Jan Martenson, EM</i>

Ongoing Plan Management and Maintenance

The Plan will be reviewed annually by the Shoshone County Emergency Manager and members of the Local Emergency Planning Committee (LEPC). Based upon the review, as well as the results of any after action reports developed from real world events or exercises, changes necessitated will be made and distributed to Plan holders.

Review Date	Reviewed by	Signature
December 2024	Shoshone Co LEPC	<i>Jan Martenson, EM</i>

This Page Intentionally Left
Blank

Distribution List

#	Electronic (E) or Printed Copy (P)	Received By (Name)	Agency/Organization	Signature of Recipient	Date

This Page Intentionally Left
Blank

Base Plan

This Page Intentionally Left
Blank

I. Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan describes emergency management functions and responsibilities of Shoshone County Disaster Services and other public and private organizations in the county that aid in the response and recovery from any hazard that could impact Shoshone County.

The plan is also intended to do the following:

- Establish who is in command during a disaster.
- Clearly designate disaster-related functions assigned to government agencies based on capabilities and mandated responsibilities.
- Identify available sources of equipment and manpower in government agencies to utilize during disaster events.
- Identify resources, manpower and equipment available from the private sector and the public to assist during disasters.
- Identify and clarify funding sources of manpower and other resources during disasters.
- Provide coordination between agencies to achieve assigned functions.
- Organize volunteers when it is determined that there is a need.

Scope and Applicability

- This Emergency Operations Plan (EOP) is a county emergency management plan designed to describe Shoshone County's emergency/disaster response.
- This EOP is intended to be both "generic" and "hazard-specific," covering the entire range of emergency and disaster situations, from natural disasters to technological hazards created as a byproduct of our modern society.
- This EOP considers that emergencies and disasters are likely to occur as described in the Shoshone County Hazard Identification and Vulnerability Assessment and describes:
 - Functions and activities necessary to implement the five phases of emergency management: prevention, protection, mitigation, response, and recovery.
 - Responsibilities identified in County ordinances and other applicable laws, as deemed appropriate.

Situation Overview

County Description: Shoshone County is in the Idaho Panhandle and is bounded by the Rocky Mountain western crest on the east side of the county, coinciding with the Idaho/Montana state line. Moving from the southern Shoshone County boundary clockwise, Shoshone County borders the Idaho Counties of Clearwater County, Latah County, Benewah County, Kootenai County, and Bonner County.

The total area of Shoshone County is 1,682,327 acres (2,628.6 square miles), making it the eighth largest land area county in Idaho. This also makes Shoshone County slightly larger than the entire State of Delaware (2,489 square miles), and 70% larger than the State of Rhode Island (1,545 square miles).

The lowest elevation in Shoshone County is located along the St. Joe River as it enters Benewah County to the west at 2,132 feet (650 meters). The Coeur d'Alene River exit point from Shoshone County into Kootenai County is 2,145 feet (654 meters), just 12 feet higher in elevation than the exit point of the St. Joe River into Benewah County. The highest summit in Shoshone County rests at 7,700 feet (2,346 meters) at Illinois Peak, the very highest headwater contribution point to the St. Joe River. This high point is also along the political boundary between Shoshone County, Idaho, and Mineral County, Montana. The average elevation in Shoshone County is 4,255 feet (1,297 meters).

Shoshone County was established in 1864 and named after the Shoshone Indian Tribe. The county seat is Wallace. Shoshone County is widely known for the "Silver Valley" due to its mining history. The Silver Valley is famous nationwide for the vast amounts of silver produced from its mines.

Other incorporated cities include: Kellogg, Mullan, Osburn, Pinehurst, Smeltonville, Wallace, and Wardner and unincorporated communities include: Adair, Avery, Big Creek, Calder, Cataldo, Clarkia, Enaville, Gold Creek, Kingston, Murray, Pine Creek, and Silverton.

Hazard Analysis Summary: According to the 2018 Shoshone County All Hazards Mitigation Plan (AHMP), Shoshone County is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. According to the AHMP, potential hazards which may occur in or around the county are: avalanches, communicable disease outbreaks, earthquakes, floods, hazardous materials incidents, landslides, severe weather, and wildland fires. For detailed information see the AHMP, pages 54-175.

In addition, the Bunker Hill Mining and Metallurgical Complex is a Superfund Site located in the Coeur d'Alene River Basin situated in approximately the center of Shoshone County and includes three Operable Units (OU). A century of releases from mining and smelting activities left several thousand acres contaminated with heavy metals. The most significant contaminants are antimony, arsenic, cadmium, copper, lead, mercury, and zinc. The principal sources of unconfined metal contamination were emissions from smelting operations and discharge of mine/mill tailings and waste rock

to the South Fork Coeur d'Alene River and its tributaries. Several million tons of tailings were confined in large waste piles on-site or used as aggregate and fill in widespread construction activities. Tailings discharged to local streams have heavily contaminated approximately 1,100 acres of the floodplain. These wastes were subsequently transported throughout the area by flooding, erosion, wind, and anthropogenic activities. Decades of sulfur oxide emissions from smelter operations and extensive logging denuded the adjacent hillsides resulting in severe erosion.

This site was added to the National Priority List in 1983 due to the widespread heavy metal contamination and consequent excess blood lead levels identified in area children. An approximate 21 square mile area, commonly referred to as the Bunker Hill Box (the Box), contains the original OUs 1 and 2. The greater Coeur d'Alene River Basin surrounding the Box is OU3. The Populated Areas (i.e., OU1) Record of Decision (ROD) was adopted in 1991 and the Non-Populated Areas ROD (OU2) was adopted in 1992 (USEPA 1991 and 1992). The Basin (OU3) ROD was signed a decade later in 2002 (USEPA 2002).

Emergency Planning and Response Special Considerations: The Institutional Controls Program is a locally enforced set of regulations designed to ensure the integrity of clean soil and other protective barriers placed over contaminants left in place throughout the Bunker Hill Superfund sites. The program includes educational activities, permitting and inspection procedures, monitoring and health surveillance programs, and records maintenance. Panhandle Health District's (PHD) Environmental Health Code provides the Institutional Controls Program with statutory authority to enforce program requirements. In addition, PHD has the authority to revoke a permit or to issue a stop work order for noncompliance.

The Institutional Controls Program applies to all activities involving excavation, building, development, construction, building renovation, and/or grading within the Bunker Hill Superfund sites for metals. It includes work conducted on building interiors involving ceilings, attics, insulation, basements, or crawl spaces that result in contaminated soil or dust being accessed. The PHD maintains access to a public disposal site for contaminated soil, contaminated metals, renovation and building demolition waste, and carpets that are contaminated with lead and other metals.

To further integrate the Institutional Controls Program into existing local programs the Institutional Controls Program is now incorporated fully into the Shoshone County Emergency Management Program. Institutional Controls Program controls must be followed to ensure that contamination is not spread during emergency response activities and that recovery actions are taken with the strict requirements of the Institutional Controls Program. Through the Shoshone County Emergency Operations Plan there will be notations where the Institutional Controls Program must be considered. The Institutional Controls Program requirements will not be fully replicated in this Plan but rather are hereby incorporated by reference. For additional information contact the Institutional Controls Program Manager at PHD.

Capability Assessment: The county resource capabilities are outlined in the 2018 Shoshone County All Hazards Mitigation Plan, Section 6.6 County Resource Capabilities, pages 319-337.

Mitigation Overview: Mitigation strategies are outlined in the 2018 Shoshone County All Hazards Mitigation Plan, Section VI Mitigation Strategy, pages 176-318.

Planning Assumptions

- Shoshone County and its cities and towns will continue to be exposed to the hazards identified above as well as others which may develop in the future.
- Government officials will continue to recognize their responsibilities with regard to the public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters
- If properly implemented, this plan will reduce or prevent disaster related losses.

II. Concept of Operations

General

It is the responsibility of the Shoshone County government to undertake comprehensive management of emergencies to protect life and property from the effects of hazardous events. This plan is based upon the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Day-to-day functions which do not contribute directly to response actions to an emergency may be suspended for the duration of the emergency. The resources and effort that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.

County response departments, districts, and agencies within Shoshone County are tasked with ensuring rapid and effective emergency response across the entire county, including its remote areas and small communities. Due to the isolated nature of parts of the county, (e.g. Clarkia, Calder/Avery, Prichard/Murray areas) departments must prepare, train, and engage the whole community to address a wide range of emergencies in these areas. Mutual aid agreements should be developed with neighboring jurisdictions and agencies to enhance response capabilities. These agreements should facilitate sharing resources, personnel, and expertise, ensuring that assistance can be quickly mobilized when needed, improving the overall efficiency and effectiveness of emergency response efforts in the county. Community members and organizations should be recruited and trained in emergency preparedness efforts. These efforts should be coordinated with emergency response agencies.

A comprehensive emergency management plan is concerned with all types of hazards which may develop in the community. It is more than an operations plan because it accounts for activities before, during, and after the disaster, and addresses all phases of emergency management, as shown on the following figure.

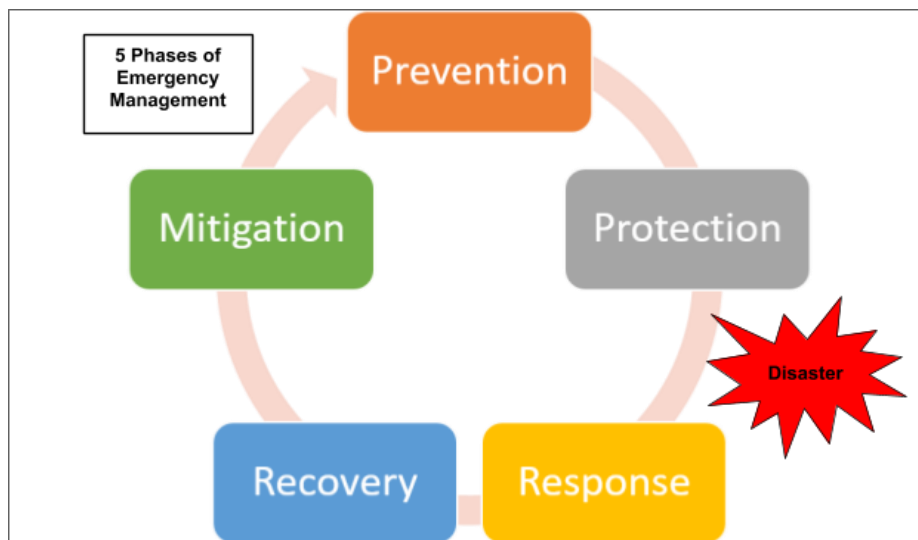


Figure 1: Five Phases of Emergency Management

- **Prevention.** Prevent, avoid, or stop an imminent, threatened, or actual act of terrorism.
- **Protection.** Protect citizens, residents, visitors and assets against the greatest threats and hazards in a manner that allows interests, aspirations, and way of life to thrive.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.

Interjurisdictional Relations

The Shoshone County Commissioners are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the five phases (prevention, protection, response, recovery, and mitigation) of emergency management activities within the county.

The Shoshone County Emergency Manager shall act on behalf of the Chief Elected Officials. An Emergency Operations Center (EOC) has been designated by the county and may be activated by the Emergency Manager or the Chief Elected Officials during an emergency. A Deputy Emergency Manager and Alternate EOC may also be designated to function in case the primary Emergency Manager and/or EOC are not available.

This plan embraces an “all-hazards” principle: that most emergency response functions are similar, regardless of the hazard. The Emergency Manager will mobilize resources and personnel as required by the situation.

The Emergency Manager and Chief Elected Officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed. When the emergency exceeds the County government’s capability, requests for mutual aid and State assistance may be made.

The County and all municipalities will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (ICS).

III. Organization and Assignment of Responsibilities

Organization

- The Shoshone County EOP is formatted as an Agency Focused EOP with agency annexes for each Lead Agency in the county. This format was selected to allow EOP users to review only those procedures specific to their agency without having to review other agencies’ response tasks. Each agency annex will still reference the relationships that exist between agencies and the collaboration necessary to respond to and recover from disasters.
- Lead Agency is defined as an agency that provides significant authorities, roles, resources or capabilities for a particular response or recovery function. The Agency Annexes also contain lists of Support Agencies for each Annex. Support Agency is defined as those agencies that provide specific capabilities or resources that may support Lead Agencies in response and recovery efforts.
- The EOP includes appendices, which are designed to provide more detail about specific operations. They include the following:
 - Appendix A: EOC Activation, Operations and Deactivation
 - Appendix B: Public Information
 - Appendix C: Elected Officials
 - Appendix D: Damage Assessment
 - Appendix E: Evacuation
 - Appendix F: Financial Management
- In developing this EOP, Hazard Specific Standard Emergency Operation Center Guides (SERGs) are being developed to serve as quick look checklists. These

checklists are being developed for emergency and disaster response activities for the specific hazards the county faces as identified in the AHMP. The SERGs will be added to the Shoshone County EOC Reference Binder.

Assignment of Responsibilities

This list of responsibilities is not comprehensive. For additional information about specific responsibilities please review the specific Agency Annex, EOC position manual, or agency standard operating procedures.

- The Shoshone County Senior Elected Officials are responsible for:
 - Activating the EOC as needed.
 - Issuing a disaster declaration, if appropriate.
 - Approving emergency information/instructions/media releases.
- The Shoshone County Emergency Manager is responsible for:
 - Managing day to day emergency management preparedness activities.
 - Activating the EOC as requested.
 - Providing coordination and support for response efforts within Shoshone County.
 - Coordinate with neighboring jurisdictions as necessary or requested.
 - Activating EOC Staff.
- EOP identified Lead Agencies are responsible for:
 - Providing a representative to serve in the Shoshone County EOC.
 - Notifying and requesting support from support agencies.
 - Working with appropriate private-sector organizations to maximize use of all available resources.
 - Conducting situational and periodic readiness assessments.
- EOP identified Support Agencies are responsible for:
 - Supporting the Lead Agency, when requested, by conducting operations using its authorities, expertise, capabilities, or resources.
 - Assisting with input for situational and periodic readiness assessments.

Lead Agencies

The following Lead Agency Annexes have been developed in coordination with the listed Lead Agency.

- Communications: Shoshone County Dispatch
- Fire Service: Fire Agency with Jurisdiction
- Emergency Medical Services: Shoshone County Ambulance Service District
- Emergency Management: Shoshone County Disaster Services
- Law Enforcement: Shoshone County Sheriff's Office
- Public Works/ Road and Bridge: Shoshone County Public Works
- Public Health: Panhandle Health District

Support Agencies

A number of agencies and organizations provide support to each of the Lead Agencies. A complete list of Support Agencies for each Lead Agency is included in the Agency Annexes.

IV. Direction, Control, and Coordination

General

To ensure maximum utilization of local resources as well as save lives, protect the environment, and minimize property damage in a disaster, Shoshone County has adopted the guiding principles of the National Incident Management System (NIMS). The Command and Coordination component of NIMS describes the systems, principles, and structures that provide a standard, national framework for incident management.

Emergency Management

The Shoshone County Emergency Manager has responsibility for coordinating the entire Emergency Management program within the County and can make routine decisions within the limits of disaster authority. The Shoshone County Emergency Manager works directly under the authority of the County Board of Commissioners. During emergency operations, the Manager should ensure that all parties are working in a concerted, integrated, and supportive effort to overcome the disaster. Specific organizations or departments are responsible for fulfilling their obligations as presented in the Basic Plan.

Incident Command

Incident command is responsible for the overall management of the incident and all operations on scene. The responsibility for incident command resides with the agency having jurisdiction. When an incident becomes large or involves multiple jurisdictions, command may be transferred, or Unified Command may be established. Ultimately the final responsibility for on-scene operations rests with the incident commander and the jurisdiction's Chief Elected Officials.

Emergency Operations Center

The purpose of an EOC is to establish a central location where the government can provide coordinated support to Incident Command. The Shoshone County EOC provides multiagency coordination of information and resources to support incident management (on-scene operations). The EOC does not command the on-scene response, however it may assist Incident Command by managing operations such as emergency shelters. The EOC may also perform incident command functions when on-scene incident command is not established, such as in a snow emergency. The EOC is designed to be adaptable to the requirements of the incident and the jurisdiction. Additional information regarding the EOC is available in Annex D: Emergency Management.

The EOC carries out the coordination function by:

- Collecting, analyzing, and sharing information.
- Supporting resource needs and requests, including allocation and tracking.
- Coordinating plans and determining current and future needs.
- In some cases, providing coordination and policy direction.

The following illustrates the relationship between the EOC and the Incident Command Structure.

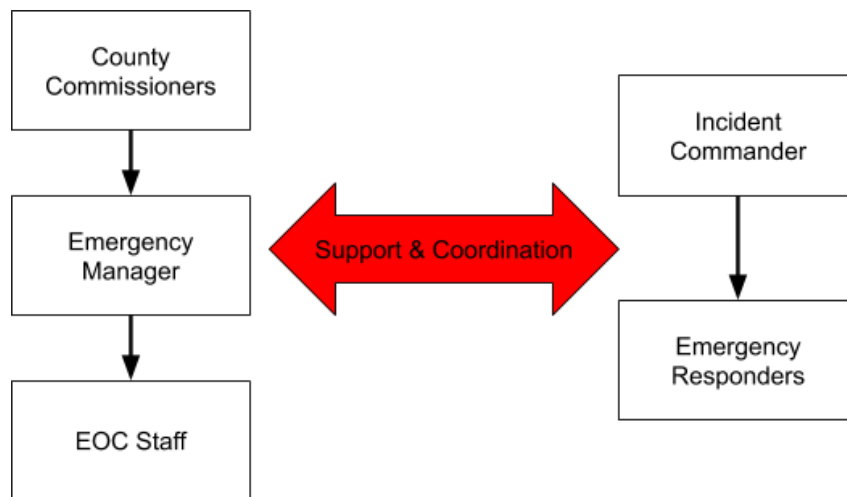


Figure 2: EOC and Incident Command Relationship

EOC Activation

Shoshone County Disaster Services is the county’s 24-hour “crisis monitor.” As emergency situations threaten to occur, the Emergency Manager may activate the Shoshone County EOC to facilitate evaluation and incident planning and possible activation and implementation of emergency functions and resources. Certain events may trigger immediate, full EOC activation.

The EOC may be activated at the request of the Shoshone County Commissioners, the Shoshone County Emergency Manager, or an agency within Shoshone County. While the Incident Command System is employed at almost every response event in the County, the EOC is activated only in those events which exceed the normal capabilities of responding agencies and require coordination assistance. A major power failure or severe winter storm could be an example of the need for EOC support to an incident or multiple incident scenes. The EOC may be activated to different levels based upon the needs of the incident.

Detailed information regarding the activation of the EOC is available in Appendix A: EOC Activation, Operations and Deactivation.

EOC Organization

The Shoshone County EOC is staffed by personnel with varied skills and functions from the County, City, other governmental, and Private Organizations and Groups. The EOC is managed by the County Emergency Manager, who is appointed by the County Commission. The organizational structure of the EOC is designed to be scalable in order to meet the needs of the incident and the county. It aligns with the structure of this Emergency Operations Plan.

Detailed information regarding the organization of the EOC is available in Appendix A: EOC Activation, Operations and Deactivation.

V. Information Collection and Dissemination

General

During an emergency, a well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision making. Accordingly, Shoshone County has designated a process to collect, analyze, and disseminate information during an emergency to both internal and external response partners as well as the public. Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the Shoshone County EOC.

Information Collection

Information will be collected from a variety of sources. Per ICS, the Planning Section at each operational location will be charged with collecting information. The following lists a few examples of potential sources of operational information:

- On-scene responders
- ICS 214- Activity Logs
- Other agencies and departments
- Public agencies and non-governmental organization partners
- Television, radio, and print media
- Social media
- Victims of the emergency or the public
- Subject matter experts

Analysis

After information has been collected, it must be analyzed to determine its operational relevance. Emergency management personnel (or EOC staff if the EOC is activated) will analyze information that is received and prepare situation updates for leadership.

Dissemination

Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination. For additional information about public information, refer to Appendix B: Public Information.

VI. Communications

Effective communication and coordination are essential for adequate response to, and recovery from, emergency situations. Response agencies and organizations will utilize established communication and coordination protocols during emergencies and disasters, typically coordinated through Shoshone County Dispatch. As an incident or emergency increases in size or complexity, or communications are disrupted by the disaster itself, existing communications will integrate with other regional and state communication networks.

For detailed information on communications and coordination, refer to Annex G: Communications.

VII. Administration, Finance, and Logistics

General

During and after emergency/disaster events normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner.

The County emergency response and recovery costs must be properly documented so that eligible reimbursements from state and federal sources may be possible.

Administration

During emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.

Each department will keep an updated inventory of its personnel, facilities, and equipment resources as part of their emergency plans and procedures.

Departments will designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing County emergency purchasing procedures.

Finance

All departments will make every effort possible to assure the safety of cash, checks, and accounts receivable, and assist in the protection of other valuable documents/records.

Departments are responsible for keeping records of the name, arrival time, duration of utilization, departure time and other information relative to equipment, supplies, materials, and the service of emergency workers, as well as documentation of any employee or authorized volunteer injuries, lost or damaged equipment, and any associated or extraordinary costs.

For detailed information on communications and coordination, refer to Appendix F: Financial Management.

Logistics

Departments responding to emergencies and disasters will first use their available resources.

Following initial lifesaving activities, the Chair of the County Board of Commissioners and the Chief Executives of the cities will help to ensure that all necessary supplies and resources are procured for the various operating departments.

After an Emergency Proclamation has been issued, the Chief Executive may, without prior approval of the governing body, rent, lease, procure or contract for such resources or services as are essential for maintaining the safety and wellbeing of the population and effecting immediate restoration of vital services.

When this plan is implemented, the EOC may become the focal point for procurement, distribution, and replacement of personnel, equipment, and supplies. Scarce resources will be allocated according to established priorities and objectives of the Incident Commander(s) and senior elected officials of involved jurisdictions.

VIII. Plan Development and Maintenance

Plan Development

The Shoshone County Emergency Operations Plan (EOP) was developed in conjunction with a county-wide planning team. The Shoshone County Emergency Manager is responsible for ensuring that the plan is distributed, and that county officials and staff members are provided briefings concerning their role in emergency management and the contents of this plan.

The EOP will be tested at least once a year, through either a planned exercise event or a real-world emergency. When exercising the EOP, specific objectives will be developed to ensure users are familiar with the format of the EOP, and that agency assignments remain appropriate.

Plan Maintenance

Department and agency officials are responsible for development and maintenance of their respective segments of this plan. Officials are also responsible for the development of appropriate policies and procedures to support the responsibilities identified in the plan.

The Plan will be reviewed annually by the Shoshone County Emergency Manager and members of the Local Emergency Planning Committee (LEPC). Based upon the review, as well as the results of any after action reports developed from real world events or exercises, changes necessitated will be made and distributed to Plan holders.

This Page Intentionally Left
Blank

Agency Annexes

This Page Intentionally Left
Blank

Annex A: Communications

I. Introduction

The Communications Agency Annex contains all duties assigned to the Shoshone County Dispatch Center during disaster response and recovery efforts.

II. Purpose, Scope, Situations, and Assumptions

Purpose

The purpose of the Communications Annex is to provide direction and coordination for establishing, maintaining, and augmenting communications and warning systems during emergency response operations.

Scope

Communications are essential for adequate response to, and recovery from, emergency situations. The Communications Agency Annex describes the communications and warning systems that are available locally for the un-interrupted flow of information during the response and recovery phase of a disaster.

Situation

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require communications support to include floods, earthquakes, landslides, snow slides, hazardous materials spills, mine disasters, wildland and structural fires and severe storms.

Assumptions

- The Law Enforcement radio net is the command and control radio communication system for the County.
- The Idaho Law Enforcement Teletype System (ILETS) and telephone communications are available but are vulnerable to outages due to landline dependency.
- The County does not have a permanent Emergency Operations Center (EOC). A mobile communications vehicle with radio communications is available through the Sheriff's Office.
- Geographical and weather conditions create limits to communications.
- Communications needed during a disaster will often exceed normal capabilities.
- Radio communication assistance will be available through other public agencies.

- The need to warn the public is common to all hazards and time available for warning may vary from ample to none.
- AM/ FM radio reception is unreliable in the County and cannot be relied upon for warning,
- Many tourists and sportsmen would not receive a timely warning in case of an emergency or disaster.

III. Concept of Operations

Management of communications between emergency responders in Shoshone County rests with the Shoshone County Dispatch Center.

If an incident requires support and coordination efforts from the EOC, the Dispatch Center will identify and provide a representative to serve as the Communications representative in the EOC. The Communications Lead Agency representative will coordinate requests for assistance.

IV. Organization and Assignment of Responsibilities

Organization

Day to day communications between Shoshone County law enforcement, emergency medical services, fire service and other emergency responders is managed by the Shoshone County Dispatch Center. During times of disaster, the Shoshone County Emergency Manager may activate the Communications Annex and request the Dispatch Center to provide a point of contact to serve in the EOC and assist with disaster coordination activities. During recovery efforts the Dispatch Center will coordinate with the Emergency Manager and the recovery team as needed.

The telephone, cellular phone, fax, internet, and County UHF/VHF radio systems will be primary means of emergency responder communications. During most emergency conditions, tactical radio communications may be managed from the Shoshone County Dispatch Center, the mobile communications vehicle, or through an established incident command system. Dedicated telephone line(s) between the EOC and the Dispatch Center should be established.

Radio nets of the Idaho State Police, Idaho Department of Lands, Idaho Department of Transportation, Department of Fish and Game, U.S. Forest Service, the Bureau of Land Management and Support Agencies may be utilized if additional radio systems are needed. Cellular telephones may be needed to supplement existing communications resources and free tactical radio frequencies.

Assignment of Responsibilities

Emergency Responder Communications

- Assign Communication Operators from the Sheriff's Office dispatchers. Responsibilities include operating communications equipment in support of county emergency operations.
- Analyze emergency communications capability in relation to potential hazards and disaster conditions.
- Determine the status of communications systems and brief the EOC staff as needed.
- Maintain 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.
- Brief communications status to the EOC staff.

EOC Communications

- Activate and manage the emergency communications section of the EOC if necessary.
- Ensure the communications section of the EOC has the capability to sustain 24-hour operations if required.
- Establish communications between the EOC and necessary local, state, and federal agencies who are involved in the incident.
- To the extent possible establish and maintain communication links and liaison with shelters and lodging facilities and other emergency operating locations.
- Coordinate with the commercial telephone communications carrier to provide telephone service and maintenance necessary to support the EOC.
- Coordinate activation of supplemental communications systems if required.
- Provide backup communications capabilities for the EOC.
- Coordinate with the Emergency Manager to develop a message distribution system to support EOC operations.
- Activate the EOC message 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 a manual or computerized system.

Recovery

- Assess damage to communications resources and warning systems.
- Review the county's Hazard Analysis to determine the potential vulnerability to the warning system.
- Make changes, as necessary, to improve the effectiveness of the existing warning system.

Warnings and Notification

- Assist in the identification of the best method of providing emergency notification to government personnel and the public in Shoshone County of a threat or actual occurrence of a disaster.
- With authorization from the Sheriff or designee, activate public warning procedures to include the Emergency Alert System (EAS). See the EOC Reference Binder for additional information.
- Utilize electronic reader boards placed on highways for emergency information relay.
- As necessary, request affected cities, all law enforcement agencies and/or fire departments to disseminate warning to their municipality and alert officials to warn their staff. Contact all major employers and schools.
- Ensure that the Public Information Officer (PIO) acts as the contact with the media.
- Record all warning information received or disseminated in a chronological log.
- Implement steps to alert emergency responders or provide situation updates.
- Implement contingency plans to provide warnings if the established system fails.
- Issue cancellation of the warning notice or otherwise ensure emergency responders and the public know that the emergency is terminated.
- Notify the public about the termination of warning through the PIO.

Amateur Radio Activation

- Amateur radio operators in Shoshone County are organized as a Radio Amateur Civil Emergency Services (RACES) Organization.

- Upon request by the incident command structure or agency, activate the Amateur Radio organization in Shoshone County and provide reporting instructions.

V. Direction and Control

- The Dispatch Center operates under their day to day command structure.
- Existing mutual aid agreements will be utilized if additional resources are needed.
- All requests for State and or Federal assistance will be coordinated through the EOC and directed to the Idaho Office of Emergency Management North Idaho Area Field Officer.

VI. Communications

- Standard communications methods will be utilized. Should those methods be unavailable or additional methods be required, those requests should be referred to the EOC.

VII. Administration and Logistics

- All receipts, letters of authorization, or other documents related to the purchase of emergency equipment or resources will be retained and recorded.
- Normal practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and office supplies for the EOC will be provided by Shoshone County Clerk's Office while the EOC is in operation.
- The EOC will be established and communication support within the EOC will be provided by the Shoshone County Emergency Manager.
- 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.

VIII. Plan Development and Maintenance

- The Shoshone County Dispatch Center will review this Annex annually, updating and modifying, as necessary.
- Supporting documents, such as Standard Operating Procedures (SOPs), notification and resource lists, checklists, inventories, and maps, will be

maintained in position specific binders in the EOC. These documents will be reviewed annually.

IX. Support Agencies and Resources

- Idaho State Communications Center
- Idaho State Police
- Kootenai County Central Dispatch
- Post Falls Dispatch Center
- Coeur d'Alene Dispatch Center (Interagency)
- Bonner County Dispatch Center

Agency Annex B: Fire Service

I. Introduction

The Fire Service Agency Annex contains all duties assigned to the Fire District Lead Agency with jurisdiction during disaster response and recovery operations.

II. Purpose, Scope, Situations, and Assumptions

Purpose:

The purpose of the Fire Service Annex is to provide a comprehensive mechanism to ensure appropriate utilization of local fire resources during a disaster. These resources include the detection and suppression of urban, rural, and wildland fires resulting from, or occurring with, a disaster or emergency.

Scope:

The Fire Services Agency Annex includes a broad scope of responsibilities that include:

- Managing and coordinating firefighting resources.
- Mobilizing and coordinating personnel, equipment, and supplies.
- Interfacing with other agencies including law enforcement and emergency management.

Situation:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require fire service support to include floods, earthquakes, landslides, snow slides, hazardous materials spills, mine disasters, wildland and structural fires and severe storms. Shoshone County is comprised of a vast amount of State, Federal, and private forestlands. In rural areas, fire protection districts and residents are likely to be first responders when a fire occurs. Successful fire suppression efforts depend mostly on mutual aid agreements between the Idaho Department of Lands, local fire protection districts, municipal fire departments, and other government agencies.

Assumptions:

- Firefighting equipment is adequate under normal conditions. Updated equipment is being purchased as funds/grants permit.
- Mutual and Automatic Aid Agreements provide for sufficient manpower, equipment, and supplies to address structural and wildland fires within most areas of Shoshone County.

- In the event of a major disaster, such as a severe earthquake, flood, major hazardous material spill or uncontrolled wildfire, County capabilities (number of personnel and equipment) will not be adequate.
- Outside assistance would likely be needed in the event of a hazardous materials incident from the Region 1 Hazardous Materials Team.

III. Concept of Operations

Fire service operations in Shoshone County rest with the fire district or agency having jurisdiction. Response areas are clearly defined and identified by fire district. As specified in the National Incident Management System (NIMS), the most qualified firefighter on scene assumes the role of Incident Commander until command is transferred. In most situations, District Fire Chiefs will direct the fire service operations within their respective jurisdictions.

If an incident requires support and coordination efforts from the Emergency Operations Center (EOC), the fire district with jurisdiction will identify and provide a fire representative to serve as the Fire Service Lead Agency representative in the EOC. The Fire Service Lead Agency representative will coordinate requests for assistance.

IV. Organization and Assignment of Responsibilities

Organization

Day to day fire service activities are undertaken by the Fire District having jurisdiction. During times of disaster, the Shoshone County Emergency Manager may activate the Fire Service Annex and request the Fire District having jurisdiction to provide a point of contact to serve in the EOC and assist with disaster coordination activities. During recovery efforts the involved Fire District(s) will coordinate with the Emergency Manager and the recovery team as needed.

Assignment of Responsibilities

Disaster Response

- Manage department resources and direct fire department operations.
- Assist with warning the public as requested.
- Assist in evacuation and relocation actions
- Assist law enforcement to organize, plan, and coordinate search and rescue operations in the County.
- Coordinate and assist with emergency communications as needed.
- Assist in initial damage assessment if personnel are available.

EOC Coordination

- Report to the EOC.
- Establish communications with fire departments and fire districts.
- Contact cooperating outside agencies if their services are required.
- Receive status reports from Incident Command or other fire districts.
- Coordinate county-wide fire service activities.
- Maintain events record.
- Provide situation briefings to the EOC staff.
- Brief the Public Information Officer (PIO) so that they may act as the official and only spokesperson during the disaster or emergency.
- Assign fire service personnel to assist with shelter set-up and operations.

Hazardous Materials Incident

- Coordinate hazardous material incident operations at the EOC.
- Coordinate the assistance required for hazardous or radiological monitoring and decontamination.
- Ensure that the Incident Commander contacts State Communications for assistance in a hazardous materials incident.
- Obtain estimates of the area that may be affected.
- Assist in coordinating evacuation efforts at the EOC if needed.
- Assist in coordinating decontamination procedures for hazardous materials incidents.

Recovery

- Maintain communications with on-scene personnel.
- Receive damage reports and assist the Damage Assessment Coordinator in preparation of damage assessments.
- Continue to coordinate decontamination efforts, if required.
- Monitor repair, construction, and demolition projects for safety.
- Make recommendations on mitigation measures.

V. Direction and Control

- All fire departments and districts operate under their day to day command structure from local stations within their legal jurisdictions.
- Existing mutual aid agreements will be utilized if additional resources are needed.
- Requests for out of County non-formalized mutual assistance will be directed to the Shoshone County 911 Dispatch Center. The requesting fire agency or district needs to ensure that financial responsibility issues are addressed.
- All requests for State and or Federal assistance will be coordinated through the EOC and directed to the Idaho Office of Emergency Management North Idaho Area Field Officer.

VI. Communications

- Standard communications methods will be utilized for Firefighting Operations. Should those methods be unavailable or additional methods be required, those requests should be referred to the EOC.
- Fire Districts are dispatched by the Shoshone County 911 Dispatch. Volunteers are recalled using radios and pagers.
- Wildland fire agencies (e.g. Idaho Department of Lands, Forest Service etc.) are dispatched through the Coeur d'Alene Interagency Fire Dispatch Center in Hayden Lake.

VII. Administration and Logistics

- All receipts, letters of authorization, or other documents related to the purchase of emergency equipment or resources will be retained and recorded.
- Normal practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and office supplies for the EOC will be provided by the Shoshone County Clerk's Office while the EOC is in operation.
- The EOC will be established and communication support within the EOC will be provided by the Shoshone County Emergency Manager.
- 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.

VIII. Plan Development and Maintenance

- The Fire Chiefs from the respective Shoshone County Fire Districts will review the Fire Services Agency Annex annually, updating and modifying, as necessary.
- Supporting documents, such as Standard Operating Procedures (SOPs), notification and resource lists, checklists, inventories, and maps, will be maintained in the EOC. These documents will be reviewed annually.

IX. Support Agencies and Resources

See resource lists maintained by the individual agencies below:

- Shoshone County Fire District No. 1
- Shoshone County Fire District No. 2
- Shoshone County Fire District No. 3
- Shoshone County Fire District No. 4
- Prichard Murray Volunteer Fire Department
- Mullan Volunteer Fire
- Coeur d'Alene Fire
- Kootenai Fire and Rescue
- St Maries Fire
- Idaho Department of Transportation
- Radio Amateur Civil Emergency Services (RACES)
- Idaho Department of Lands
- USFS (Panhandle National Forest & St Joe National Forest)
- Bureau of Land Management

This Page Intentionally Left
Blank

Agency Annex C: Emergency Medical Services

I. Introduction

The Emergency Medical Services (EMS) Agency Annex contains all duties assigned to the Shoshone County Ambulance Service District (SCASD) during disaster response and recovery operations.

II. Purpose, Scope, Situations, and Assumptions

Purpose

The purpose of the EMS Agency Annex is to provide a comprehensive mechanism for coordinating, mobilizing, and managing medical services in Shoshone County under emergency or disaster conditions.

Scope

The EMS Annex applies primarily to large-scale emergency or disaster events that would cause sufficient casualties or illnesses, enough to overwhelm local medical health services, thus requiring maximum coordination and effective use of resources.

Situation

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require emergency medical services support to include floods, earthquakes, landslides, snow slides, hazardous materials spills, mine disasters, wildland and structural fires and severe storms. In addition, any act of terrorism may require this plan to be activated.

Assumptions

- All emergency medical services in Shoshone County operate under State of Idaho EMS guidelines.
- All licensed EMS providers provide patient care as directed by one Medical Director and County Wide protocols.
- All EMS providers will operate under the policies and procedures of their agencies.

III. Concept of Operations

Emergency medical services operations rest with SCASD with cooperation from one of the fire districts.

If an incident requires support and coordination efforts from the Emergency Operations Center (EOC), the SCASD will identify and provide an EMS representative to serve as

the EMS Lead Agency representative in the EOC. The EMS Lead Agency representative will coordinate requests for assistance.

IV. Organization and Assignment of Responsibilities

Organization

Day to day emergency medical service operations are undertaken by the departments and agencies responsible for those functions. During times of disaster, the Shoshone County Emergency Manager may activate the EMS Annex and request that the SCASD provide a point of contact to serve in the EOC and assist with emergency or disaster coordination activities. During recovery efforts SCASD will coordinate with the Emergency Manager and the recovery team as needed.

Assignment of Responsibilities

- Respond to the scene with emergency medical personnel and equipment.
 - Assume appropriate role in the Incident Command System.
 - Triage, stabilize, treat, and transport the injured. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
 - Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.), and radio or telephone contact with the hospital.
 - Direct the activities of private, volunteer, and other emergency medical units and of bystander volunteers as needed.
- During mass casualty incidents, EMS will utilize the Shoshone County Mass Casualty Plan for establishing patient triage, holding, treatment, and transportation areas.
- During a major disaster or emergency, EMS may assist with the evacuation of patients from affected hospitals and, if necessary, from nursing homes or other facilities

V. Direction and Control

- Agencies, districts, and departments providing emergency medical services operate under their day to day command structure, as does the SCASD.
- Existing mutual aid agreements will be utilized if additional resources are needed.
- All requests for State and or Federal assistance will be coordinated through the EOC and directed to the Idaho Office of Emergency Management (IOEM) North Idaho Area Field Officer.

VI. Communications

- Standard communications methods will be utilized for EMS Operations. Should those methods be unavailable or additional methods be required, those requests should be referred to the EOC.
- For additional information, refer to Annex A: Communications.

VII. Administration and Logistics

- All receipts, letters of authorization, or other documents related to the purchase of emergency equipment or resources will be retained and recorded.
- Normal practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and office supplies for the EOC will be provided by Shoshone County Clerk's Office while the EOC is in operation.
- The EOC will be established and communication support within the EOC will be provided by the Shoshone County Emergency Manager.
- 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.

VIII. Plan Development and Maintenance

- The SCASD will review this Annex annually, making recommendations for updating and modifying, as necessary.
- Supporting documents, such as Standard Operating Procedures (SOPs), notification and resource lists, checklists, inventories, and maps, will be maintained in position specific binders in the EOC. These documents will be reviewed annually.

IX. Support Agencies and Resources

- Shoshone County Fire District No. 1
- Shoshone County Fire District No. 2
- Shoshone County Fire District No. 3
- Shoshone County Fire District No. 4
- Prichard Murray Volunteer Fire Department

- Mullan Volunteer Fire Department
- Shoshone Medical Center
- Silver Mountain Ski Patrol
- St. Joe EMS
- Lookout Ski Patrol
- Shoshone County Search and Rescue
- Two Bear Air
- Life Flight
- Shoshone Medical Center Logistics and Social Services
- North Idaho Critical Incident Stress Debriefing
- Superior Volunteer Ambulance Service
- St Maries Ambulance
- Kootenai County EMS and Fire Agencies
- Panhandle Health District

Agency Annex D: Emergency Management

I. Introduction

The Emergency Management Agency Annex contains all duties assigned to the Shoshone County Disaster Services Office during emergency management operations.

II. Purpose, Scope, Situations, and Assumptions

Purpose:

The Emergency Management Annex identifies the roles of the Shoshone County Disaster Services Office. These roles include: interfacing with local and state partners, provision of sheltering and feeding services as needed, ensuring logistical and resource support is provided to response and recovery efforts, providing for the protection of crops and livestock, public information management, and recovery effort support and coordination.

Scope:

The Emergency Management Agency Annex includes a broad scope of responsibilities that include:

- Planning and preparedness support to the Shoshone County Disaster Services Office.
- Identification of the Manager in the Emergency Operations Center (EOC), and coordination of support for response and recovery operations requested of the EOC. This support includes locating, procuring, and issuing resources such as supplies, office space, office equipment, fuel, communications, contracting services, personnel, heavy equipment, and transportation.
- Coordination with volunteer organizations for the tasking of all sheltering, feeding and transportation activities within the County during a disaster.
- Coordination with the Local Emergency Planning Committee (LEPC) which is a community-based organization that assists in preparing for emergencies, particularly those concerning hazardous materials.
- Providing for public information activities during an actual or pending emergency and actively soliciting information from all participating agencies and municipal liaisons to ensure current and complete information is being disseminated.
- Participating in addressing critical post-disaster concerns following a disaster. Coordination of recovery issues with local, State, and Federal partners.

Situation:

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require emergency management support to include floods, earthquakes, landslides, snow slides, hazardous materials spills, mine disasters, wildland and structural fires and severe storms. An estimated twenty- percent of affected residents will require lodging following a natural disaster. A catastrophic disaster will have an immediate and serious impact on the County, making it difficult to obtain and deliver crucial resources to the affected area.

Assumptions:

- Disasters may allow little or no warning time and may occur at a time of day that results in maximum casualties.
- Severe weather conditions, flooding, earthquakes, and distance between towns could hamper response efforts during a disaster.
- Communication systems could be inoperable or overloaded. Certain special populations (non-English speaking, hearing/vision impaired, elderly, or ill) will require extraordinary measures for alert/notification.
- Telephone and/or power service may be interrupted, requiring alternate methods of communications, such as communications provided by the Shoshone County Radio Amateur Civil Emergency Service (RACES) organization.
- Shoshone County must plan for and be prepared to save lives, protect property, and the environment 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 efforts.
- Access to Shoshone County could become limited because of closure of roads and loss of communication during fire, flooding, or other disaster situations.
- A large-scale disaster can overwhelm Shoshone County requiring State and/or Federal disaster assistance to individuals and governments.

III. Concept of Operations

Emergency Management functions rest with the Shoshone County Disaster Services Office as delegated by the Shoshone County Commissioners. During times of disaster, it is the responsibility of the Emergency Manager to activate the EOC to the appropriate level, ensure adequate staffing is assigned, and to monitor the situation to ensure appropriate response coordination activities are conducted. The EOC should make every effort to use local resources and mutual aid.

Should the disaster overwhelm the response and/or recovery capabilities of Shoshone County, it is the responsibility of the Emergency Manager, in coordination with the Chief Elected Official, to contact the Idaho Office of Emergency Management (IOEM) for state assistance. In case of a disaster that generates extensive media interest, Shoshone County can request IOEM to activate a Public Information Emergency Response (PIER) Team to support the County effort.

Shoshone County recovery processes are based upon a coordinated effort of City, County, Tribal, State, Federal, and private resources during the recovery phase. The Federal Response Plan and the Idaho Emergency Operations Plan detail the Federal and State efforts to aid Shoshone County should a disaster strike. Refer to those plans for an explanation of post disaster response and recovery efforts. PHD must be involved in all recovery operations and ensure that the Bunker Hill Superfund Site Institutional Controls Program requirements are followed.

IV. Organization and Assignment of Responsibilities

Organization

Day to day emergency management activities are undertaken by the Emergency Manager, all response agencies, and the LEPC. During times of disaster the Emergency Manager serves as the EOC Manager and is the point of contact to the Chief Elected Official for disaster coordination activities. During recovery efforts the Emergency Manager, Chief Elected Officials, and the Recovery Organization will coordinate as needed.

Assignment of Responsibilities

Planning and Preparedness Support

- Prepare for response and recovery efforts for all hazards through a county Emergency Operations Plan (EOP).
- Maintain Shoshone County All Hazard Mitigation Plan as required by state and federal grant guidance.
- Coordinate and lead the LEPC.
- Prepare for mass care operations.
 - Identify shelters, support staff, volunteer organizations.
 - Develop processes to track evacuee registration, disaster costs.
 - Ensure Memorandums of Understanding (MOUs) are in place with shelters and liaison agencies.
- Prepare public information processes.
 - Establish agreements for dissemination of emergency public information and emergency warning.
 - Designate public information officers and ensure they are appropriately trained.

- Develop plans for reaching special populations (visually or hearing impaired, handicapped, or elderly).
- Prepare for EOC operations
 - Identify EOC structure & develop appropriate processes for activation and use of participating agencies and staff.
 - Ensure appropriate space and equipment is available for EOC operations.
- Prepare for crop and livestock situations
 - Develop relationships with local subject matter experts.
 - Develop plans to provide support with livestock, crops, or pets during disaster situations.
- Prepare for recovery operations
 - Identify recovery processes and ensure they are ready to be implemented early in a disaster.

EOC Management

- Activate EOC
 - Determine appropriate level of EOC activation (refer to Appendix A: Emergency Operations Center Activation, Operations, and Deactivation).
 - Identify EOC manager and necessary agency representation.
 - Activate necessary agencies and call staff to EOC.
- Establish priorities and allocate resources.
- Ensure needed personnel, equipment, facilities, and supplies are provided.
- Establish a property tracking system and maintain records for all properties loaned in support of the EOC by cities, the State or Federal government.
- Coordinate contractual services between the County and commercial sources.
- Coordinate recovery needs with EOC staff.
- Request State assistance through the Emergency Manager when local capabilities are exceeded.
- Prepare a closing report to include the log, lists of resources provided, costs, other pertinent information, and comments and recommendations for future operations.
- Participate in an after-action review of disaster operations.

Sheltering, Feeding, Transportation

- Assess the situation and, in coordination with the volunteer organizations representatives, determine the number and locations of mass care facilities

(shelters and fixed feeding sites) to be opened based upon location and evacuation routes.

- Coordinate with PIO to disseminate information on mass care facilities to the public.
- Ensure tracking of personnel, shelter inhabitants, evacuees served meals, and resources are being conducted.
- Coordinate with law enforcement for security in shelters and fixed feeding sites.
- Coordinate with EMS/Public Health for emergency first aid in shelters and fixed feeding sites.
- Coordinate with Communications to ensure each shelter has a working communications system.
- Ensure space is available for service animals and pets of shelter residents.
- Arrange for transportation needs, as necessary.
- Ensure all shelter and fixed feeding site costs are consistently tracked and reported to the EOC for recovery operations.

Public Information

- Identify Public Information Officer (PIO) in coordination with the Chief Elected Official.
- Ensure emergency information is collected and disseminated within appropriate timelines.
- Coordinate with IOEM if a PIER Team is needed.

Crop, Domestic Pet & Livestock Protection

- Establish livestock and domestic pet relocation centers and communicate the locations to the public.
- Establish contact with the State of Idaho Department of Agriculture and request cropland assistance.

Recovery Activities

- Conduct initial damage assessments to determine the magnitude of the event. Ensure volunteers are appropriately briefed regarding the Bunker Hill Superfund Site.
- Ensure Preliminary Damage Assessments (PDA) are conducted.

- Coordinate with the Assessor's Office to determine dollar cost damage and economic injury.
- In the event of a Federal Response, coordinate with the Disaster Recovery Center (DRC).
- Coordinate with local, state, and federal partners to provide recovery assistance to public and private entities, as necessary.

V. Direction and Control

- The Shoshone County Commissioners are responsible for all Emergency Management policy decisions in the County outside of incorporated cities. The Shoshone County Emergency Manager is appointed by the County Commissioners and coordinates the Emergency Management organization.
- Mayors are responsible for disaster policy and decisions within their cities. The Shoshone County Emergency Manager will support cities within the County during emergency situations if requested by the mayor(s).
- LEPC membership is comprised of representatives from each of the law enforcement departments, the County Sheriff's Department, the Fire Districts, the Bureau of Land Management, the PHD, Shoshone County School District(s), the media, service organizations, State Agencies such as Idaho Transportation Department (ITD), Health and Welfare, etc., private industry, and the general public.

- The EOC is structured as shown below:

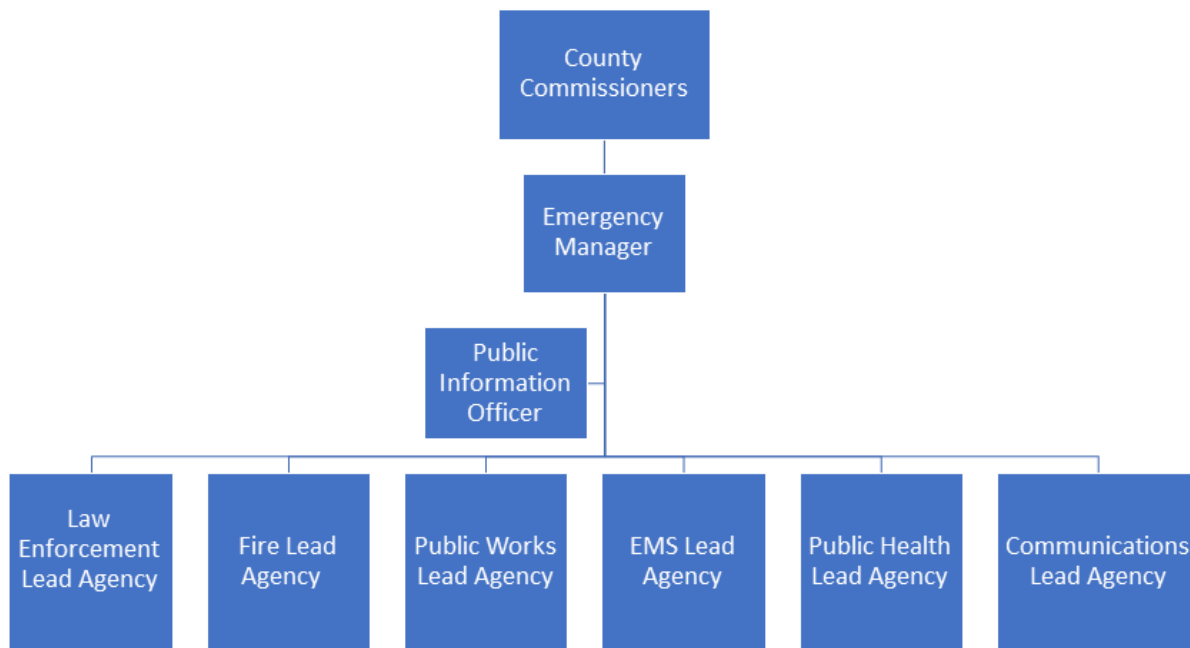


Figure 3: EOC Structure

VI. Communications

- Standard communications methods will be utilized for Emergency Management Operations. Should those methods be unavailable the EOC should identify and coordinate alternate forms of communication including the activation of amateur radio.

VII. Administration and Logistics

- Normal County practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and office supplies in the EOC will be provided by the Shoshone County Clerk's Office while the EOC is in operation.
- The EOC will be established and communication support within the EOC will be provided by the Emergency Manager.
- 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, loss of life, and significant property damage.

VIII. Plan Development and Maintenance

- The Shoshone County Disaster Services Office will review the Emergency Management Agency Annex annually, updating and modifying, as necessary.
- Supporting documents, such as Standard Operating Procedures (SOPs), notification and resource lists, checklists, inventories, and maps, will be maintained in position specific binders in the EOC. These documents will be reviewed annually.

IX. Support Agencies and Resources

See resource lists maintained by the individual agencies below:

- American Red Cross of the Greater Inland Northwest
- North Idaho District Radio Amateur Civil Emergency Services
- National Weather Service
- US Army Corp of Engineers
- FEMA-Region X
- US Forest Service
- Idaho Department of Lands
- Idaho Department of Parks & Recreation
- Idaho Department of Health and Welfare
- Idaho Office of Emergency Management
- Idaho National Guard
- Idaho Department of Environmental Quality
- PHD Institutional Controls Program
- Shoshone County School Districts - vehicles, buses, vans, vehicle operators, and support equipment.
- Shoshone County Public Works, Municipal Public Works Department(s) – vehicle operators, mechanics, light and heavy trucks, and heavy equipment.
- Clarkia Better Roads District

- Shoshone County Clerk's Office – fiscal, tracking, and documenting costs and expenses, grant/management, purchasing function including purchasing agents and clerical staff.
- Shoshone County Prosecutor - assistance with legal issues, review of financial agreements, etc.
- Shoshone County Solid Waste - assistance with debris removal, etc.
- Silver Valley Economic Development Corporation
- Historic Wallace Chamber of Commerce
- Historic silver Valley Chamber of Commerce
- North Idaho Small Business Development Center
- South Fork CDA River Sewer District
- Kingston/Cataldo Sewer District
- Kingston Water District
- Central Shoshone Water District
- East Shoshone Water District
- Calder Water & Sewer District
- Clarkia Sewer District
- Avista Corporation (Natural Gas/Electric Utilities)

This Page Intentionally Left
Blank

Agency Annex E: Law Enforcement

I. Introduction

The Law Enforcement Agency Annex contains all duties assigned to the Shoshone County Sheriff's Office during disaster response and recovery efforts.

II. Purpose, Scope, Situations, and Assumptions

Purpose

The purpose of the Law Enforcement Annex is to provide a comprehensive mechanism to ensure appropriate utilization of law enforcement resources during a disaster. These resources include county, city, Tribal, Federal, and State Law Enforcement agencies and private security firms, and involves the coordination of urban and rural search and rescue as well as response to incidents involving transportation, use, and storage or processing of hazardous materials.

Scope

The Law Enforcement Agency Annex includes a broad scope of responsibilities that include:

- Managing and coordinating law enforcement resources.
- Mobilizing and coordinating personnel, equipment, and supplies.
- Interfacing with other agencies including fire service agencies and emergency management.

Situation

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require law enforcement support to include floods, earthquakes, landslides, snow slides, hazardous materials spills, mine disasters, wildland and structural fires and severe storms. A severe earthquake, landslide, avalanche, flood, or winter storm could damage urban areas and trap residents and visitors. Interstate 90, State Highways, and numerous rural roads are transportation route on which hazardous materials are commonly transported.

Assumptions:

- The Shoshone County Sheriff is the chief law enforcement officer in the County.
- The Cities of Kellogg, Osburn, and Pinehurst provide law enforcement services to their jurisdiction.

- The Sheriff's Office has sufficient officers to provide law enforcement services to the unincorporated areas of the County.
- A disaster could require law enforcement activities on a scale which would severely tax or exceed normal capability.
- Military support for law enforcement services may be available through the State in a State declared disaster, if requested.
- A rapid appearance of news media representatives, sightseers, and the public can be expected at the disaster scene.
- Local hazardous materials incident response is limited. There would be a need to request technical assistance for many types of emergencies.

III. Concept of Operations

Law enforcement operations in Shoshone County rest with the law enforcement agency having jurisdiction. Response areas are clearly defined and identified by agencies. As specified in the National Incident Management System (NIMS), the most qualified law enforcement officer on scene assumes the role of Incident Commander until command is transferred. In most situations, police chiefs or the Sheriff will direct the law enforcement operations within their respective jurisdiction.

If an incident requires support and coordination efforts from the Emergency Operations Center (EOC), the Shoshone County Sheriff's Office will identify and provide a law enforcement representative to serve as the Law Enforcement Lead Agency representative in the EOC. The Law Enforcement Lead Agency representative will coordinate countywide law enforcement activities and requests for assistance.

IV. Organization and Assignment of Responsibilities

Organization

Day to day law enforcement, search and rescue, and hazardous materials response activities are undertaken by the Shoshone County Sheriff's Office and other law enforcement agencies within their own jurisdictions. During times of disaster, the Shoshone County Emergency Manager may activate the Law Enforcement Annex and request the Sheriff's Office to provide a point of contact to serve in the EOC and assist with disaster coordination activities. During recovery efforts the Sheriff's Office and involved Police Departments will coordinate with the Emergency Manager and the recovery team as needed.

Assignment of Responsibilities

Disaster Response

- Assist with warning the public as requested.
- Coordinate evacuation as approved by the Incident Commander and/or Commissioners/Mayors.
- Control and limit access to disaster scenes and evacuated areas.
- Coordinate and assist with emergency communications, as needed.
- Assist in initial damage assessment if personnel are available.
- Provide special escort service for evacuation convoy or emergency response vehicles.

EOC Coordination

- Brief the EOC staff on law enforcement status, limitations, and requirements for additional assistance.
- Support shelter operations with traffic/ crowd control and security.
- Maintain status record of law enforcement resources.
- During the disaster, maintain financial receipts and other documentary items of Law Enforcement activities
- Establish and maintain communications links between the EOC, law enforcement mobile units, and other strategic points in support of law enforcement operations.
- Maintain the security of the EOC and admit only authorized personnel.

Search and Rescue

- Provide and direct search and rescue operations.
 - Recall rescue staff.
 - Determine the threat to rescuers.
 - Establish a lookout and accountability system for rescuers before entering the scene.
 - Conduct rescue operations according to standard operating procedures.

Hazardous Materials Response

- Assist with identification of the hazardous material if needed.
- Assist with containing and controlling the scene at a hazardous materials incident.

- Assist with conducting evacuation because of a hazardous materials incident.

Recovery

- Continue needed activities initiated under the Response Phase.
- Provide damage estimate information to the Emergency Manager.
- Brief EOC staff on status of law enforcement activities.
- Provide financial receipts to the EOC or Recovery Coordination Group.
- Plan for the resumption of normal activities.
- Prepare a closing report, including a chronological log, and comments and recommendations for future operations to be given to the Emergency Management Director.
- Participate in a critique of disaster operations.

V. Direction and Control

- The Shoshone County Sheriff's Office and all other law enforcement agencies operate under their day to day command structure. The Sheriff's Office provides law enforcement in all unincorporated areas of the County and in incorporated areas as contracted.
- Existing mutual aid agreements will be utilized if additional resources are needed.
- Requests for out of County non-formalized mutual assistance will be directed to the Shoshone County 911 Dispatch Center. The requesting law enforcement agency needs to ensure that financial responsibility issues are addressed.
- All requests for State and or Federal assistance will be coordinated through the EOC and directed to the Idaho Office of Emergency Management North Idaho Area Field Officer.

VI. Communications

- Terrain causes radio communication limitation and timely response problems.
- Standard communications methods will be utilized for Law Enforcement Operations. Should those methods be unavailable or additional methods be required, those requests should be referred to the EOC.

VII. Administration and Logistics

- Normal County practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and office supplies for the EOC will be provided by the Shoshone County Clerk's Office while the EOC is in operation.
- The EOC will be established and communication support within the EOC will be provided by the Emergency Manager.
- 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, loss of life, and significant property damage.

VIII. Plan Development and Maintenance

- The Shoshone County Sheriff's Office will review the Law Enforcement Agency Annex annually, updating and modifying, as necessary.
- Supporting documents, such as Standard Operating Procedures (SOPs), notification and resource lists, checklists, inventories, and maps, will be maintained by the emergency manager and available in the EOC. These documents will be reviewed annually.

IX. Support Agencies and Resources

- Kellogg Police Department
- Pinehurst Police Department
- Osburn Police Department
- Idaho State Police
- Additional law enforcement support may be drawn from the private sector and other law enforcement agencies (e.g. Idaho Fish and Game Department, Bureau of Land Management, Forest Service, etc.).
- The City of Coeur d'Alene Fire Department Urban Search and Rescue Team has a Mutual Aid Agreement with the Shoshone County Fire Districts.
- Rescue dog organizations and water diving volunteers are trained in rescue techniques.

- Silver Mountain and Lookout Mountain Ski Patrols can help with winter search and rescue.
- Trained Federal, State, and private emergency response personnel are available to assist in response/clean-up activities. However, delays can be expected due to the time and location of the accident as well as delays in reporting and notification.
- Hazardous material incident response operations within the County may involve City and County law enforcement organizations, City and rural fire units, the Region 1 North Idaho Regional Hazardous Materials Response Team, as well as the entire EOC staff and annex coordinators.
- The Spokane Police Department Explosive Disposal Unit (EDU) is available as a resource. The mission of EDU is to render safe any explosive device or explosive material and investigate items that are found and believed to be explosive in nature.
- During search and rescue incidents, the Kootenai County Search and Rescue Team may be available to assist, as well as Whitefish, Montana's Two Bear Air for aviation support.

Agency Annex F: Public Works

I. Introduction

The Public Works Agency Annex contains all duties assigned to the Shoshone County Public Works Department during disaster response and recovery operations.

II. Purpose, Scope, Situations, and Assumptions

Purpose

The purpose of the Public Works Agency Annex is to provide a comprehensive mechanism to ensure appropriate utilization of public works resources during a disaster. These resources include the County Public Works Department, municipal public works agencies, highway districts, sewer districts, water districts, solid waste facilities, energy, and communication system providers.

Scope

The Public Works Agency Annex includes a broad scope of responsibilities that include:

- Prioritizing transportation resources for the transportation of people, materials, and services.
- Performance of, and assisting with, evacuation and re-entry.
- Debris clearance and providing emergency ingress and egress to affected area(s).
- 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.
- Providing technical assistance and damage assessment.
- Preserving clean soil and protective barriers, where possible, and tracking movement of contaminated materials.
- Assisting local agencies in obtaining fuel for transportation and emergency operations.
- Coordinate information with local, tribal, State, and Federal officials, and energy suppliers about available energy supply recovery assistance.

Situation

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require transportation support to include floods, earthquakes, landslides, snow slides, hazardous materials spills, mine disasters, wildland and structural fires and severe storms. A major disaster emergency could severely damage the Shoshone County transportation system in the impact area. A major or catastrophic disaster will cause unprecedented property damage to structures, homes, public buildings, bridges, and other facilities. Public utilities may be damaged and may be partially or fully inoperable.

Assumptions

- A natural disaster could severely damage roads, bridges, utilities, water systems, and sewage systems.
- Evacuation routes may be blocked by various hazards.
- County and city road public works related resources may not be sufficient to cope with a large-scale disaster.
- Assistance will be needed in clearing debris, performing damage assessments, structural evaluations, emergency repairs to public facilities, and meeting basic human health needs.
- Conducting preliminary needs and damage assessments of the affected area(s) will be necessary to determine potential workload.
- Emergency access will be needed for disposal of materials from debris clearance and demolition activities.
- Shoshone County has a double loop electrical power supply.

III. Concept of Operations

Management of public works operations in Shoshone County rest with the agency or organization responsible for providing the service. Public works functions are provided by Shoshone County Public Works (primarily road and bridge operations), municipal public works departments, sewer districts, and public and private utility companies.

If an incident requires support and coordination efforts from the Emergency Operations Center (EOC), the Shoshone County Public Works Department will identify and provide a representative to serve as the Public Works Lead Agency representative in the EOC. The Public Works Lead Agency representative will coordinate countywide public works activities and requests for assistance. The representative will identify which Support Agencies are needed for Public Works operations.

Shoshone County Public Works Department is the primary agency for the Annex assisted by the Highway Districts and municipal public works departments. The Public

Works Lead Agency will direct and coordinate participating agency's resources, conduct damage assessments, orchestrate debris removal, and restore access and infrastructure. Shoshone County Public Works, municipal public works departments, and private energy suppliers, will coordinate efforts to remove debris and restore power as efficiently as possible during a declared disaster. Private suppliers will restore power and gas service based on their existing response procedures. The Districts, as well as Support Agencies, will provide, as requested through the EOC, personnel, engineers, equipment, operators, and materials.

IV. Organization and Assignment of Responsibilities

Organization

Day to day public works activities will be undertaken by the Shoshone County Public Works Department and other agencies and organizations responsible for provision of those services. During times of disaster the Shoshone County Emergency Manager may activate the Public Works Agency Annex and request that the department provide a point of contact to serve in the EOC and assist with disaster coordination activities. During recovery efforts the department will coordinate with the Emergency Manager and the recovery team as needed.

Assignment of Responsibilities

General Public Works Responsibilities

- Direct public works activities from the EOC.
- Alert public works personnel to standby, or call-up, as required.
- Maintain an events log.
- Process municipal requests for public works assistance.
- Coordinate EOC requests for personnel, equipment, materials, and resources.
- Coordinate the utilization of private resources, equipment, and manpower for public works functions.
- Maintain records of all equipment, materials, and personnel used.
- 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.
- Inform the public of road and bridge closures and unsafe conditions through the identified Public Information Officer (PIO).
- Track resources committed to specific missions for possible redeployment if necessary. Provide updated information to the Shoshone County Emergency Manager.
- Prepare a final report including Public Works Agency Representative's EOC log. Include comments and recommendations for future operations.
- Conduct equipment inspection.

Evacuation

- Erect signs and barricades to guide the movement of traffic if evacuation is needed.
- Coordinate the transportation for vulnerable populations based on
 - 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.

Debris Removal

- Clear debris from vital transportation routes and facilities.
- Coordinate the debris removal and repair efforts of primary and Support Agencies, including local governments and public works companies.
- Evaluate debris removal activities, open roadways, and status of temporary landfills.

Public Utilities

- Ensure sewage, garbage and solid waste collection and disposal.
- Ensure adequate and necessary water supplies. Determine availability of potable and non-potable water supplies, including reclaimed water for firefighting purposes if necessary.
- Coordinate and prioritize the repair and maintenance of road, power, water and sewage systems, and vital facilities.
- Coordinate with selected telephone, electric, and petroleum companies to ensure that adequate service can be provided to maintain essential operations.

- Determine resource needs for temporary landfill sites including equipment, manpower, security and traffic control, traffic signage, and temporary office facilities.
- Coordinate the provision of utilities to temporary housing sites.
- Coordinate assistance from other public works organizations to remove debris blocking restoration access to power and gas lines.

Energy

- 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.
- Monitor the procedures followed by individual utilities during energy generating capacity shortages, to ensure consistent action and communication.
- As requested by the Shoshone County Emergency Manager, coordinate emergency power to relocation shelter(s).
- Provide information to the PIO regarding generating capacity shortfalls and outages.
- Communicate with and monitor local and utility response actions.
- Receive and assess requests for aid from local agencies, energy offices, energy suppliers, and distributors.
- Work with the command group to establish priorities to repair damage to such systems.
- Update the PIO with accurate assessments of energy supply, demand, and requirements to repair or restore energy systems.

Damage Assessment

- Conduct initial damage assessment and communicate findings to the EOC.
- Assign Public Works and Engineering and Damage Assessment Teams to the impacted areas, to determine possible affected areas, industries, and resources needed for energy restoration.
- Assess damage; determine requirements and brief EOC staff on public works activity.

- Receive damage reports and assist the EOC in preparation of damage assessments.
- Coordinate with Shoshone County Planning and Zoning and municipal counterparts, as appropriate, to 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 appropriate action of demolition or stabilization of damaged facilities.
- If the event is located within the Bunker Hill Superfund site all debris removal, road repairs, demolitions must be conducted within the requirements of the PHD Institutional Controls Program.
- Reassess priorities/strategies concerning the most critical infrastructure needs.
- Evaluate and determine the need for outside resources.
- Maintain records of all expenditures, labor, equipment usage, material and fuel expenditure, and other expenditures made throughout the event.

Recovery

- Review restoration and recovery actions and activities to ensure recovery and restoration strategies remain current.
- Coordinate and prioritize repair and recovery of vital facilities, including city and county roads and bridges, and public utilities.
- Conduct safety inspections of damaged structures.

V. Direction and Control

- The Shoshone County Public Works Department and all other municipal, district and private public works related agencies and organizations operate under their day to day command structure.
- Existing mutual aid agreements will be utilized if additional resources are needed.
- All requests for State and or Federal assistance will be coordinated through the EOC and directed to the Idaho Office of Emergency Management (IOEM) North Idaho Area Field Officer.

VI. Communications

- Standard communications methods will be utilized for Public Works Operations. Should those methods be unavailable or additional methods be required, those requests should be referred to the EOC.

VII. Administration and Logistics

- Normal County practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and office supplies in the EOC will be provided by the Shoshone County Clerk's Office while the EOC is in operation.
- The EOC will be established and communication support within the EOC will be provided by the Emergency Manager.
- 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, loss of life, and significant property damage.

VIII. Plan Development and Maintenance

- The Shoshone County Public Works Department will review the Public Works Agency Annex annually, updating and modifying, as necessary.
- The Public Works Department will provide inventories of available vehicles, personnel, and materials located at the County Public Work compounds that can be accessed during an emergency to the Shoshone County Emergency Manager by April of each year.
- Supporting documents, such as Standard Operating Procedures (SOPs), notification and resource lists, checklists, inventories, and maps, will be developed and maintained by the Shoshone County Public Works Department. These documents will be reviewed annually.

IX. Support Agencies and Resources

See the resource lists maintained by the individual agencies listed below.

- United Parcel Service (UPS)
- Federal Express (FedEx)
- NICE (Northern Idaho Community Express)
- Idaho State Transportation Department (ITD)
- Idaho State Police (ISP)
- Idaho Office of Emergency Management

- Civil Air Patrol
- PHD Institutional Controls Program
- Shoshone Benewah One Call

Agency Annex G: Public Health

I. Introduction

The Public Health Agency Annex contains all activities managed by the Public Health coordinator during disaster response and recovery operations.

II. Purpose, Scope, Situations, and Assumptions

Purpose

The purpose of the Public Health Agency Annex is to provide a comprehensive mechanism for coordinating, mobilizing, and managing health and medical services in Shoshone County under emergency or disaster conditions.

Scope

The Public Health Annex applies primarily to large-scale emergency or disaster events that would cause sufficient casualties, illnesses, or fatalities, enough to overwhelm local medical health and mortuary services, thus requiring maximum coordination and effective use of resources.

Situation

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require public health support to include floods, earthquakes, landslides, snow slides, hazardous materials spills, mine disasters, wildland and structural fires and severe storms. In addition, any act of terrorism may require this plan to be activated.

Assumptions

- The major provider of medical services in Shoshone County is the Shoshone Medical Center.
- There is one mortuary in Shoshone County.
- A severe earthquake, flood/dam failure, winter storm, or hazardous materials spill could seriously impair local emergency health, medical, and mortuary services.
- It may be necessary to relocate hospital facilities under austere conditions to field hospitals, or other buildings that will provide patients and medical staff adequate protection from the effects of the disaster.
- Major damage could occur to clinics, ambulance services, and transportation routes.
- Medical facilities could be quickly overloaded.

- Public and private medical, health, and mortuary service resources located in the County will be available for use during disaster situations, but many of these resources, including personnel, may themselves be impacted by the disaster.
- Emergency measures to protect life and health during the first 96 hours after a disaster likely will be dependent upon local resources.
- Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.
- In the event of a major disaster, accompanied by widespread injuries, sickness, and death, outside assistance from trained personnel and adequately equipped facilities would be required.
- Necessary support will be available from State and Federal sources.

III. Concept of Operations

Management of health and medical operations in Shoshone County rest with the facility or organization providing services. Public Health functions are coordinated with PHD and other applicable agencies and organizations in Shoshone County. (For detailed listing, see Section IX, Support Agencies and Resources.)

If an incident requires support and coordination efforts from the Emergency Operations Center (EOC), the PHD may be requested to identify and provide a public health representative to serve as the Public Health Lead Agency representative in the EOC to assist in coordinating requests for assistance.

IV. Organization and Assignment of Responsibilities

Organization

Day to day health and medical activities are undertaken by the facilities or agencies responsible for those functions. During times of disaster, the Shoshone County Emergency Manager may activate the Public Health Annex and request PHD to provide a point of contact to serve in the EOC and assist with emergency or disaster coordination activities. During recovery efforts PHD and involved health and medical facilities and agencies may be asked to coordinate with the Emergency Manager and the recovery team as needed.

Assignment of Responsibilities

Disaster Assessment and Mobilization

- Assemble a team to coordinate assessment of the health and medical system in the affected and adjacent areas. Personnel may include epidemiologists, environmental health specialists and others.

- Conduct conference calls with hospitals and healthcare organizations to gather Essential Elements of Information (EEI) to assess the healthcare system capacity and determine if assistance or coordination of resources is needed.
- Coordinate with health and medical organizations to help them obtain resources and ensure that necessary services are provided.
- Coordinate with the medical command centers at hospitals or other locations.
- Activate the applicable public health emergency plans.
- Coordinate all public health services in the jurisdiction.
- Upon request, assist in the procurement of health equipment and supplies for shelters.

Mass Fatality

- Coordinate with county coroner to activate the Mass Fatality Management Plan of North Idaho if needed.
- In conjunction with the appropriate partners, assist in the coordination of mass fatality services, temporary morgue facilities, victim identification and processing, preparation, and disposition of remains. Idaho State Police will lead in providing victim identification by fingerprint and/or DNA samples.
- Provide administrative support to maintain Mass Fatality Management Plan of North Idaho.
- Provide assistance with vital records and statistics.
- Coordinate requests for Medical Reserve Corps volunteers.
- Coordinate request for a Medical Call Center with 1-800 phone number access.

Behavioral Health Care

- Assist in coordination of Behavioral Health services for disaster victims, their families, first responders and the public, as needed.

Disaster Health Surveillance

- Detect, investigate, and ascertain the need for public health surveillance and monitoring to control communicable diseases as needed.
- Coordinate requests for surveillance to monitor both the general population and high-risk population segments; carry out field studies and investigations; monitor injury and disease patterns and potential disease outbreaks; and provide technical assistance on disease injury prevention and precautions.

- Upon request, conduct inspections of sanitary conditions in congregate sheltering facilities.

Medical Care Personnel

- Coordinate the sharing of medical and volunteer personnel between all Public Health Districts within Idaho.
- Assist in coordinating requests for federal resources through the State of Idaho (e.g. National Disaster Medical System Team, Disaster Mortuary Operational Response Team, Immediate Disaster Case Management Team, Veterinarian Medical Assistance Team, etc.).

Public Health and Medical Information

- Provide situational awareness reports on public health and medical status as requested by IC/EOC staff.
- Determine the need for and disseminate public health information (Health Alert Network (HAN) messages to medical providers, etc.).
- Utilize the emPOWER system to assist in identifying individuals with access and functional needs in particular geographic areas within Health District 1.
- Utilize the Idaho Resource Tracking System (IRTS) to assist in evaluating and/or coordinating available hospital beds within District 1.

Food Safety

- Ensure the safety and efficacy of regulated foods following a disaster emergency.
- Conduct surveillance and monitoring of conditions that could impact general health.
- Provide inspection/evaluation/investigation of food safety, and if necessary, the seizure, removal, or destruction of contaminated or unsafe products.
- Assist in providing technical assistance and advice on food-borne illness and suitable individual control measures to prevent the spread of the disease, such as restriction or exclusion from work.
- Coordinate additional control measures as appropriate, to include: closure of premises and catering facilities; review of practices, such as restaurant practices, school or work restrictions, etc.; disinfection or decontamination; waste disposal; and interagency cooperation to reduce or remove source of infection when appropriate (Idaho State Department of Agriculture, Idaho Department of Environmental Quality).

Worker Health and Safety

- Provide technical assistance and advice on identifying appropriate immunizations and prophylaxis for response and recovery workers if needed.

Chemical and Biological Consultation

- Coordinate the deployment of regional CHEMPACK assets for limited, non-fatal exposures to nerve agents (may be treatable using CHEMPACK).
- Coordinate prophylactic medications for persons exposed to susceptible biologic agents. Antibiotics may be available through a PHD cache or PHD may survey local pharmacies. Alternatively, if local resources are inadequate, PHD may request Strategic National Stockpile (SNS) assets.

Vector Control

- Coordinate, manage, and monitor vector control.
- Assist in assessing the threat of vector-borne human diseases following a major disaster emergency; provide technical assistance and consultation on protective actions regarding vector-borne diseases and on medical treatment of victims of vector-borne diseases.

Potable Water, Wastewater and Solid Waste Disposal

- Coordinate and work with local water purveyors, wastewater systems and Idaho Department of Environmental Quality (DEQ) staff on potable water, wastewater, and solid waste disposal issues. Provide assistance on private, non-regulated water and wastewater issues where requested. Assistance may include provision of bottled water, coordination of certified water hauling, public information outreach, coordination of wastewater pumping and hauling. Additionally, for unregulated water and wastewater systems, assistance could include field investigations with guidance from DEQ or PHD, including collection of water quality data for analysis and consultation on potable water and wastewater, and solid waste disposal issues.

Zoonotic Disease

- Provide technical assistance and consultation when zoonotic disease is suspected or proven. PHD may be called upon to assist in the investigation. If the illness that began in animal hosts is one that is potentially transmissible from person to person, PHD will become directly involved as part of its surveillance, tracking and tracing activities.

V. Direction and Control

- The PHD and all other medical and health facilities and agencies operate under their day to day command structure.

- Existing mutual aid agreements will be utilized if additional resources are needed.
- All requests for State and or Federal assistance will be coordinated through the EOC and directed to the Idaho Office of Emergency Management (IOEM) North Idaho Area Field Officer.

VI. Communications

- Standard communications methods will be utilized for Public Health Operations.
- Coordination between Public Health and hospitals will occur using the Hospital Bridge Call Process detailed in the PHD Public Health Emergency Operations Plan.
- If existing communication methods are unavailable or additional methods are required, those requests should be referred to the EOC.

VII. Administration and Logistics

- All receipts, letters of authorization, or other documents related to the purchase of emergency equipment or resources will be retained and recorded.
- Normal practices and procedures will be continued under emergency conditions to the extent possible.
- Administrative support and office supplies for the EOC will be provided by Shoshone County Clerk's Office while the EOC is in operation.
- The EOC will be established and communication support within the EOC will be provided by the Shoshone County Emergency Manager.
- 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.

VIII. Plan Development and Maintenance

- The public health representative will review this Annex annually, making recommendations for updating and modifying, as necessary.
- Supporting documents, such as Standard Operating Procedures (SOPs), notification and resource lists, checklists, inventories, and maps, will be maintained in position specific binders in the EOC. These documents will be reviewed annually.

IX. Support Agencies and Resources

- Panhandle Health District
- Shoshone Medical Center
- Shoshone County Emergency Medical System
- Shoshone County Coroner
- Shoshone County Solid Waste Department
- Water and sewer districts in Shoshone County
- Funeral services in Shoshone County
- Pharmacies in Shoshone County
- Community Health Centers
- Behavioral Health Partners
- Local medical, dental, and veterinary practitioners
- Local emergency medical technicians (EMTs)
- Long term care facilities
- Home health agencies and organizations
- Cemeteries within Shoshone County
- American Red Cross of the Greater Inland Northwest
- Medical Reserve Corps of North Idaho
- Idaho Department of Environmental Quality
- Idaho Department of Health and Welfare
- CHEMPACK - PHD/Kootenai Health
- Environmental Protection Agency (EPA)
- Strategic National Stockpile
- National Disaster Medical System Team
- Disaster Mortuary Operational Response Team
- Immediate Disaster Case Management Team

- Veterinarian Medical Assistance Team

Appendices

This Page Intentionally Left
Blank

Appendix A: Emergency Operations Center Activation, Operations, and Deactivation

I. Purpose

This appendix details the Shoshone County Emergency Operations Center (EOC) activation, operations and deactivation criteria and procedures.

II. Objectives

The purpose of an EOC is to establish a central location where any level of government can provide coordinated support to the Incident Command. The EOC is the facility from which the multiple agencies or organizations involved in an incident coordinate their support.

EOCs can help meet the needs at the incident scene by:

- Providing the “big picture” view of the incident.
- Communicating current policy or new policy decisions to resolve conflicting policies.
- Providing communications and messaging support.
- Managing public information issues and media requests.
- Providing and prioritizing resources.
- Authorizing emergency expenditures, when appropriate, and tracking incident costs or other administrative issues.

III. EOC Activation

The Shoshone County Disaster Services is the county’s 24-hour “crisis monitor.” As emergency situations threaten to occur, the county emergency manager may activate the Emergency Operations Center (EOC) to facilitate evaluation and incident planning and possible activation and implementation of emergency functions and resources. Certain near instantaneous events may trigger immediate, full EOC activation. The EOC is the key to successful response and recovery operations. With decision-makers and policymakers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished and minimize duplication of efforts.

EOCs are activated for various reasons based on the needs of the incident or Incident Commander. Listed below are possible circumstances that might trigger an EOC activation:

- More than one jurisdiction becomes involved in an incident or a Unified Command or Area Command is established.
- The Incident Commander indicates the incident could expand rapidly, involve cascading effects, or require additional resources.
- A similar incident led to EOC activation in the past.
- The EOC director or appointed/ elected official directs EOC activation.
- An incident is imminent, such as slow river flooding, predictions of hazardous weather, elevated threat levels.
- Significant impacts to the population are anticipated.

Time-Phased Activation and Levels of Activation

As the size, scope, and complexity of the incident grow, the level of activity within an EOC often grows. The level of EOC activation should be based on established triggers and communication with the Incident Commander or Unified Command.



Figure 4: EOC Levels of Activation

Level 3: This is typically normal operations or a “monitoring” phase.

Level 2: This is a limited activation. Disaster Services will staff the Emergency Operations Center (EOC) and, if appropriate, ask the Lead Agencies involved in the response to provide a representative to the Emergency Operations Center (EOC). Additional staff may be activated as needed.

Level 1: Full-scale activation of the Emergency Operations Center (EOC) with staffing by elected officials, Lead Agency Annex Coordinators, and support staff. This activation may require 24 hours a day, full staff manning of the Emergency Operations Center (EOC) during response phases of the disaster.

Communication between the Incident Commander (or Unified Command) and the EOC is a critical element of an activation decision. On-scene command has the most up-to-date information about the on-scene situation, knows whether the situation is under control, and is aware of current and projected incident needs.

IV. EOC Operations

Determine the organizational structure and resource requirements of the EOC

- The organizational structure of the EOC will be dependent upon the needs of the incident and the Incident Command Structure.
- Not all positions will need to be filled for all incidents.

The following chart represents positions which may be filled in the EOC:

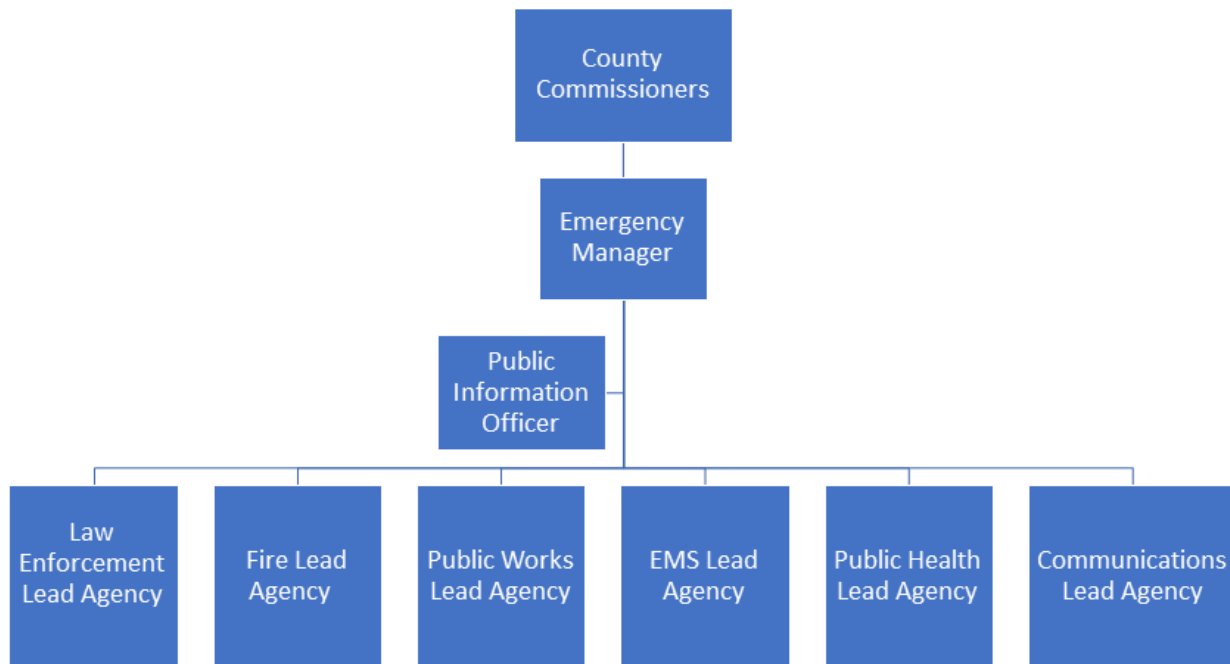


Figure 5: EOC Structure

Develop an EOC Incident Action Plan

- An Emergency Operations Center (EOC) Incident Action Plan (IAP) is the central tool for planning in an EOC during a response to an emergency incident. The EOC Incident Action Plan is prepared with input from the appropriate EOC sections and units, as well as Incident Command Structure.

- An IAP should be completed upon activation of the EOC and revised throughout incident response and recovery. The level of detail required in an IAP will vary according to the size and complexity of the response.
- The development of an IAP follows the following steps:
 - Assess the Situation
 - i. Determine the geographic size of the incident
 - ii. Estimate the duration of the incident
 - Identify Contingencies
 - Determine EOC Objectives
 - Identify Needed Resources
 - Build a Plan and Structure
 - Take Action
 - Repeat the Process

The cyclical plan development process is illustrated in the following figure.

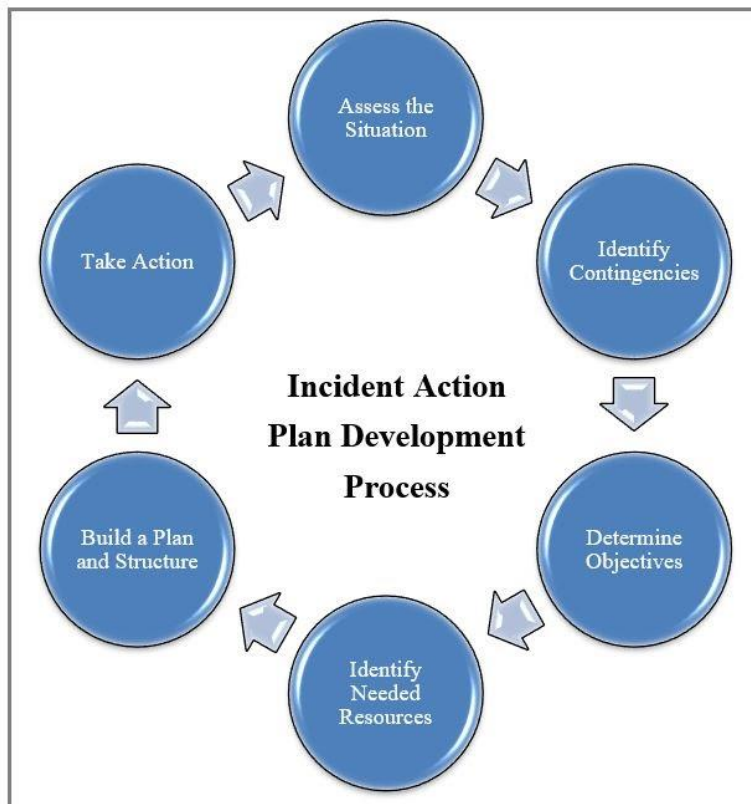


Figure 6: IAP Plan Development Process

Transition to Recovery

At some point the incident is over and the community must work to recover from the impacts. The EOC should begin planning for recovery immediately upon activation. Often, the EOC must remain activated to facilitate recovery needs after the Incident Command completes its on-scene mission.

The EOC has a role in transitioning the community from response toward recovery. Some activities that an EOC may perform to support this transition include:

- Coordination of incident documentation (gathering and archiving all documents regarding the incident).
- Archiving of data and contact information (ensuring that data and information is available for use through the recovery process).
- Conducting after-action reviews.
- Advocating for State and Federal Assistance (documenting the incident for the purpose of obtaining Federal assistance).
- Managing Emergency Shelters.
- Establishing Disaster Recovery Centers (normally the responsibility of the impacted community).
- Working with FEMA, the State, and other Federal entities. (EOC staff liaison with State and Federal officials as the jurisdiction conducts joint damage assessments and seeks Federal assistance under the Stafford Act).
- Helping the community to manage expectations for recovery through Public Information.

V. EOC Deactivation

- **The Shoshone County Emergency Manager and Shoshone County Commissioners will make the decision to deactivate the EOC after discussion with other key agency personnel and the on-scene commanders.**
- Deactivation should be accomplished in phases. It is more efficient and cost effective to deactivate personnel as they are no longer needed.

This Page Intentionally Left
Blank

Appendix B: Public Information Officer

I. Purpose

This appendix describes the means, organization, and process by which the County will coordinate the provision of timely, accurate, and useful instructions to area residents during emergencies.

II. Scope

The Shoshone County Public Information Officer (PIO) will receive direction from the Emergency Manager, or EOC Manager if activated, and will exercise direction and control over the actions contained in this Appendix. The PIO may appoint support staff as needed. There will be full coordination with all activated Lead Agency representatives.

The PIO provides for public information activities during an actual or pending emergency and actively solicits information from all activated agencies and municipal liaisons to ensure current and complete information is being disseminated.

III. Policies

- The Shoshone County PIO will be appointed by the Emergency Manager, or EOC Manager if activated. The PIO may designate staff to assist.
- The Incident Commander and Emergency Manager, or EOC manager if activated, will coordinate, and authorize all information released prior to the release.
- The Shoshone County Public Information Officer will serve as the spokesperson for the EOC to the media or may delegate that function to another qualified person.

IV. Situation

Based upon the County's Hazard Vulnerability Analysis, there are several emergencies that could require emergency public information support to include floods, earthquakes, landslides, avalanches, pandemics, agroterrorism incidents, hazardous materials spills, mine disasters, and severe storms.

V. Concept of Operations

The Shoshone County PIO will receive direction from the Emergency Manager, or EOC Manager if activated, and will exercise direction and control over the actions contained in this Appendix. If needed, the PIO will assign support staff to include an assistant.

During a disaster, information relative to media releases will be cleared by the PIO through the Emergency Manager, or EOC Manager if activated. There will be full coordination with all other Lead Agencies and the Incident Command Structure.

The PIO conducts public information activities during an actual or pending emergency and actively solicits information from all Lead Agencies and municipal liaisons to ensure current and complete information is being disseminated.

The PIO will activate the Shoshone County Joint Information Center or System if needed. The Center will be a specific location where all media related activities will be managed. If the physical Center is not activated a Joint Information Systems approach will be established whereby involved PIOs will cooperatively release information, share media monitoring information, manage rumors, and provide unified messages to the public.

VI. Organization

- The PIO is appointed by the Emergency Manager, or EOC Manager if activated, with the concurrence of the County Board of Commissioners.
- The PIO will be located in the EOC or in a location with access to the responsible elected officials, current emergency information and the media.
- The PIO will serve as the media's single point of contact for the county and will coordinate all public information releases with the Emergency Manager, or EOC Manager if activated, and Incident Commander, and assume responsibility for the organization and operation of the public information system.
- The PIO will coordinate with all other lead agency representatives, Support Agencies, other local Public Information Officers (PIOs) and PIOs from the State, and Federal government, as necessary.
- The Shoshone County Emergency Manager, or EOC Manager if activated, will coordinate with the Idaho Office of Emergency Management if a Public Information Emergency Response (PIER) Team is needed.

VII. Public Information Officer Responsibilities

Preparation

- Develop public education programs.
- Maintain current media lists, appropriate plans, and standard operating procedures, and participate in County exercises.
- Participate in emergency management training, exercises, and tabletops.

Response

- Report to EOC.
- Activate the Joint Information Center or System.
- Coordinate Public Information activities with the participating agencies on all emergency information releases. The authority and process for activating the Emergency Alert System (EAS) is outlined in the EOC Reference Binder.
- Reassure the public that officials are working to resolve the situation.
- Ensure that the Joint Information Center is monitoring media and public reports for accuracy and effectiveness.
- Be prepared to provide warning to the public using standard warning messages found in Attachment 2 to this appendix.
- Respond to media queries, using the “Joint Information” Philosophy in a timely fashion.
- Jointly coordinate and communicate with State, Federal, and private agencies.
- Provide information regarding locations of mass care and shelter, and aid centers, as requested.
- Ensure the Joint Information Center has established rumor control procedures and has broadcasted the information numbers for public inquiry.
- Prepare timely, accurate “Joint” news releases as required.
- Prepare a chronological record of events.
- Secure spokespersons, depending upon the circumstances, for technical information and political consideration.
- During response and recovery, the PIO will seek approval from the Emergency Manager, or EOC Manager if activated, of all emergency information releases, response, and all public information.
- The PIO will disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and public and will:
 - Manage and staff media and emergency public information telephone lines before, during, and after a disaster.
 - Release public information concerning needed volunteers and donations, re-entry, and other recovery issues.
 - Ensure media (both print and electronic) are monitored for correct and consistent informational releases.

- Coordinate with the State of Idaho Office of Emergency Management PIO information regarding the Declaration of a Countywide Disaster and resources being supplied by the State of Idaho and Federal Agencies.

Recovery

- Maintain rumor control procedures.
- Advertise aid and recovery centers locations and services.
- Prepare timely, accurate, “Joint” news releases as required.
- Schedule news conferences, interviews, and other media access.
- Deactivate the Joint Information Center/System as directed by the Emergency Manager or EOC Manager if activated.

See EOC Reference Binder for EAS activation processes and sample messaging.

Appendix C: Elected Officials

I. Purpose

This appendix details the responsibilities of the Chief Elected Officials with regards to an emergency or disaster within Shoshone County.

II. Concept of Operations

It is the responsibility of the Chief Elected Officials in Shoshone County to undertake emergency management activities in order to protect life and property from the effects of emergencies or disasters. When a crisis is under way, the Chief Elected Officials' role is to make policy decisions, not operational ones. They must stay informed, be ready to shift gears and provide leadership. The most effective elected officials trust and support their operational staff and are positive agents for their community.

III. Organization

The following chart represents the relationship between the Shoshone County Commissioners, the Shoshone County Emergency Operations Center (EOC) and the Incident Command Structure. Municipal elected officials in Shoshone County have the responsibility for departments under their control and may interact with Incident Commanders in that capacity.

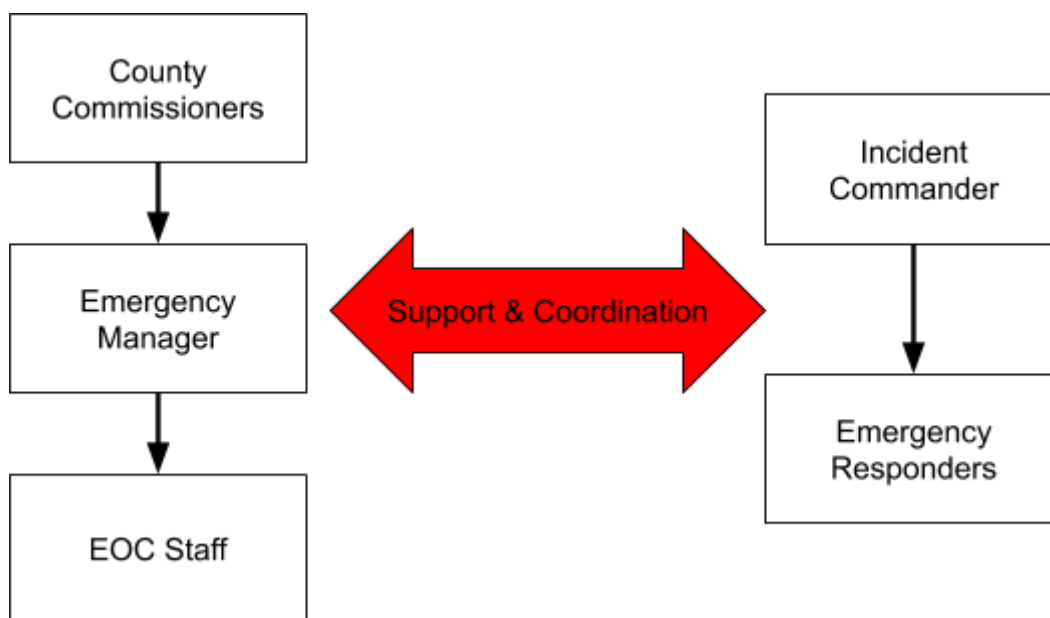


Figure 7: EOC and Incident Command Relationship

IV. Responsibilities

Preparation

- Set policy for the emergency management organization.
- Authorize mitigation strategy in coordination with the State of Idaho.
- Identify by title or position the individuals responsible for serving as coordinators.
- Identify Emergency Operations Center (EOC) staff.
- Participate in disaster training, exercises, and tabletops.
- Coordinate with adjacent communities and the State of Idaho.

Response

- Activate the EOC if needed. (See EOC Reference Binder for additional Information)
- Establish Response Policies, Directives, and Priorities.
- When notified, serve in the EOC.
- As appropriate, direct implementation of protective actions for public safety.
- Issue a disaster declaration if appropriate. (See EOC Reference Binder for additional information)
- Specify authority for warning, and may direct warning be issued.
- Serve as spokesperson for Shoshone County, or designate the Public Information Officer to do so.
- Approve emergency information/instructions/media releases.
- Make evacuation decisions.
- Authorize procurement of resources.

Recovery

- Authorize mitigation strategies.
- Establish Recovery Policies, Directives, and Prioritize Resources.
- Establish Long Recovery and Restoration Policies.

See EOC Reference Binder for information on EOC activation, disaster declarations and EOC activation levels.

Appendix D: Damage Assessment

I. Purpose

This Annex describes the organization and procedures Shoshone County will follow to assess, compile, and report damages caused by natural or man-made disasters.

II. Situation and Assumptions

Situation

- Many events, natural or man-made, have the potential to cause major damage within Shoshone County. A planned damage assessment program will facilitate an efficient and effective response and recovery effort.
- The initial damage assessment will document the severity and magnitude of the disaster for the following purposes:
 - To identify the type, extent, and location of damages.
 - To establish priorities for recovery operations.
 - To determine resource and personnel requirements.
 - To determine eligibility and need for State and /or Federal assistance.
- 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.
- Much of Shoshone County is listed on the Environmental Protection Agency's National Priorities List. The Bunker Hill Superfund Site is in Shoshone County. Recovery activities, including but not limited to Damage Assessment, must consider the Bunker Hill Superfund Site Institutional Controls Program. For further information see the Emergency Planning and Response Special Considerations Section of the Shoshone County Emergency Operations Base Plan.

Assumptions

- If applicable, an initial damage assessment will be conducted by PHD Institutional Controls Program staff.
- Local damage assessment teams will be composed of personnel from Planning and Zoning, City Building Inspectors, and engineers, or other qualified personnel.
- In the event of a major disaster, trained State and Federal personnel may be available to assist in detailed damage assessments.
- Accurate and timely damage assessment will expedite disaster assistance.

III. Concept of Operations

- Damage assessment operations will be coordinated from the Emergency Operations Center (EOC).
- 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 Idaho Office of Emergency Management (IOEM) Damage Assessment Forms (see EOC Reference Binder for forms).
- In the event that the State of Idaho elects to pursue a Major Presidential Disaster Declaration, the Idaho Office of Emergency Management will coordinate a Joint Preliminary Damage Assessment (JPDA) that includes federal, state, and local representatives.
- In the event agricultural areas are affected, the County Commissioners may request through the Governor's office that a County Emergency Board perform a damage assessment.
- Damaged structures within the unincorporated areas of Shoshone County will be posted in accordance with the current adopted building code in force at the time of the event, showing the condition of the structure and its suitability for continued occupation.
- Damage Assessment will be conducted as applicable under the requirements of the PHD Department's Institutional Controls Program for the Bunker Hill Superfund Site.

IV. Organization and Responsibilities

The Incident Commander will:

- Authorize activation of the damage assessment function when safe to do so.
- Authorize a request for State and/or Federal assistance in conducting damage assessment if appropriate.
- Authorize posting of damaged structures within the incorporated areas of the County will be done in accordance with the current adopted building code in force at the time of the event related to "Unsafe Structures and Equipment."
- Designate location of disaster debris disposal site, in coordination with appropriate agencies.

The Damage Assessment Coordinator will be identified by the EOC Manager and will:

- Report to the EOC when requested.
- Form damage assessment teams and brief them on the following:
 - Current disaster status.
 - Damage assessment procedures, checklists, forms, etc. (see EOC Reference Binder for forms)
 - Assign area of assessment responsibility with priority given to key facilities and infrastructure.
- Compile, analyze, and track the data received from damage assessment teams.
- 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.
- Provide a detailed account of damage sustained throughout Shoshone County by contacting all municipalities, special districts, and appropriate County departments.
- Coordinate with the American Red Cross of the Greater Inland Northwest for results of their assessment efforts.
- Collect damage information, from all sources, on the following:
 - Public roads and bridges.
 - Dams.
 - Public buildings and equipment.
 - Hospitals.
 - Schools.
 - Jails and confinement facilities.
 - Transportation facilities and equipment.
 - Electric and Gas Companies.
 - Communication facilities and equipment.
 - Water and sewage treatment plants.
 - Irrigation canals and facilities.
 - Mines.
 - Private residences.
 - Private businesses.
 - Farms and ranches.
 - Agriculture.
 - Churches.
- Maintain a situation map.

The Shoshone County Emergency Manager will:

- Review, with the Damage Assessment Coordinator, appropriate local officials, PHD, and EOC staff, damage assessment reports to determine if outside assistance is necessary.
- If assistance is required, coordinate damage assessment reports and needs with the IOEM Area Field Officer.
- Prepare damage assessment reports and plot damaged areas on maps.
- Coordinate with the Public Information Officer (PIO) to develop and release damage assessment and, if appropriate, claims information to the public.
- Coordinate with the Public Works Lead Agency and highway district representatives to establish priorities for emergency repair to roads, bridges, buildings, and debris removal.
- With the Damage Assessment Coordinator, develop procedures for conducting safety assessments of damaged facilities to include checklists and placards to indicate the condition of inspected buildings (see EOC Reference Binder for forms).
- Coordinate procedures controlling entry into damaged buildings with the Damage Assessment Coordinator and elected officials.
- Implement a system to handle requests for inspection of damaged facilities (see EOC Reference Binder for forms).
- Create a database that will manage records of damaged buildings and provide timely reports of buildings' status as repairs are made.
- Coordinate with adjacent counties to determine how damage in these areas may impact the County.
- Coordinate with and assist State and/or Federal agencies in conducting Preliminary Damage Assessments (PDA).
- Provide initial and follow-up situation and damage reports to IOEM (see EOC Reference Binder for forms).

Law Enforcement (Sheriff's Department and City Police), if available, assist with the initial damage assessment effort.

Fire Services, if available, assist with the initial damage assessment effort.

Shoshone County Public Works as the Public Works Lead Agency will report damage to roads, bridges, and public facilities to the Emergency Operations Center (EOC) and assist with initial damage assessment efforts.

V. Direction and Control

The Shoshone County Damage Assessment Coordinator is under the directional control of the Emergency Manager, or EOC Manager if activated, during emergency operations and will exercise control of the actions required by this annex. The Damage Assessment Coordinator will take action to supplement the emergency operations staff and other resources as required. There will be full coordination with the Emergency Manager and all members of the EOC.

VI. Continuity of Government

- The Emergency Manager, or EOC Manager if activated, will direct emergency damage assessment operations in the event of the absence of the Damage Assessment Coordinator.
- The Damage Assessment Coordinator will relocate with the Emergency Operations Center (EOC) staff to an alternate Emergency Operations Center (EOC) if the situation so warrants.
- All essential records will be protected from destruction and loss.

VII. Administration and Logistics

- Administrative support and office supplies within the EOC will be provided by Administrative Services.
- Every effort will be made to document each transaction sufficiently so that complete records can be constructed and claims properly verified after the emergency period has passed.
- Emergency Operations Center (EOC) facility and communication support will be coordinated by the EOC Manager.
- Operations essential to preventing injury, loss of life, or significant property damage will have precedence over normal administrative procedures.
- Normal practices and procedures will be continued under emergency conditions, if possible.

VIII. Appendix Maintenance

- The Damage Assessment Coordinator, in coordination with the Emergency Manager, will annually review this annex and update and modify, as necessary.
- Supporting documents to this annex such as Standard Operating Procedures (SOPs), checklists, and notification and resource lists will be maintained and

available for the Damage Assessment Coordinator. They will be annually reviewed and updated, as necessary.

See EOC Reference Binder for Forms

This Page Intentionally Left
Blank

Appendix E: Evacuation

I. Purpose

This appendix describes the provisions that have been made to ensure the safe and orderly evacuation of people threatened by hazards in Shoshone County.

II. Situation and Assumptions

Situation

There are a wide variety of emergency situations that might require an evacuation of portions or all of Shoshone County.

- Limited evacuation of specific geographic areas might be needed because of a hazardous materials transportation incident, wildfire, flood, landslide, or severe weather.
- Large scale evacuation could be required in the event of a major hazardous materials spill, extensive flooding, or severe weather.
- Based on the situation, sheltering in place may be a viable option instead of evacuation.

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.
- Most people at risk will evacuate when local officials recommend that they do so. A general estimate is that 80 percent of those at risk will comply when local officials recommend evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public and more serious.
- Some individuals will refuse to evacuate, regardless of the threat.
- Some evacuation planning for known hazard areas can and should be done in advance.
- While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning, or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.

- The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.
- In most emergency situations, most evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
- Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.
- When a countywide mass evacuation is recommended, shelters will not be opened in Shoshone County.

III. Concept of Operations

General

Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for an evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

Evacuation Decisions

- The Incident Commander or, for large-scale evacuations, the Emergency Operations Center (EOC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
 - What areas or facilities are at risk and should be evacuated?
 - How will the public be advised of what to do?
 - What do evacuees need to take with them?
 - What travel routes should evacuees use?
 - What transportation support is needed?
 - What traffic control is needed?
 - Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
 - How will evacuated areas be secured?
 - Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.
- The decision to recommend evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing that incident.

Hazard Specific Evacuation Planning

- Hazard-specific evacuation planning information has been developed for certain known hazards. (See EOC Reference Binder)

Transportation

- **Individuals.** It is anticipated that the primary means of evacuation for most individuals will be personal transportation. However, some individuals do not own vehicles and others will need assistance in evacuating and provision must be made to provide public transportation for these individuals.
- **Special Facilities.** Public Schools have transportation resources; some private schools and daycare facilities also have transportation assets. Many other special facilities rely on commercial or contract transportation for their needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizable facility on short notice. Local government assistance will be requested to assist in providing transportation to these facilities.
- School buses, ambulances, and other vehicles may provide emergency transportation. Transportation will be under the direction of the Emergency Management Lead Agency. In cases of large-scale evacuations with advanced warning, pickup points may be designated, or a telephone bank established to receive and process requests for transportation.
- Public information messages that emphasize the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

Traffic Control

- Actual evacuation movement will be controlled by the Law Enforcement Lead Agency. If possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
- For large-scale evacuations where time permits, traffic control devices, such as signs and barricades, will be coordinated by the Law Enforcement and Public Works Lead Agencies.
- The Law Enforcement Lead Agency will request wrecker services needed to clear disabled vehicles from evacuation routes.

Warning & Public Information

- The Incident Commander will normally arrange for evacuation orders in and around the incident site. The EOC will normally disseminate warning for large-scale evacuations beyond the incident site or where evacuation is being conducted because of an imminent threat.

- Advance Notice of Possible Evacuation
 - For slowly developing emergency situations, advance warning should be given to affected residents as soon as it is clear that evacuation may be required. Such advance notice is normally disseminated through the media. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
 - Special facilities should also be provided advance warning. Such facilities should be requested to review and be prepared to implement their evacuation plans and to keep the EOC informed of their status and any requirements for assistance.
- Evacuation Warning
 - Evacuation warning should be disseminated through all available warning systems.
 - In the case of immediate evacuation in and around an incident site, route alerting using sirens and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be employed. The first to get the attention of the population, and the second to deliver the evacuation message. Door-to-door notification should be considered for large buildings and in rural areas where residences may be some distance from the road.
 - Special facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.
 - The Firefighting Lead Agency should coordinate a sweep of the evacuation area to ensure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.
- Emergency Public Information
 - Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during an evacuation. The EOC Public Information Officer will ensure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind and hearing impaired. For additional information, see Appendix B Public Information.
 - Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.

- When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

Special Facilities

- Special facilities, such as schools, hospitals, care centers, day care facilities, and correctional facilities are responsible for the welfare and safety of their clients, patients, and inmates. Each facility should have their own emergency evacuation plan, but to effectively implement their plans they must be warned of emergency situations.
- Schools & Day Care Centers
 - If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where parents can pick them up. It is essential that the public be provided timely information on these arrangements. In the case of large-scale emergency situations with advanced warning, schools will generally be closed, and students returned to their homes so they can evacuate with their families.
 - Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require assistance in evacuating.
- Hospitals, Nursing Homes, & Correctional Facilities
 - If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
 - Medical patients and prisoners should not be housed in shelter and mass care facilities with the public.

Handling Pets During Evacuations

- For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. And when people have left pets behind during evacuations, emergency responders have sometimes had to return to the evacuated area to round up and remove those pets. Hence, it is necessary to make reasonable arrangements for evacuees who come to public shelters with pets. Shoshone County Emergency Management will coordinate these arrangements.

- Depending on the situation and the availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
 - Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - Direct pet owners to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporarily housed.
 - Set up temporary pet shelters at fairgrounds, rodeo or stock show barns, livestock auctions, and similar facilities.

Access Control & Security

- In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. The Law Enforcement Lead Agency should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. The Firefighting Lead Agency will take measures to ensure continued fire protection.
- If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris.

Return of Evacuees

- Return of evacuees to their homes or businesses in evacuated areas requires the same considerations, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, that decision rests with the Incident Command/EOC Manager and is disseminated through the media and through all available means.
- The following conditions should prevail in the evacuated area before evacuees are authorized to return:
 - The threat has been resolved.
 - Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not have yet been fully restored.
 - Structures have been inspected and determined safe to reoccupy.
 - There is adequate water available for firefighting.
- For return and re-entry, it may be necessary to provide transportation for those who lack vehicles and traffic control on return routes.

- Public information intended for returnees should address such issues as:
 - Documenting damage for insurance purposes.
 - Caution in reactivating utilities and damaged appliances.
 - Cleanup instructions.
 - Removal and disposal of debris.

IV. Organization and Responsibilities

Organization

- The implementation of this evacuation plan is based on the Lead Agencies identified in the Shoshone County EOP Base Plan.
- Incident Command System (ICS) – Emergency Operations Center (EOC) Interface
 - As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site.
 - A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuation operations on the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.

Assignment of Responsibilities

- Senior Elected Officials will:
 - For emergencies or disasters, recommend that citizens evacuate, when appropriate.
 - Approve release of warnings, instructions, and other emergency public information relating to evacuation.
 - Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.
 - Direct the relocation of essential resources (personnel, equipment, and supplies) that are at risk out of the incident location.
 - Direct the opening of local shelter and mass care facilities, if needed.
- The Incident Commander will:
 - Identify risk areas in the vicinity of the incident site and determine protective actions for people in those risk areas.
 - If evacuation of risk areas and special facilities is required, plan, organize, and conduct evacuation with the resources assigned.
 - Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.

- The Emergency Management Lead Agency will:
 - Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.
 - Review the evacuation plans of special facilities with known risk areas and determine possible needs for evacuation support.
 - Coordinate evacuation planning to include:
 - i. Selection of suitable evacuation routes, based on recommendations from law enforcement.
 - ii. Movement control, based on recommendations from law enforcement.
 - iii. Transportation arrangements.
 - iv. Develop system to track evacuees in order to maintain necessary contact if needed.
 - Make shelter and mass care arrangements.
 - For short-term evacuations, coordinate with the operators of government facilities, schools, churches, and other designated facilities for use of their facilities as temporary relocation centers.
 - For other than short-term evacuations, coordinate with appropriate governmental agencies and non-governmental organizations to open shelters and activate mass care operations.
 - Coordinate arrangements to provide temporary facilities for pets arriving with evacuees.
 - Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.
- The Law Enforcement Lead Agency will:
 - Time permitting, coordinate securing and protecting facilities in evacuation areas.
 - Recommend evacuation routes to the Incident Commander and EOC staff.
 - Assist in evacuation by coordinating traffic control.
 - Secure and protect or relocate prisoners.
 - Coordinate law enforcement activities with other emergency services.
 - Assist in Public Warning.
 - Provide information to the PIO for news releases.
- The Firefighting Lead Agency will:
 - Be responsible for coordinating fire protection in the vacated areas.
 - Assist in public warning.
 - Assist in the coordination of the evacuation of special needs populations.
- The Public Information Officer will:
 - Disseminate emergency information on public evacuations.
 - Coordinate news releases and public announcements with news media.
 - Disseminate family preparedness educational material including the county alert and notification plans and information regarding what citizens

should bring with them during an evacuation (e.g. 48 hour or Go-Kits, medications, important papers, pets, pet food, etc.).

- The Public Works Lead Agency will:
 - Coordinate the provision of traffic control devices upon request.
 - Assist in keeping evacuation routes open.
 - Coordinate the provision of barricades and barriers to restrict entry into evacuated areas and other control areas.
- The EOC will:
 - Coordinate transportation for evacuees without vehicles or for those who need assistance in evacuating, determining, and establishing pickup points if necessary.
 - Coordinate transportation assistance for the evacuation of special facilities.
 - Coordinate all transportation relating to relocation of essential resources.
 - Provide information to the PIO on pickup points, or special pickup routes for those requiring transportation.
- Special Facilities (schools, hospitals, nursing homes, correctional facilities) will:
 - Close and supervise evacuation of their facilities.
 - Coordinate appropriate transportation for evacuees and en-route medical or security support.
 - Arrange for use of suitable host facilities.
 - Request emergency assistance from the local government if assistance cannot be obtained from other sources.
 - Ensure assigned personnel are trained and knowledge of evacuation procedures.
 - Disseminate public information to advise relatives and the public of the status of their facilities and the patients, students, or inmates served by those facilities.

V. Direction and Control

General

- The County Commissioners or other Senior Elected Officials have the general responsibility for recommending evacuation when that is the most suitable means of protecting the public from a hazard.
- In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.
- Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by the EOC.

Evacuation Area Definition

- Areas to be evacuated will be determined by those officials with the authority to recommend evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated in with reference to known geographic features, such as roads and rivers.
- The hazard situation that gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

Evacuation Movement

- Rest and Refueling Facilities
 - Evacuees should use service stations within Shoshone County for rest, refueling, and minor vehicle maintenance. Service stations should be encouraged to extend their operating hours during the initial stages of the evacuation. Other jurisdictions are expected to identify rest and refueling facilities within their area.
- Disabled Vehicles
 - Disabled vehicles should not be permitted to block evacuation routes; they should be removed from roadways as soon as possible. The Law Enforcement Lead Agency will coordinate assistance for stranded motorists as towing and repair services may be degraded as the evacuation proceeds.

Traffic Direction and Control

- Traffic control points may need to be established. The Law Enforcement Lead Agency will coordinate the establishment and operation of them in the event of an evacuation.
- The Law Enforcement or Security personnel staffing control points should provide regular reports to the EOC on the size of the evacuation traffic flow through each traffic control point.

Coordination of Reception Facilities

- Although special facilities are responsible for arranging reception facilities for their clients, Emergency Management should be prepared to assist in this effort, if required, by coordinating with emergency management officials in host areas to identify suitable reception facilities. As noted above, prisoners and medical patients cannot be housed in shelters for the general population.

- Emergency Management, assisted by the American Red Cross of the Greater Inland Northwest should maintain contact with shelter management officials in host areas to coordinate shelter openings and closings, and identify shelters where public transportation vehicles should discharge evacuees. To reduce congestion some of the closest public shelters should be earmarked for those using public transportation. Information on the reception area shelters to be used by those arriving via public transportation must be provided to Emergency Management.

Public Information

- The Public Information Officer (PIO) will disseminate information on evacuation procedures through all available media.
- Provisions should be made to disseminate evacuation information to special needs populations, including the blind, hearing-impaired, and non-English speaking individuals.

Coordination with Reception Areas

- Reception areas should develop and maintain evacuee lists and communicate that information to emergency management officials.
- Regular coordination should be maintained with emergency management officials in those counties which are hosting evacuees from the local area in order to provide information to evacuees. The purpose of this coordination is to provide evacuees information on current conditions in the evacuated areas, notify people when they can return to evacuated areas, and coordinate return routes, and if necessary, public transportation for those evacuees who require it.

Security of Evacuated Areas

- Access control points will be established to limit access to evacuated areas and patrols will be established to maintain security in evacuated areas. Access control points cannot be selected in advance, but law enforcement personnel should be prepared to establish and operate them as soon as it is clear which areas need to be secured.
- In general, access to storm-damaged areas should be limited to reduce public exposure to dangerous conditions and curtail theft of property from vacant homes and businesses. Access should initially be limited to:
 - Emergency service and public works personnel
 - EOC personnel conducting initial damage assessment
 - Utility company employees engaged in restoring utility services
 - Contractors restoring damaged building, clearing roads, and removing debris
 - Commercial vehicles delivering food, essential supplies, life support equipment, construction supplies, and related materials

- Residents of the affected area, when it is determined that it is safe to reenter the area to salvage belongings and make repairs
- Media representatives
- Before announcing the decision to authorize a general return of residents to an evacuated area, local officials should notify emergency management officials in those counties which may be affected by the return traffic flow in order to ensure that traffic control resources can be deployed.

Public Service Limitation Policy

- Depending on the nature of the disaster causing an evacuation, public safety personnel and equipment may not be able to respond to requests for emergency assistance. Personnel and equipment may have to be pulled off the streets and put in safe locations until after the incident has subsided.

VI. Increased Readiness Actions

Level 1: Advisement Issued (READY)

- **RESIDENTS ARE WARNED THAT CURRENT OR PROJECTED THREATS FROM HAZARDS ASSOCIATED WITH THE CURRENT INCIDENT ARE SEVERE.**
- This is the time for preparation, and precautionary movement of persons with special needs, mobile property, and pets and livestock.
- Level I evacuation advisements may or may not be accompanied by checkpoints, roadblocks, or road closures.
- Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level 3 readiness actions may include:
 - Reviewing information on potential evacuation areas, facilities at risk, and evacuation routes.
 - Monitoring the situation.
 - Informing first responders and local officials of the situation.
 - Checking the status of potential evacuation routes and shelter/mass care facilities.

Level 2: Evacuation Warning (SET)

- **THIS NOTICE STATES THAT RESIDENTS MUST BE PREPARED TO LEAVE AT A MOMENT'S NOTICE.**
- Dangerous conditions exist that may threaten your residence or business.
- Conditions indicate a good probability that hazards associated with the incident will severely limit our ability to provide emergency service protection.

- Fire and/or law enforcement personnel are working in this area to provide specific information about when to leave and the route(s) to be taken. If conditions worsen, we will make every attempt to contact you.
- If you are absent from your home for more than a short period of time, please leave a note with your name and contact telephone in a visible location.
- Level II evacuation advisements may or may not be accomplished by checkpoints, roadblocks, or road closures.
- Citizens are advised that advisements and evacuation levels may change at a moment's notice.
- Level II evacuation advisements may be the only notice provided.

Level 3: Immediate Evacuation Advised (GO)

- **RESIDENTS ARE ADVISED TO EVACUATE IMMEDIATELY.**
- Current conditions present specific and immediate threat(s) to the life and safety of persons within this area.
- Conditions indicate that the hazards associated with the incident will severely limit our ability to provide emergency service protection.
- Fire and law enforcement personnel are working in this area to provide specific information on the route(s) to be taken.
- **IF YOU CHOOSE TO IGNORE THIS ADVISEMENT, YOU MUST UNDERSTAND THAT EMERGENCY SERVICES MAY NOT BE AVAILABLE.**
- **THIS MAY BE THE ONLY NOTICE YOU RECEIVE.**
- Roadblocks, road closures, checkpoints and 24-hour patrols may be established in the area. There may be limited-to-no access granted into the affected area(s).
- Residents will not be allowed to return until conditions are safe. All re-entry requests shall be coordinated with the IMT Operations Section Chief before re-entry into evacuated areas will begin.
- Volunteers will not be allowed to enter the area to provide assistance without proper approval from the Incident Commander.

Information on the following items will be included in the EOC Reference Binder once drafted.

- Decision Support Tools
- Countywide Evacuation Routes

- Countywide Evacuation Zones
- Relocation Centers
- Population Distribution
- Notification
- Special Needs Populations
- Animal Populations
- Hazard Specific Maps
- Gulch Assessments
- I-90 Corridor Assessment
- St. Joe River Corridor Assessment
- Winter VS Summer Evacuation Guidelines
- Evacuation: READY, SET, GO

Appendix F: Financial Management

I. Purpose

This Appendix describes the means, organization, and process by which Shoshone County will manage financial issues during a declared disaster.

II. Situation and Assumptions

Situations

In responding to a major disaster, expenses will be incurred that are outside of existing budget appropriations. Expenses will include additional manpower for response, consumable supplies, and in some instances, capital outlays. Expenses for short- and long-term recovery need to be tracked appropriately so that homeowners, business, and vendors can be reimbursed as provided by law.

Assumptions

- Shortages in vital resources may occur quickly during major disasters.
- Response agencies will sustain themselves during the first 96 hours of an emergency.
- Households and businesses affected by the emergency will sustain themselves through the first 96 hours of an emergency.
- Support will be available from State and Federal agencies within 96 hours.
- Expenses incurred by a protracted event will exceed existing budget appropriations and agreements.
- Recovery expenses fall outside of the normal budget processes of the Cities and the County.

III. Concept of Operations

- The Board of County Commissioners will authorize activation of the financial management function.
- 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.
- Emergency service agencies will track their individual expenses and provide reports as outlined in the plan to the Financial Management Coordinator.

- The Financial Manager (County Clerk), in consultation with the Incident Commander(s) and the Emergency Operations Center (EOC) staff, will set specific expense reporting guidelines.
- Disaster victims will be responsible to work with individual insurance companies and, if applicable, file claims with the Disaster Recovery Center.
- Expenses, even when eligible for reimbursement, should be the responsibility of the requesting agency.
- Detailed lists of what is needed will be passed on to the Idaho Office of Emergency Management if needs exceed County's resources.
- The Lead Agency Representatives 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

The Board of County Commissioners will authorize activation of the financial management function.

The Financial Management Coordinator (County Clerk) will:

- Report to, and may operate out of, the EOC during emergencies.
- Coordinate with Shoshone County Emergency Manager and the EOC staff to determine financial needs and the priority of those needs.
- Track financial expenditures and recommend action to the Incident Commander(s) and EOC staff.
- 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.
- Coordinate with the Shoshone County Emergency Manager when outside State and/or Federal assistance is required.

The Shoshone County Emergency Manager will:

- Assist the Financial Manager as needed during response and recovery operations.
- After coordination with the Financial Manager and the Incident Commander(s), request assistance from the Idaho Office of Emergency Management when County resources are or will soon be exhausted.

The Legal Advisor will:

- When requested, report to the EOC.
- Advise the Financial Manager on contracts and questions of administrative law.
- Advise the Incident Commander(s) on legal requirements of financial management, to include acquisition, economic stabilization, and rationing of essential resources in the County.

See EOC Reference Binder for Forms and Procedures for Record Keeping During Disasters

This Page Intentionally Left
Blank