

City of Greenleaf, Idaho
EMERGENCY OPERATIONS PLAN

APPENDIX 'C'

- Referenced excerpts from the 2015 Canyon County Emergency Operations Plan
 - Generic Incident Guide
 - Disaster Declaration Process
 - Activation of the Emergency Alert System (EAS)
 - Disaster Messages
 - Damage Assessment

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Generic Incident Guide

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

1. Size up (or assess) the situation.

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

2. Identify contingencies.

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

3. Determine Objectives.

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

4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives?
- Where will you get them? How long will it take them to get here?
- What other agencies need to be involved? (Local, State, and/or Federal)
- Will multiple shifts of responders be required?
- What additional staffing, resources, and equipment will be required?

5. Build a plan and structure.

- Responsibilities and tasks: Who will do what?
- The chain of command: Who will report to whom? (Incident Command, Emergency Coordinator, Core Team Leaders, Outside Agencies)
- Coordination issues: How will different groups work together, and how will they communicate?

6. Take action.

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

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

Disaster Declaration Process

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

City

1. Emergency responders from the Cities will respond to an emergency within their city limits and coordinate activities in accordance with their standard operating procedures and mutual aid agreements.
2. When an emergency situation is or is likely to be beyond the scope of control of the City, the mayor or city council may proclaim an emergency. Their proclamation of emergency, and any requests for assistance, should be forwarded to the Canyon County Emergency Management Coordinator in an expedient manner, i.e., by voice followed by hard copy.
3. When a local emergency has been proclaimed, the mayor will govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the city.

Canyon County

1. Upon receipt of the proclamation of a local emergency, the Canyon County Chairman of the Board of County Commissioners will:
Provide available assistance requested to contain the incident (i.e., sheriff, public works, health, etc.).
Notify the Idaho Bureau of Homeland Security that a situation exists which *may* require the declaration of a County disaster.
2. In the event a situation exists in the unincorporated portions of the County that may affect lives and property, the County will take necessary measures to bring the situation under control, utilizing all County government resources.
3. If the situation, either in an incorporated or unincorporated portion of the County is, or has the potential to be, beyond the capability and resources of the County to control, the chairman of the board of County Commissioners may declare a local disaster in accordance with Idaho Code 46-1011.
4. The Canyon County Emergency Management Coordinator will notify the Idaho BHS that the County has declared a disaster emergency, and that the County has implemented its Emergency Operations Plan. The notification should also state that the County has committed all available County resources to the response. If

State supplemental assistance is needed to assist the County's response effort, the type of assistance should be clearly stated. The declaration and request for State assistance may be provided orally, and then submitted in writing to the Idaho Bureau of Homeland Security. *(See Declaration Form below)*

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

Disaster Declaration

WHEREAS, there is threat to life and property in CANYON COUNTY, as the result of _____,

Which occurred on _____ 20__; and

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

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

and

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

NOW THEREFORE, be it resolved, and declared by the CANYON COUNTY, Idaho Board of Commissioners, as follows:

1. A disaster emergency is hereby declared to exist within CANYON COUNTY, created by _____ creating an imminent threat to life and property; and,
2. These conditions require the activation of the response and recovery aspects of all applicable local disaster emergency plans; and,
3. Such disaster may require State emergency assistance to supplement local efforts to protect, rehabilitate, and replace public property and to provide a coordinated multi-agency effort to mitigate, avert and lessen the threat and impact of the disaster.

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

COUNTY BOARD OF COMMISSIONERS

Chairman

Member

Member

ATTESTED:

Clerk

Attachment 1

Emergency Alert System (EAS) Activation Procedures

To activate the EAS take the following steps.

Activation Sources

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

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

The Idaho State Police (ISP) District 3 Dispatch Center in Meridian, ID 1-208-846-7500 or the local emergency 736-3060. EAS message text may be faxed to the ISP at 1- (208) -846-7520. ISP has a radio and microwave link with State Communications Center. If the links are down they cannot activate EAS at their location.

If unable to contact ISP, EAS activation may be requested through the National Weather Service (NWS) Boise Forecast Office at (208-334-9860 or 208-334-9518). EAS message text may be faxed to the NWS at (208) 334-1660.

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

EAS activation procedures

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

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

(Note that Authenticator Codes are no longer required.)

Sample EAS Message forms are located in Attachment 2.

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

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

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

- Canyon County Commissioners
- Canyon County Sheriff
- Canyon County Coordinator of Emergency Management
- Canyon County 911 Dispatch Center
- Mayors of Incorporated Cities

Attachment 2 Disaster Messages

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

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

WARNING MESSAGE

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

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

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

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

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

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

Stay tuned to this station for updates."

SHELTER IN PLACE MESSAGE

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

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

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

are advised to take the following protective actions:

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

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

Stay tuned to this station for updates."

PREPARE TO EVACUATE MESSAGE

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

The incident is occurring/has occurred at (Location)

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

should stay indoors and prepare to evacuate.

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

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

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

Stay tuned to this station for updates."

EVACUATION MESSAGE

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

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

"We are advising people (Distance) radius of (Name Area or Location) _____

to evacuate the area in an orderly manner.

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

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

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

Public shelters will be set up at _____ and _____

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

- Leave as soon as possible.
- Take the following items with you:
 - special medications or dietary needs
 - personal items
 - infant children's needs
- If possible, use your own transportation. Help your neighbors, if you have room, take them with you.

- Keep your car windows and vents closed while traveling. Turn off your heater or air conditioner. Drive slowly and carefully obeying traffic laws and officials directing.
- Before leaving your home or business:
 - Turn off all lights and electrical appliances.
 - Turn down heating systems (or turn off air conditioners).
 - Secure your home or business.

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

Stay tuned to this station for updates."

Damage Assessment

Purpose

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

Assumptions

- An initial damage assessment will be conducted by local personnel.
- Local damage assessment teams will be composed of personnel from Developmental Services, City Building Inspectors, and engineers.
- In the event of a major disaster, trained State and Federal personnel will be available to assist in detailed damage assessments.
- Damage assessment operations will be coordinated from the 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 Bureau of Homeland Security Damage Assessment Forms (Attachment 2).
- Although initial assessment of damages immediately following a disaster rests with Canyon County, it may be apparent that a request for a presidential declaration is necessary. As such, the County, through the State Bureau of Homeland Security, will request that the Federal Emergency Management Agency (FEMA) dispatch Federal representatives to assist the County in assessing damages to public and private properties.
- In the event agricultural areas are affected, the Commissioners may request through the Governor's office that a County Emergency Board perform a damage assessment.
- Damaged structures within the incorporated areas of Canyon County will be posted in accordance with Canyon County, Idaho Code, Chapter 6 Building Regulations. Damaged structures within incorporated Cities will be posted in accordance with the International Building Code 2003 § 115 under the title "Unsafe Structures and Equipment, showing condition of the structure and it's suitability for continued occupation.

Organization and Responsibilities

- Civil Services Core Team will:
 - Authorize activation of the damage assessment function.
 - 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 Canyon County, Idaho Code Chapter 6. Posting of structures within incorporated Cities will be in accordance with the International Building Code 2003-§ 115 under the title "Unsafe Structures and Equipment."
 - Designate location of disaster debris disposal site.
 - Review, with the Damage Assessment Coordinator, appropriate local officials and EOC staff, damage assessment reports to determine if outside assistance is necessary.

If assistance is required, coordinate damage assessment reports and needs with Bureau of Homeland Security (IBHS) Field Officer.

- Prepare damage assessment reports and plot damaged areas on maps.
- Develop and release damage assessment, and if appropriate, claims information to the public.
- Coordinate with ESF 3 Public Works and Engineering, 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 condition of inspected buildings. (Attachment 3)
- 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. (Attachment 4)
- 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.
- Provide initial and follow-up situation and damage reports to IBHS (Attachment 2).
- The Damage Assessment Coordinator (a member of the Developmental Services staff) will:
 - Form damage assessment teams and brief them on the following:
 - Current disaster status
 - Damage assessment procedures, checklists, forms, etc. (Attachment 2)
 - 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 the County by contacting all municipalities, Highway Districts, irrigation districts, and appropriate County departments
 - Coordinate with the American Red Cross 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

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- Communication facilities and equipment
- Water and sewage treatment plants
- Irrigation canals and facilities
- Private residences
- Private businesses
- Farms and ranches
- Agriculture
- Churches
- Maintain a situation map
- The Civil Services Core Team Leader will report damage to roads, bridges, and public facilities to the EOC and assist with initial damage assessment effort.

Attachments

Attachment 1 IBHS Damage Assessment Report Forms
Attachment 2 Conducting Building Safety Assessments
Attachment 3 Inspections Requests

Attachment 1 IBHS Damage Assessment Report Forms

This attachment contains Bureau of Homeland Security Damage assessment Report Forms.

Idaho Damage Assessment: Public Damage Jurisdiction Totals					
Jurisdiction:			Date:		
Debris Loss Totals			Protective Measures		
Debris Type	Qty. Cubic Yards	Cost Estimate	Type	Quantity and Unit of Measure	Cost Estimate
Roadways		\$	Sandbagging		\$
Public Property		\$	Barricades		\$
Pvt Property (Health)		\$	Overtime		\$
Stream Clearance		\$			\$
Other		\$			\$
					\$
					\$
					\$
					\$
Property / Facility Loss Totals					
Damage Type	Quantity and Unit of Measure		Loss Value		
Road Damage			\$		
Public Buildings Destroyed			\$		
Public Buildings Severely Damaged			\$		
Public Buildings Moderately Damaged			\$		
Public Buildings Affected					

Idaho Damage Assessment: Road Systems Damage						
						Page # ___ / ___
Agency:		Inspector/Team Leader:		Jurisdiction:		Date:
Location (Milepost, Address, GPS Coordinates)	Road Miles Affected Nearest 1/10 mile	Alt. Route Y/N?	# of homes / resident s affected	# of Businesses Affected	Repai r \$	Damage Description
Sheet Total	Amount				Cost in \$	
Summary – Local Resources Committed, Local Capability, Assistance Needed? 						

Idaho Damage Assessment: Public Buildings, Facilities, Equipment						
Agency:				Inspector / Team Leader:	Jurisdiction:	Date:
Location (Milepost, Address, GPS Coordinates)	Building/Facility/Equipment	Insured Y/N	Impact	Repair \$	Damage Description	
Sheet Total	Amount			Cost in \$		
Summary – Local Resources Committed, Local Capability, Assistance Needed?						

Idaho Damage Assessment: Debris Removal											
Page # ___ / ___											
Agency:			Inspector / Team Leader:			Jurisdiction:			Date:		
Location (Milepost, Address, GPS Coordinates)	Roadways			Public Property		Private Property (Health Emergency Only)		Stream Clearance		Other	
	Distance Nearest 1/10 mile	Qty. Cubi c Yds.	\$	Qty. Cubi c Yds.	\$	Qty. Cubi c Yds.	\$	Qty. Cubi c Yds.	\$	Qty. Cubi c Yds.	\$
Sheet Total	Amount of Debris in Cubic Yards					Cost in \$					
Summary – Local Resources Committed, Local Capability, Assistance Needed?											

Idaho Damage Assessment: Protective Measures							
				Page # ___ / ___			
Agency:			Inspector / Team Leader:		Jurisdiction:		Date:
Location (Milepost, Address, GPS Coordinates)	Sandbagging/ Expedient Flood Works		Barricade s		Overtime		Comments
	Distance Nearest 1/10 mile Yards or Feet	\$	Distance Nearest 1/10 mile Yards or Feet	\$	Extra Hours Only	\$	
Sheet Total	Amount				Cost in \$		
Summary – Local Resources Committed, Local Capability, Assistance Needed?							