

City of Greenleaf, Idaho
EMERGENCY OPERATIONS PLAN

APPENDIX 'A'

- Emergency Response Plan Phone Contact List
- 'Windshield Assessment' form
- City of Greenleaf Disaster Declaration Forms
- Evacuation Plan Map
- Motorola XTS1500 Digital Radio Frequencies
 - City of Greenleaf FRS/GMRS Emergency Communication Recommendations

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Emergency Response Plan Phone Contact List

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Please insert current revision of the Emergency Response Plan Phone Contact List here.

The Emergency Response Plan Phone Contact List is confidential and may be considered exempt from public disclosure per Idaho Code §74-105:4:B, §74-106:1.

This contact list is revised, updated and distributed by the city on an as-needed basis.

'Windshield Assessment' Map Site Specific Details

Map Site Number: _____ Site Detail / Notes (who, what, when, where, why): ____

_____ See attached ICS 314 form for summary

Map Site Number: _____ Site Detail / Notes (who, what, when, where, why): ____

_____ See attached ICS 314 form for summary

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_____ See attached ICS 314 form for summary

Map Site Number: _____ Site Detail / Notes (who, what, when, where, why): ____

_____ See attached ICS 314 form for summary

(copy additional pages as needed)

WINDSHIELD ASSESSMENT SURVEY

Ref.	Category	Windshield Damage Assessment Survey	
		Subcategory – Wind or Earthquake	Subcategory – Water Damage or Flooding
1.1	Fire - Burning	Fire, any situation	
1.2	Fire - Out	Fire, extinguished	
1.3	Hazard - Gas Leak	Smell of Gas	
1.4	Hazard - Water (H2O) Leak	Water Main Broken, House Main Broken	
1.5	Hazard - Electrical	Down Wires or Power Lines	
1.6	Hazard - Chemical	Sewer Leaks or any chemical spill	
2.1	Structure - Affected	Superficial Damage; Broken Windows; Cracked or fallen plaster; Main damage is to contents	
2.2	Structure - Minor	One (1) wall damaged; Roof missing or damaged. Repairable	Utilities flooded; piers/foundation shifted; Water touched or soaked at the bottom bottom boards, but did not enter the primary living area.
2.3	Structure - Major	Substantial Structural Damage to Walls, Roof, Foundation, etc. Repairable	Water soaked bottom boards and the primary living area. 2 to 5 feet of water in first floor washed out or away
2.4	Structure - Destroyed	Partial or full collapse; Building or Mobile Home is off foundation,	Greater than 5' of water on first floor, piers or foundation, mobile home has bent or twisted frame;
3.1	People - Injured	Able to walk away from the incident Breathing, answers questions & responds Confused, disoriented	
3.2	People - Trapped	People pinned under debris	
3.3	People - Dead	Unconscious, no respiration	
4.1	Roads - Damage	Obstructions	
4.2	Roads - No Access	Roads blocked, sink holes or torn up; Bridge down, cracked, or impassable	
5.1	Loose Animals	Large animal - Horses, Cattle, etc.	

QUICK REFERENCE GUIDE FOR DAMAGE ASSESSMENT

<u>SINGLE OR MULTI FAMILY</u>	Tornado Event	Flood Event	Livable
Destroyed	<ul style="list-style-type: none"> * Foundation only remains * 2 or more walls destroyed * Roof substantially damaged 	<ul style="list-style-type: none"> * Not economically repairable * Pushed off foundation 	No
Major	<ul style="list-style-type: none"> * 2 walls and roof substantially damaged 	<ul style="list-style-type: none"> * 2 or more feet on 1st floor – no basement * Structural damage; collapsed basement walls 	No
Minor	<ul style="list-style-type: none"> * 1 wall, section of roof damaged 	<ul style="list-style-type: none"> * Less than 2 feet on first floor – no basement * 1 to 8 feet in basement 	No
Affected	<ul style="list-style-type: none"> * Intermittent shingle damage 	<ul style="list-style-type: none"> * Less than 1 foot in basement * Minor access problem 	Yes
<u>MOBILE HOMES</u>			
Destroyed	<ul style="list-style-type: none"> * Frame twisted * Knocked off piers 	<ul style="list-style-type: none"> * Water above floor level * Unit swept from foundation 	No
Major	<ul style="list-style-type: none"> * Wall and roof damage * Shifted on piers 	<ul style="list-style-type: none"> * Water-soaked bottom-board * Shifted on piers 	No
Minor	<ul style="list-style-type: none"> * Utility connections broken * Foundation shifted 	<ul style="list-style-type: none"> * Utilities flooded * Piers shifted/washed out 	No
Affected	<ul style="list-style-type: none"> * Minor indentations to roof and siding 	<ul style="list-style-type: none"> * Access problems, no water touched the unit 	Yes

In all flood events, provide information regarding water levels and duration of flood.

City of Greenleaf

Disaster Declaration

WHEREAS, the City of Greenleaf has been or anticipates suffering severe effects from a _____ that occurred on _____; and

WHEREAS, endangerment of health and safety of the residents of Greenleaf and extensive damage has occurred or is anticipated; and

WHEREAS, all local resources available to mitigate and alleviate the affects of this disaster have been or are anticipated to be insufficient to meet the needs of the situation,

Now therefore the Mayor of Greenleaf does hereby delcare a disaster and local state of emergency on behalf of the City of Greenleaf, located in Canyon County, in the State of Idaho, per Idaho Code §46-1011.

Governance by proclamation of ordinance as authorized by Idaho Code §50-901 is also hereby declared to be in effect.

Declared by the Mayor on this _____ day of _____, 20__.

Mayor

Attest:

City Clerk

(seal)

City of Greenleaf

Resolution # _____

City Council Resolution of Disaster Declaration

WHEREAS, the City of Greenleaf has been or anticipates suffering severe effects from a _____ that occurred on _____; and

WHEREAS, endangerment of health and safety of the residents of Greenleaf and extensive damage has occurred or is anticipated; and

WHEREAS, all local resources available to mitigate and alleviate the affects of this disaster have been or are anticipated to be insufficient to meet the needs of the situation,

Now therefore be it resolved by the City Council of the City of Greenleaf as follows:

Section 1. The City Council does hereby declare that a disaster and local state of emergency exists in the City of Greenleaf, located in Canyon County, in the State of Idaho.

Section 2. Any previous declaration of disaster made by the Mayor regarding this event is hereby affirmed and continued or renewed in accordance with Idaho Code §46-1011.

Section 3. Governance by proclamation of ordinance as authorized by Idaho Code §50-901 is hereby affirmed and continued or renewed until issuance of a resolution of the City Council declaring and end to governance by proclamation of ordinance.

Section 4. With approval by one-half plus one member of the Council, the Mayor and staff are authorized to make expenditure as necessary to abate the emergency including making repairs and restoration of improvements as authorized by Idaho Code §50-1006.

Section 5. The City Clerk is hereby directed to file a copy of this resolution with the Canyon County Recorder in a timely fashion.

Adopted and approved by roll call vote of the City Council on this ___ day of _____, 20__.

City Council Resolution of Disaster Declaration, p. 1 of 2

Council Seat #1 for against _____

Council Seat #2 for against _____

Council Seat #3 for against _____

Council Seat #4 for against _____

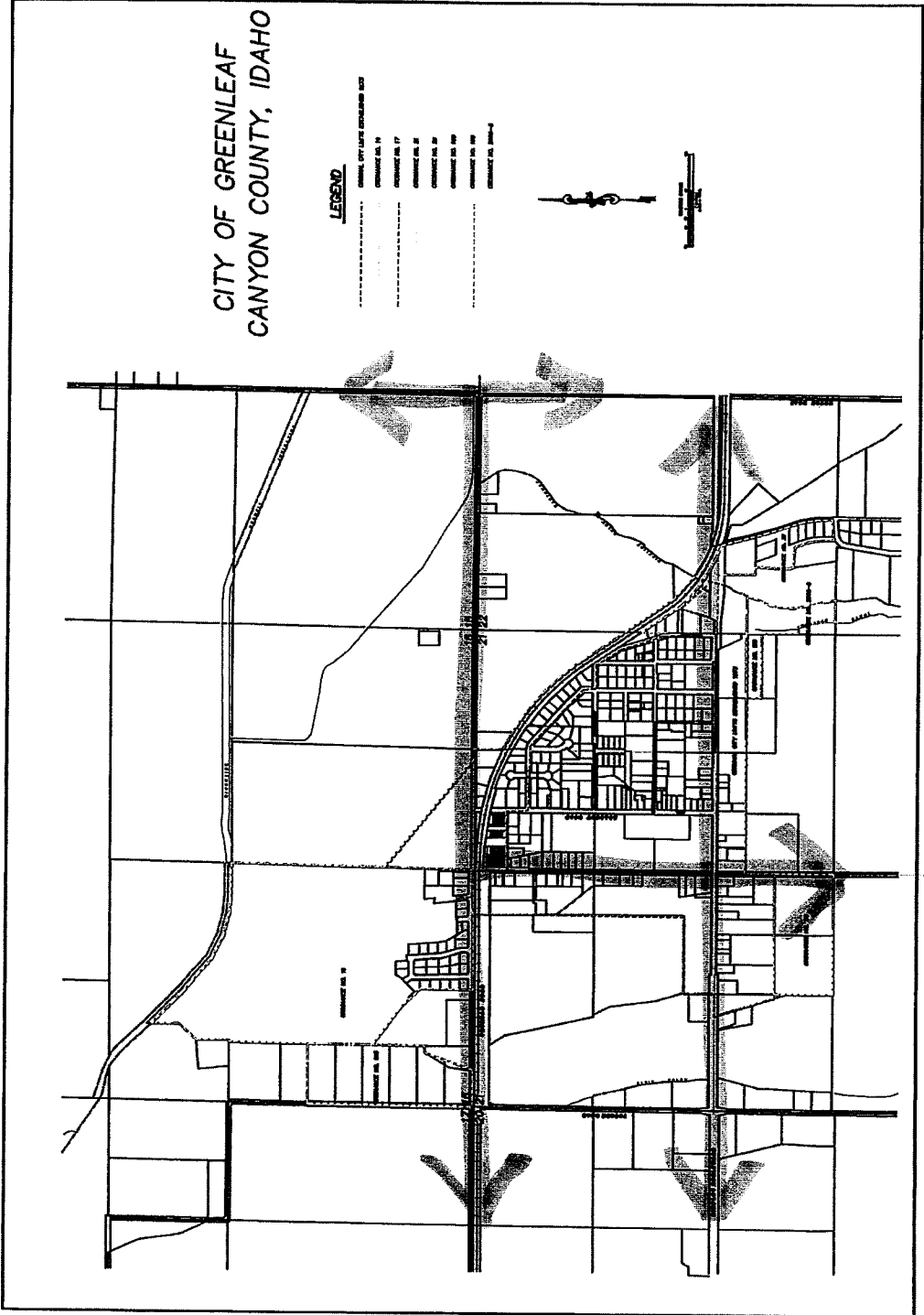
Mayor

Attest:

City Clerk

(seal)

Evacuation Plan Map



City of Greenleaf
Motorola XTS1500 Digital Radio Frequencies

GREENLEAF

	Canyon Support		
	Zone		
	H	Type	Notes
CH 1	B9 2C-BRAVO 9D	Simplex	City of Greenleaf use - Simplex (not repeated)
CH 2	H5 2C-CHD	Simplex	Canyon Highway District
CH 3	H6 2C-GGHD	Simplex	Golden Gate Highway District
CH 4	H7 2C-NHD	Simplex	Nampa Highway District
CH 5	H8 2C-N/PHD	Simplex	Notus-Parma Highway District
CH 6	H9 2C-C-PW	Simplex	City of Caldwell – Public Works
CH 7	H10 2C-C-STRT	Simplex	City of Caldwell – Street Department
CH 8	H11 2C-N-PW	Simplex	City of Nampa – Public Works
CH 9	H12 2C-N-STRT	Simplex	City of Nampa – Street Department
CH 10	CHARLES 10R	Repeated	"Tactical" Channel
CH 11	2C-ICS-CMD	Repeated	Canyon County - Incident Command System – Command
CH 12	2C-ICS-OPS	Repeated	Canyon County - Incident Command System – Operations
CH 13	2C-ICS-PLN	Repeated	Canyon County - Incident Command System – Planning
CH 14	2C-ICS-LOG	Repeated	Canyon County - Incident Command System – Logistics
CH 15	2C-ICS-FIN	Repeated	Canyon County - Incident Command System – Finance
CH 16	2C-ICS-SFTY	Repeated	Canyon County - Incident Command System – Safety

Simplex: Direct communication between two radios with range limited to radio power and antenna constraints. Generally line-of-sight and under 5 miles with hand-held radios.

Repeated: Relayed communication between radios utilizing a repeater or network of repeaters to receive and re-broadcast, thereby extending communication range.

Channel 1 (B9 2C-BRAVO 9D): Primary channel for City of Greenleaf use. Recommended for day-to-day activities. Not repeated, so limited distance and few if any others listening.

Channel 10 (CHARLES 10R): Should be free most of the time. As a repeated channel, useful for long distance communication with coverage throughout the Treasure Valley from the Ada and Canyon Counties 800 Mhz digital repeater system. As a tactical channel, useful as a shared frequency for multi-agency communication. Charles 10R is not routinely monitored by dispatch, but others may be listening.

Channels 11-16 (2C-ICS Channels): Not used very much, so there should not be many issues using these if needed when not in use for a County ICS event. Repeated channels.

City of Greenleaf
FRS-GMRS Radio Usage Recommendations

TABLE OF CONTENTS

FRS vs. GMRS Radios
Frequency Table

Channel Designations for Emergency Use

Standard Radio Operating Practice
‘Best Practice’ Radio Protocols
Operational Words
Phonetic Alphabet
Phonetic Numbers

Equipment Recommendations

FRS vs. GMRS Radios

Both Family Radio Service (FRS) and General Mobile Radio Service (GMRS) are frequency modulated (FM) ultra-high frequency (UHF) radio services designated by the United States Federal Communication Commission (FCC) and intended for short-distance two-way communication. FRS is generally considered to have a reliable range of 1/2 to 3/4 mile. GMRS is generally considered to have a reliable range of up to two miles.

FRS is intended for use by families and the general public without a FCC license. Some FRS frequencies are also used by GMRS. GMRS requires a FCC license, as it allows use of higher power transmission than is available under FRS. A GMRS license is active for 5 years, and extends to family members of the holder of the GMRS license.

Hybrid FRS/GMRS radio handsets are commonly available with a total of 22 channels, utilizing the following Motorola channel convention. **Please note that to legally use the GMRS channels, or shared FRS/GMRS channels at high power, a GMRS FCC license is required.** Please see FCC rules (47 CFR) Part 95 for information on GMRS and FRS regulations.

In an emergency or disaster situation, the City encourages all residents to work together after providing for the safety of themselves and their families to render assistance as appropriate to requests for help from other residents in their area. Use of FRS/GMRS radios may be very beneficial in these efforts.

Common channel information is given in the table on the following page.

Common FRS/GMRS Channels

Motorola Channel Convention	Frequency	FCC Service Type	Notes
01	462.5625	FRS and GMRS	National Emergency / Call Channel *
02	462.5875	FRS and GMRS	
03	462.6125	FRS and GMRS	
04	462.6375	FRS and GMRS	
05	462.6625	FRS and GMRS	Information Channel
06	462.6875	FRS and GMRS	
07	462.7125	FRS and GMRS	Overflow for Information Channel 05
08	467.5625	FRS only	
09	467.5875	FRS only	
10	467.6125	FRS only	
11	467.6375	FRS only	
12	467.6625	FRS only	
13	467.6875	FRS only	
14	467.7125	FRS only	
15	467.550	GMRS only	
16	467.575	GMRS only	
17	467.600	GMRS only	
18	467.625	GMRS only	
19	467.650	GMRS only	Use not permitted near the Canadian border
20	467.675	GMRS only	
21	467.700	GMRS only	Use not permitted near the Canadian border
22	467.725	GMRS only	

* FRS channel 01 has been recommended for use as a national emergency / calling channel by REACT (Radio Emergency Associated Communications Teams), the National SOS Radio Network, and the Citizen Radio Network (CRN) proposal. For more information please see "[www/reactintl.org](http://www.reactintl.org)", "www.nationalsos.com", and "www.angelfire.com/ma4/citizenradionet".

Channel Designations for Emergency Use

Use of the following FRS/GMRS channels in the event of an emergency are recommended:

Channel 01 (frequency 462.5625): Emergency Call channel – Please note that there is no guarantee or requirement that this frequency will be monitored and the technical realities of radio communications may prevent a message from being received. If used to make initial contact, then parties should move to another channel for extended discussion.

Channel 05 (frequency 462.6625): Information Channel – Broadcast of local bulletins, information, etc. If used to make initial contact, then parties should move to another channel for extended discussion.

Channel 07 (frequency 462.7125): Overflow for Channel 05 – For use as an information channel if radio traffic is busy on channel 05.

The City encourages members of the community to use of channel 05 and/or channel 07 as a call frequency to make contact and then move to another channel for assessment of damage and needs and response by community members. The City also encourages members of the

community to monitor Channel 01, and log radio traffic using the REACT #133 form or an equivalent.

In the event of an emergency, the city anticipates being very busy. As time permits and if deemed appropriate, the city may use Channel 05 (or Channel 07 if Channel 05 is too busy) to attempt to communicate with the community to assess damage and needs, and to give local bulletins or information, most likely near the top (:00) or bottom (:30) of the hour. Notification of an upcoming bulletin with channel designation would likely be given on Channel 01 before the bulletin begins.

Standard Radio Operating Practice

The following are recommended as 'best practice' radio protocols:

- If using GMRS channels 15-22 or channels 1-7 shared with FRS at high (GMRS) power levels, then the FCC requires station identification by the call sign issued by the FCC with a GMRS license following transmission of communications and every 15 minutes during a long transmission. Because family members may be using multiple GMRS radios under an individual's license, a unit number may be included after the call sign. Please see FCC rules (47 CFR) Part 95 section 95-119 for detail.
- Use plain speech. Avoid '10-codes' and jargon.
- Avoid using 'privacy codes' or 'continuous tone coded squelch' (CTCSS). These do not provide true privacy, but rather prevent from hearing all the traffic on the channel.
- To talk to someone, establish contact first by saying whom you want to call, followed by, 'this is', who you are, and 'over'. For example, "STEVE, THIS IS GEORGE, OVER".
- When you hear someone attempting to establish contact with you as described in the point above, let them know you are ready to listen by saying 'go ahead'. For example, in response to "STEVE, THIS IS GEORGE, OVER", Steve should reply, "GEORGE, THIS IS STEVE, GO AHEAD".
- Use 'over' when you are through talking and to signal that you are ready to listen to what the other person has to say. Radios are not full duplex like telephones, so you cannot hear what someone else is saying when you are talking – Only one person can talk at a time.
- The person who started the conversation should end it by saying their name and 'Out', to signal that the contact is ended. For example, "GEORGE, OUT".
- Always release the PTT (press to talk) button whenever you are not talking. This avoids draining your batteries unnecessarily, and allows someone else to break in on the channel if they have something to contribute or an emergency message to pass on.
- It is best to speak in short, simple phrases and toss the conversation back and forth with 'over'. Think before you speak, and keep transmissions short.

- Speak slowly and distinctly.
- Clarify by repeating critical information and confirming that it is correct.
- Answer questions directly. Do not give long explanations. Be brief.
- Ask who a message is for if you don't know.
- Let third parties / others speak directly to each other on the channel.
- Don't start talking immediately when you press the PTT (press to talk) button. Most radios take a moment to change mode from receive to transmit when the PPT button is pushed. If you speak as soon as you press the button, then you will likely clip off the first syllable and not be understood.
- It is OK to interrupt or break into a conversation, IF you have important information. When necessary to interrupt, do so at a break between phrases of the conversation. Speak only enough to identify yourself and say why, then wait for 'go ahead' to give the information. For example, "WILLIAM WITH INFO".
- If you relay an emergency call to someone else that will make a telephone call for you, then write down the information. The 911 operator will want exact location, street name, house number, and nearest cross street to the emergency. As well as the 'where', they will also want to know the 'who', 'what', 'how', and 'why' of the emergency situation.
- In a noisy environment, it does not help to talk louder into the radio. If you yell into the radio, the audio will be distorted and less understandable. Speak across the microphone rather than into it, to avoid breath sounds that can interfere with intelligibility of speech. In a noisy environment, try to shield the microphone from the wind, point the microphone away from the source of the noise, or wait for the noise to pass.
- For best results, hold the radio vertically at face level. Having the radio clipped to your belt and using a headset will reduce range because the body absorbs radio waves. Being inside a vehicle or metal building can reduce range by more than half.
- Remember that radios are an open means of communication, in that anyone else with a radio tuned to that frequency could hear you. Avoid using the radio for confidential communications.
- When appropriate, use these procedural words:
 - "THIS IS" – Used to identify who is calling
 - "OVER" – Means, "I have finished speaking and it is now your turn."
 - "GO AHEAD" – Means, "I'm ready to listen / copy."
 - "OUT" – Means, "I am finished and expect no reply."

“COPY” – Means, “Okay; Received and understood.”

“AFFIRMATIVE” or “NEGATIVE” – Use instead of ‘yes’ or ‘no’ because affirmative and negative are more distinctive and clear to understand, especially under noisy operating conditions.

“SAY AGAIN” – Used to request that a word or phrase be repeated from a preceding reference point. For example: “Say again all after [known word]”

“CORRECTION” – Means, “I made an error and am transmitting again from after the last correct word.”

“CORRECT?” – Means, “Am I correct?”

“CORRECT” – An affirmative statement meaning, “You are correct.”

“WAIT” – Cease transmission until told to “Go Ahead” by Control. For example, “Carehood Two report acknowledged. Wait. Carehood Three, City Hall. Go ahead with report.”

“I SPELL” – Means, “Copy as I spell phonetically.”

“FIGURE(S)” – Means, “Copy numbers following.”

“INITIAL” – Means, “Single letter follows.”

“MIXED GROUP” – Means, “Following group contains both numbers and letters”

- When appropriate, use the phonetic alphabet:

Character	Morse Code	Telephony	Phonic (pronunciation)
A	• -	Alpha	AL FAH
B	- • • •	Bravo	BRAH VOH
C	- • - •	Charlie	CHAR LEE or SHAR LEE
D	- • •	Delta	DELL TAH
E	•	Echo	ECK OH
F	• • - •	Foxtrot	FOKS TROT
G	- - •	Golf	GOLF
H	• • • •	Hotel	HOH TELL
I	• •	India	IN DEE AH
J	• - - -	Juliet	JEW LEE ETT
K	- • -	Kilo	KEY LOH
L	• - • •	Lima	LEE MAH
M	- -	Mike	MIKE
N	- •	November	NO VEM BER
O	- - -	Oscar	OSS CAH
P	• - - •	Papa	PAH PAH
Q	- - • -	Quebec	KEH BACK
R	• - •	Romeo	ROW ME OH
S	• • •	Sierra	SEE AIR AH
T	-	Tango	TANG GO
U	• • -	Uniform	YOU NEE FORM or OO NEE FORM
V	• • • -	Victor	VIK TAH
W	• - -	Whiskey	WISS KEY
X	- • • -	X-ray	EKS RAY
Y	- • - -	Yankee	YANG KEY
Z	- - • •	Zulu	ZOO LOO

Character	Morse Code	Telephony	Phonic (pronunciation)
1	• - - - -	One	WUN
2	• • - - -	Two	TOO
3	• • • - -	Three	TREE
4	• • • • -	Four	FOW ER
5	• • • • •	Five	FIFE
6	- • • • •	Six	SIX
7	- - • • •	Seven	SEV EN
8	- - - • •	Eight	AIT
9	- - - - •	Nine	NIN ER
0	- - - - -	Zero	ZE RO

Equipment Recommendations

The city makes the following general equipment recommendations:

- Consider purchase of a FRS or FRS-GMRS combination radio and practice how to use the radio utilizing the owner’s manual and this Radio Usage Recommendations document.
- Consider purchasing FRS or FRS-GMRS radios made by a reputable radio manufacturer, such as Cobra, Midland, Motorola, Uniden, etc. Business or military grade radios may also be available for additional cost from these or other amateur-band or commercial-band radio manufacturers such as Icom, Kenwood, etc.
- Most FRS or FRS-GMRS combination radios are sold as a pair, with rechargeable battery packs and a ‘cradle’ for recharging. Consider purchasing units that are capable of using standard alkaline or lithium batteries in place of the rechargeable battery packs.
- Consider making FRS or FRS-GMRS radios a part of your 72-hour emergency kit, and have spare batteries available.
- Consider purchasing a GMRS license from the FCC if you wish to use high power on these channels. This requires filing online through the FCC Universal Licensing System or manually filing a FCC form 605, along with the correct fee. More information on obtaining a GMRS license can be found by doing a search for “GMRS” at the FCC website (<http://www.fcc.gov/>).

