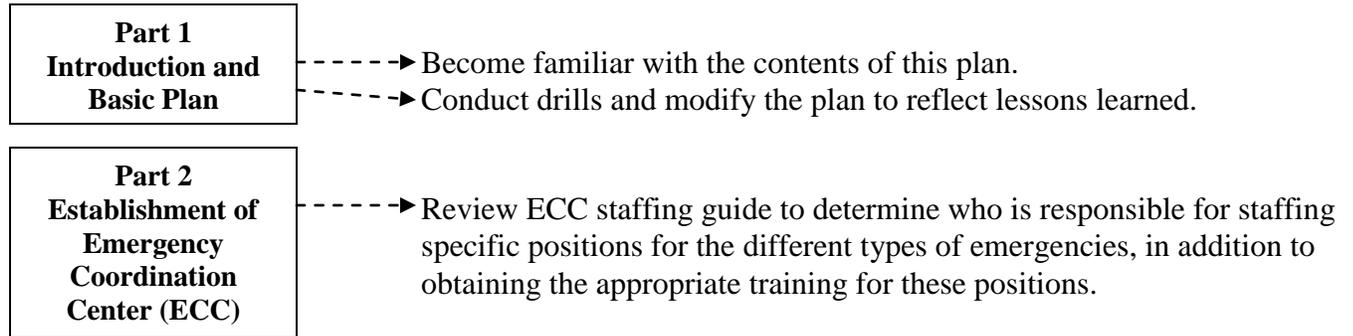
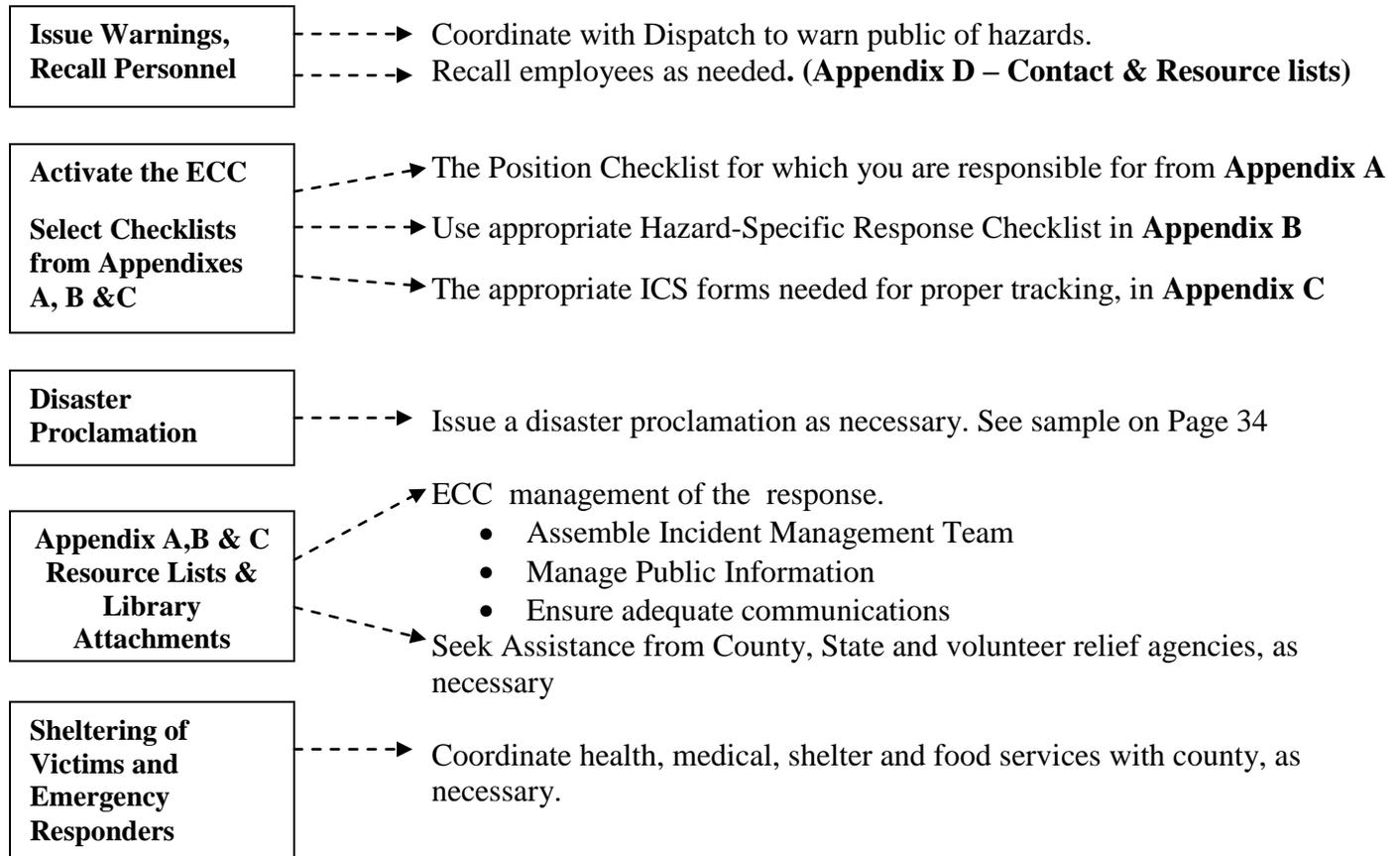


HOW TO USE THIS PLAN

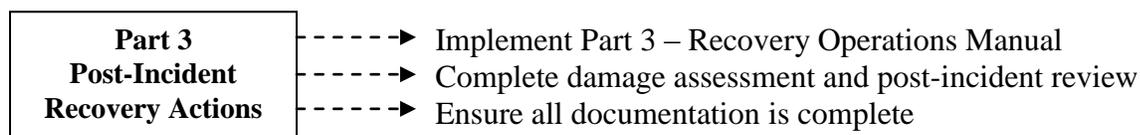
Before a disaster/emergency occurs:



During a disaster/emergency:



After a disaster/emergency has occurred:





CITY OF HAILEY

EMERGENCY OPERATIONS PLAN

Basic Plan

January 24, 2011

Prepared By:
City of Hailey
115 South Main Street
Hailey, ID 83333

CITY OF HAILEY

EMERGENCY OPERATIONS PLAN

PREAMBLE

The Hailey Emergency Operations Plan identifies the City's emergency planning, organization, and response policies and procedures. The plan also addresses the integration and coordination with other Governmental Agencies as related to disaster or emergency preparedness, management and response.

This plan is based on the functions and principals of the National Incident Management System (NIMS), and identifies how the City fits in the overall NIMS structure.

The plan addresses how the City will respond to extraordinary events, local disasters or emergencies, from preparation through recovery. A hazard vulnerability analysis matrix is also included in the plan. The responsibilities of each department are identified in matrices, which are based on each identified hazard or threat. The development of departmental Standard Operating Procedures (SOPs) is discussed, including what each department will include in their own SOPs.

The Hailey Emergency Operations Plan is approved by the City Council by Resolution at a public meeting and signed by the Mayor. The City Administrator will normally assume the role as City's Emergency Director/Manager, and is responsible for reviewing the entire plan on a periodic basis, and coordinating the revision of the plan as required.

Each department and division head is responsible for reviewing its SOPs and coordinating the revision of the procedures with the Emergency Director/Manager Office. The City Emergency Director/Manager will be responsible for maintaining records of all revisions.

Contract organizations serving the City of Hailey, and other entities operating within city limits, are responsible for following this plan and developing procedures to fulfill their stated responsibilities.

LETTER OF PROMULGATION

To: City Officials, Employees, and Citizens of the City of Hailey

The preservation of life, property, and the environment is an inherent responsibility of local, state, and federal government. The City of Hailey has prepared this emergency operations plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies, and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the National Incident Management System (NIMS).

This Emergency Operations Plan is the City's primary reference when responding to a local disaster or emergency; however, the plan has the capability to integrate with the emergency plans of the Friedman Memorial Airport, Blaine County and the State of Idaho Emergency Operations Plans when necessary.

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the city into an efficient organization capable of responding to any local disaster or emergency. This level of self-sufficiency is vital to maintain the health and welfare of our citizens, especially in large scale incidents when county, state and federal assistance can be limited or unavailable. To meet the objectives of this plan, it will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Hailey.

Mayor, City of Hailey

1/24/2011

RESOLUTION NO: 2011-04

RESOLUTION OF THE CITY OF HAILEY CITY COUNCIL APPROVING THE ADOPTION OF THE CITY OF HAILEY EMERGENCY OPERATIONS PLAN.

WHEREAS, the Hailey City Council has identified emergency preparedness as one of the single most important activities undertaken by the City,

WHEREAS, the City is charged with and entrusted with the protection of the health, safety and welfare of persons and property during local disaster or emergency conditions,

WHEREAS, the attached Emergency Operations Plan is intended to and shall be interpreted to give effect to the purpose of the Idaho Disaster Preparedness Act of 1975, Chapter 10, Title 46, as amended, and shall not be interpreted to increase liability of the City,

WHEREAS, the City is continuously revising this Emergency Operations Plan and exercising emergency preparedness roles,

WHEREAS, the attached Emergency Operations Plan supersedes all previous City of Hailey emergency operations plans,

NOW, THEREFORE, BE IT RESOLVED that the Hailey City Council repeals all previously adopted emergency operations plans, adopts the attached City of Hailey Emergency Operations Plan and authorizes the Mayor, or his/her duly appointed representative, to perform all duties required to carry out the Emergency Operations Plan.

THEREFORE BE IT FURTHER RESOLVED, to ensure the City's Emergency Operation Plan remains current; the Emergency Operations Plan may be amended from time to time as necessary by resolution of the City Council.

THIS RESOLUTION is adopted by the Mayor and Hailey City Council and is in full force and effect upon its adoption this 24th day of January, 2011.

Mayor Richard L. Davis, City of Hailey

ATTEST:

Mary Cone, City Clerk

**CITY OF HAILEY - EMERGENCY OPERATIONS PLAN
RECORD OF CHANGES**

Change Description / Pages	Date of Change	Initial

EOP DISTRIBUTION LIST

DEPARTMENTS RECEIVING COPIES OF THE EOP	# Copies
Mayor	1 *
City Administrator	1
City Clerk	1
City Council	4*
Fire Chief	1 + 1*
Police Chief	1
Public Works Director	1
Street Superintendent	1*
Water Superintendent	1*
Waste Water Superintendent	1*
Building Official	1*
Community Development Director	1*
Library	1
Blaine County Emergency Services Director	1*
Blaine County Emergency Communications Center	1*
Wood River Fire and Rescue	1*
Friedman Memorial Airport Manager	1*
Blaine County School District Superintendant	1*
Blaine County Sheriff	1*
<i>*Indicates only an electronic copy of the EOP</i>	

CITY OF HAILEY EMERGENCY OPERATIONS PLAN

Table of Contents

PREAMBLE	i
LETTER OF PROMULGATION.....	ii
RESOLUTION NO: 2011-	iii
RECORD OF CHANGES	iv
EOP DISTRIBUTION LIST.....	v
TABLE OF CONTENTS	vi
PART 1 - BASIC PLAN.....	1
PREFACE.....	2
HAZARD ANALYSIS	3
Hazards to the City.....	3
NATURAL HAZARDS.....	3
TECHNOLOGICAL/MAN-MADE HAZARDS	5
HAZARD VULNERABILITY ANALYSIS SUMMARY	6
CONTINUITY OF GOVERNMENT OPERATIONS.....	7
CONCEPT OF OPERATIONS	10
Prevention / Mitigation Activities.....	10
Initial Response to Disasters	11
Extended or Complex Incident Response.....	12
The “Area Command” System.....	13
Recovery	16
ASSIGNMENT OF RESPONSIBILITIES	17
TYPICAL CITY DISASTER INCIDENT	17
COMMAND RESPONSIBILITIES SUMMARY	17
KEY PERSONNEL	18
STANDARD OPERATING PROCEDURES DEVELOPMENT.....	18
CITY EMERGENCY DIRECTOR/MANAGER.....	19
COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT.....	21
PUBLIC WORKS.....	23
FINANCE	25

FIRE DEPARTMENT	27
POLICE DEPARTMENT.....	29
CLERK’S OFFICE & LIBRARY	31
EXERCISE AND TRAINING	33
MUTUAL AID OVERVIEW	33
AUTHORITIES AND REFERENCES	34

PART 2 - ESTABLISHMENT OF THE HAILEY EMERGENCY COORDINATION CENTER (ECC)36

Overview of Jurisdictional Responsibilities	37
Activation of the Emergency Coordination Center (ECC).....	38
LEVELS OF ECC/EOC ACTIVATION:.....	38
Level I Monitor an Emergency or Potential Emergency & (ICS Chart)	39
Level II - Moderate Emergency – Activation should be considered	40
Level III - Major Emergency – Partial to Full ECC Activation	41
Summary of Major ICS Positions	42
Emergency Coordination Center Staffing Summary	42
POLICY GROUP (Elected Officials).....	42
MANAGEMENT SECTION STAFF (Level II & III – EOC Activation)	42

PART 3 – RECOVERY OPERATIONS OVERVIEW

Recovery Operations Short	46
Recovery Operations Long Term.....	47
Recovery Operations Organization	48
Recovery Operations Responsibilities	49
Damage/Safety Assessment	50
Documentation	50
After Action Assessment	52
Disaster Assistance Programs	52

PART 4 - GLOSSARY56

APPENDIX A - POSITION SPECIFIC CHECKLISTS

ECC MANAGEMENT CHECKLISTS.....	79
ECC Director/Manager.....	79
Legal Officer.....	83
Public Information Officer.....	85
Liaison Officer.....	89
ECC Site Security.....	93
OPERATIONS SECTION STAFF CHECKLISTS.....	95
Operations Section Chief (May also be the Incident Commander).....	97
Fire/Rescue Unit/Branch Leader.....	101
Law Enforcement Unit/Branch Leader.....	105
Public Works Unit/Branch Leader.....	111
Care/Shelter Unit/Branch Leader.....	113
COMMUNITY DEVELOPMENT SECTION STAFF CHECKLISTS.....	115
Planning Section Chief.....	117
Situation Status Unit Leader.....	121
Documentation Unit Leader.....	123
Damage Assessment Leader.....	125
Resources Unit Leader.....	127
Recovery Unit Leader.....	129
LOGISTICS SECTION STAFF CHECKLISTS.....	132
Logistics Section Chief.....	135
Information/Communication Leader.....	139
Transportation Unit/Branch Leader.....	143
Supply/Procurement Unit/Branch Leader.....	145
Facilities Coordination Unit/Branch Leader.....	149
FINANCE SECTION STAFF.....	152
Finance Section Chief.....	155
Personnel Unit Leader.....	159
Time Unit Leader.....	163
Compensation/Claims Unit Leader.....	165
Cost Analysis Leader.....	167

APPENDIX B - HAZARD SPECIFIC CHECKLISTS

All Hazards Checklists	170
PART 1 - Winter Storms / Blizzard Checklist	171
PART 2 - Tornado Checklist	173
PART 3 - Water Disaster Checklist	175
PART 4 – Drought Disaster Checklist	179
PART 5 – Avalanche / Landside Checklist.....	181
PART 6 – Earthquake Checklist	183
PART 7 – Transportation Disaster Checklist	187
PART 8 Hazardous Materials Incident Checklist	189
PART 9 – Conflagration Checklist.....	193
Part 10 - Terrorism, Civil Disturbance, Bomb threats.....	197

APPENDIX C - INCIDENT COMMAND (ICS) FORMS

ICS Position Specific Overview

Incident Complexity Analysis Form

Damage Assessment "Windshield Survey" Forms

ICS-201 Incident Briefing Form

ICS-202 Incident Objectives

ICS-203 Organization Assignment List

ICS-204 Assignment List

ICS-205 Incident Radio Plan

ICS-206 ICS Communications List

ICS-207 Incident Organization Chart

ICS-208 Safety Message/Plan

ICS-209 Incident Status Summary

ICS -210 Resource Status Change

ICS-211 Incident Check-in List

ICS-213 General Message

ICS-214 Personal Activity Log

ICS-215 Operational Planning Worksheet

ICS 215A Incident Action Plan Safety Analysis

ICS-IAP Incident Action Plan Sample and Instructions

ICS- 219 Resource T- Cards

ICS-221 Demobilization Check-out

ICS-226 General Plan

NIMS Emergency Support Functions (ESF) Summary

APPENDIX D

DEPARTMENT STANDARD OPERATING PROCEDURES

City of Hailey Employee Emergency Contact List (*Confidential*)
Federal, State & Local Resource Lists (*Confidential*)
Blaine County Radio Frequency List
☞ Blaine County Amateur Radio User List

APPENDIX F - Emergency Resource Reference Library

Electronic copy only. See resource documents on attached Flash Drive.

☞ Agreements, Contracts & Rates

2010 Idaho Fire Service Organization Rate Book
2011 Blaine County Mutual Aid Fire Services Agreement

☞ CONFIDENTIAL Emergency Contacts Lists

2009 Emergency Support Contact Information
Hailey Employee Emergency Contact Lists
Amateur Radio Resource List

☞ Disaster Response Guides

☞ Emergency Preparedness Guide
☞ Pandemic Info
Idaho Influenza Pandemic Info – March 2006
Is it a Cold or the Flu
Maintaining Operational Capabilities During a Pandemic
Municipal Pandemic Preparedness
Pandemic Preparedness Checklist
Preparing for a Pandemic
Preparing Workplaces for a Pandemic
☞ Red Cross Spanish Info
Be Red Cross Ready (Spanish)
Earthquake (Spanish)
Fire Safety (Spanish)
Citizen Disaster Preparedness Guide
Disaster Preparations and Recovery Websites
Emergency Preparedness Guides for Elected Officials
Family Support Structure
FD Preparedness for Nat. Disaster
Guide for People with Disabilities in Disasters – 2005
Nuclear Response Planning Guide
Ready Responder
☞ Hazard Specific Checklists
☞ Drought

- Drought and Public Health
- ☞ Earthquake and Structural Collapse
 - ☞ Hailey Earthquake Analysis Data
 - Assessment of Damage to Masonry Building
 - Personal Protection Equipment for Structural Collapse Workers
 - Personal Protective Equipment Guidelines for Structural
 - San Francisco Earthquake SOP
 - Windshield Survey
- ☞ General All Hazards Checklist
 - ☞ CDC Disaster Response Guidelines
 - General Recommendations for Working in All Impacted Areas
 - Police & EMT General Disaster Response Guidelines
 - The Disaster Dozen
- ☞ Hazardous Materials
 - Credible Threat Assessment
 - Explosion Response
 - Home Hazardous Waste Disposal
 - Shortcut to DOT-ERG Haz Mat Emergency Response Guide
- ☞ Landslides and Avalanches
 - Landslide Warning Signs
- ☞ Local Flood Documents
 - Flood Fight Methods
 - Flood Forecast Postings
 - Hailey Spring Flooding Preparation
 - How to Use Sandbags
 - Local Flood Awareness Letter
 - Sample Letter to Residents
- ☞ Power Outage
 - CDC – What You Need to Know When the Power Goes Out
- Fire & Rescue Field Guide
- Law Enforcement Field Guide
- Disaster Proclamation Guide
- Incident Complexity Analysis
- Managing Stress During a Crisis
- Shortcut to SAMPLE Hailey Proclamation
- Volunteer Coordination During Disaster Power Point

☞ **Forms and Charts**

- ☞ ICS Printable Forms
 - Area Command Forms Booklet
 - City of Hailey Action Plan Sample
 - ICS201 Incident Briefing
 - ICS202 Incident Objectives
 - ICS204 Work Assignment Roster
 - ICS204a Work Assignment
 - ICS205 General Communication List
 - ICS205 Radio Communication Plan
 - ICS206 Medical Plan

- ICS209 Incident Status Summary
- ICS211 Check-In List
- ICS213 General Message
- ICS214 Unit Log
- ICS215 Hazard Analysis Worksheet
- ICS215 Operational Planning Worksheet
- ICS221 Demobilization Check-Out
- ICS230 Daily Meeting Schedule
- ICS232 Resources at Risk Summary
- ICS233 Open Action Planning
- ICS234 Work Analysis Tracking
- ICS207 Blank Organization Chart
- ICS Forms Booklet Part 1 of 3 (11-06)
- ICS Forms Booklet Part 2 of 3 (11-06)
- ICS Forms Booklet Part 3 of 3 (11-06)
- Incident Action Plan Instructions
- Incident Complexity Analysis
- 📁 Organizational Charts
 - Area Command Org. Chart
 - Basic ICS Chart
 - EOC Flow Chart
 - EOC Org. Chart 2
 - ICS-207 Blank Organizational Chart
- Shortcut to SAMPLE Hailey Proclamation

📁 **Laws, Statutes, Authorities, Etc.**

- 📁 Federal Legal Info
 - 📁 NIMS Info
 - FY2009 NIMS Implementation Chart
 - FY2008 NIMS Compliance Objectives
 - Glossary of Terms
 - NIMS 2008 Implementation
 - NIMS Local Compliance
 - NIMS Appendix B
 - NIMS Core
 - Federal Civil Defense Act of 1950 Summary
 - FEMA CPG 1-34
 - FEMA CPG - Animal
 - The Disaster Relief Act (Stafford Act)
- 📁 Idaho Legal Info
 - Attorney General Opinion 89-09
 - Declaration of Disaster Emergency Sample
 - EOPS Referenced Idaho State Statutes
 - Idaho Emergency Statute Summary
 - Proclamation of Emergency Guide
 - Sample Hailey Proclamation

Local, State & Federal EOP Plans

-  Blaine County 2009 All Hazard Mitigation Study
-  Blaine County 2009 EOP Revision
-  Federal National Response Framework
-  Idaho State EOPs
- Hailey Wildfire Mitigation Plan
- South Central Health District Preparedness Plan

Maps

- Hailey Fire Dept Map Book Binder 2009
-  *ArcReader 10* - Software (for viewing City Overlay maps)
-  Master City Map with Overlays

NIMS-ICS Resource Typing Guides

-  Electronic Resource Ordering Program
- Animal Health Resource Typing Chart
- Dispatch Resource Typing Chart
- EMS Resource Typing Chart
- Examples of Resource Typing
- Fire & Haz Mat Resource Typing Chart
- Incident Management Team Typing Chart
- Law Enforcement Resource Typing Chart
- Mass Care Resource Typing Chart
- Medical & Health Team Resource Typing Chart
- Mutual Aid Glossary
- Public Works Resource Typing Chart
- Search & Rescue Resource Typing Chart

Recovery Operations

-  FEMA Public Assistance Files
-  FEMA Damage Assessment Files and Forms
-  Idaho Disaster Cost Recovery Packet
- Hailey Damage Assessment Form
- BERKS County Damage Assessment Guide for FEMA
- Debris Removal Worksheet
- Emergency Chemical Release Reporting Guide
- Federal Disaster Recovery Programs
- Guide for Families of Emergency and Disaster Response Workers
- Operating an Individual Assistance Center
- Returning Home After Disaster Relief Work

Shelter and Mass Care Info

- Emergency Shelter Checklist
- Functional Needs of People with Disabilities
- Oral Rehydration Solutions
- Shelter Facility Survey

 **Software Programs**

- Computer Aided Management of Emergency Operations (CAMEO)
- Adobe Reader 8.3
- DOT Hazardous Materials Emergency Response Guide (ERG) 2008
- Free GIS Mapping Viewer
- ICS Fillable Forms
- MS Word, Excel and Power Point
- Power Point Viewer

 **Training, Drills, Etc.**

- Creating and Exercising Your EOC



CITY OF HAILEY

EMERGENCY OPERATIONS PLAN

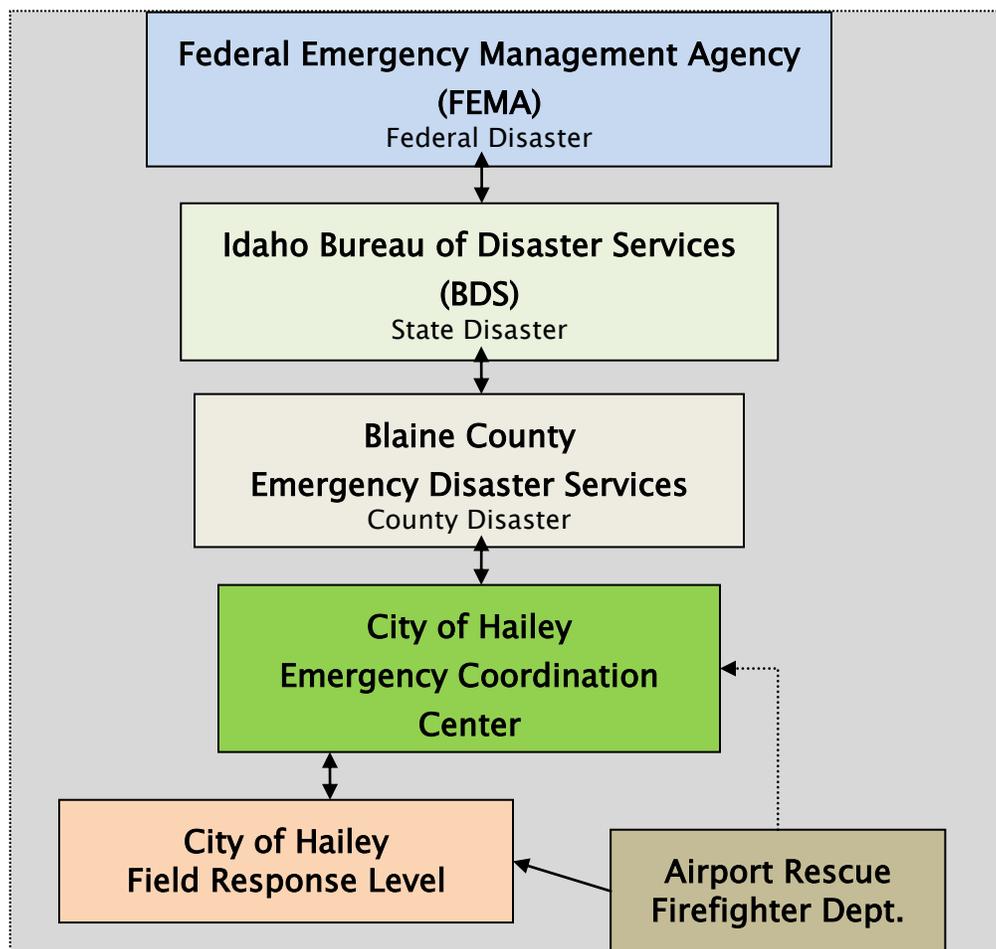
PART 1 - Basic Plan

Prepared By:
City of Hailey
115 South Main Street
Hailey, ID 83333

PREFACE

The City is responsible for emergency response within its geographical boundaries. The Idaho Emergency Operations Plan (EOP) and the Blaine County Emergency Operations Plan are founded on the principle of self-help at each level of government. Cities have a responsibility to manage and coordinate the overall emergency response and recovery activities within their own jurisdiction. During disasters, they may request assistance from each successive level of government.

Under the National Incident Management System (NIMS), the City has responsibilities at two levels: **Field Response** and **Continuity of Local Government**. At the field response level, all agencies use the Incident Command System (ICS) to standardize the emergency response. At the municipal government level, a designated Emergency Coordination Center (ECC) is used as the central location for gathering and disseminating information, coordinating all municipal emergency operations, and coordinating with the Blaine County Disaster Services Director when necessary. The following diagram depicts the relationship between the City of Hailey, the Blaine County Disaster Services Office, the State of Idaho, and the Federal Emergency Management Agency (FEMA).



HAZARD ANALYSIS

Hazards to the City

The City of Hailey, with its varying topography, rapidly growing permanent population, and transient and recreational population is subject to a wide variety of negative impacts from natural and technological hazards. The natural hazards and technological or man-made hazards that confront the City of Hailey are as follows:

Natural / Technological / Man-made Hazards

- Earthquakes
- Floods
- Wildland fires
- Tornado
- Avalanches
- Extreme weather/storm
- Volcanic activity
- Pandemic
- Hazardous materials
- Major vehicle accident
- Aircraft crash
- Structure fires/conflagration
- Civil disturbance
- Terrorism
- Extended utility outage

The City recognizes that the planning process must address each hazard that threatens the City.

NATURAL HAZARDS

Earthquakes

Significant earthquakes are not common to the area; however, less than catastrophic earthquakes can cause severe damage to the City. Seismic activity within the County continues to be a concern for emergency planning.

Floods

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, days, or possibly weeks. Evacuation and sand bagging for a slow-rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for due to the extremely short warning time, if available at all. Flash floods, though extremely rare, would usually require immediate evacuation within the hour. The City has mapped known flood-prone areas via the National Flood Insurance Rate Map.

Wildland Fires

High temperatures, low humidity, and clear sunny days characterize the City's summer months. Thunderstorms from July through September can create lightning strikes, particularly in the wildland/urban interface areas. In some cases there may be numerous fires started simultaneously within our valley.

Tornado

While tornados have occurred relatively infrequently in Blaine County, they have usually occurred only in the southern portion of the County.

Avalanches and Landslides

The City of Hailey is bordered by hills and mountains, contiguous to residential development. These areas are prone to avalanches and can cause a significant hazard to the citizens and residences in those areas. The City has mapped known areas of avalanche hazard. Public education and avalanche warnings are used as mitigation strategies.

Extreme Weather/Storms

Extreme winter weather is a relatively common experience for residents of the City. Temperatures dropping to thirty degrees below zero and high winds can combine to close roads and highways, threaten disruption of utilities, limit access to residences located on private roads, impede emergency services, and close businesses. Such storms also create hazardous travel conditions, which can lead to increased vehicular accidents and hampered air traffic. Additionally, stranded motorists, due to closed roads and highways, may present a shelter problem.

Volcanic Activity

The threat of direct impact to Blaine County by volcanic eruption is slight; however the impact of volcanic eruptions “upwind” of our area is significant as evidenced by the eruption of Mount St. Helens. Future significant volcanic activities in the Pacific Northwest area can be expected.

Extended Utility Failure

Utility failure can create serious hazards for the public. Homes, as well as assisted living facilities, are immediately impacted, as are industry and business. Crops and livestock can become threatened and communications hampered. Because of the long winter months, and the added potential of lack of heat sources, this type of incident should be considered a major threat to our communities.

Pandemic

The effects of a pandemic have wide ranging effects when a significant number of employees are unavailable to report to work because they, or their family, are sick. This can necessitate business, government and schools to curtail the services provided.

TECHNOLOGICAL/MAN-MADE HAZARDS

Hazardous Materials Release

A threat from a release of hazardous materials from both fixed and transportation incidents exist. Hazardous materials have become an ordinary part of life, and hazardous materials incidents can occur either in transit or at a fixed facility.

Major Vehicle Crash

A vehicle accident involving a bus or a large commercial vehicle could result in considerable loss of life and property. The threat from such an incident may cause other consequences such as, hazardous materials incident, fire, or severe damage to either adjacent buildings or vehicles, and loss of life of passengers, pedestrians or individuals in adjacent buildings or vehicles.

Aircraft Crash

The Friedman Memorial Airport is located entirely within the City of Hailey and is considered one of Idaho's busiest airports. Commercial and private air traffic poses a significant hazard to the narrow Wood River Valley. The probability of a crash occurrence must be considered during planning stages. The Friedman Memorial Airport has initial fire attack responsibilities in addition to automatic aid agreements with the adjacent fire agencies to immediately respond to aircraft accidents in the City and the surrounding areas within a 5 mile radius of the airport.

Structure Fires/Conflagration

The Downtown core of the City of Hailey still has many buildings that do not have fire sprinklers installed. This presents the opportunity for multiple buildings to be exposed to fire originating in a different building. In addition while most of the city isn't threatened by large wildfires, there are still significant areas of the city that are located in moderate wildfire areas. Both of these types of large uncontrollable fire can have serious impacts on our city.

Civil Disturbances

Include any incident, the intent of which is to disrupt a community to the degree that police intervention is required to maintain public safety. Riots, strikes resulting in violence, and demonstrations resulting in police intervention and arrests are included in this category.

The effects of this threat can be varied based upon the type of event and its severity and range. Loss of life and property as well as disruptions in services such as electricity, water supply, public transportation, communications, etc., could result from civil disorder. Certain types of facilities may be more vulnerable than others during civil disorder. These include federal, state and local government buildings, shops, stores or other locations, which represent a particular racial, religious, or ethnic activity.

Terrorism

The threat of terrorism has grown significantly in the United States and can occur in the City. The Hailey Police Department is the lead agency in the city in dealing with local terrorism and should lead the emergency planning effort for the city in preparing to deal with acts of terrorism.

HAZARD VULNERABILITY ANALYSIS SUMMARY¹

<i>Hazard</i>	<i>Probability of Occurrence *</i>	<i>Danger Factor</i>	<i>Severity</i>
<i>Power Failure (Extended)</i>	<i>High</i>	<i>High</i>	<i>High</i>
<i>Pandemic</i>	<i>Moderate</i>	<i>High</i>	<i>High</i>
<i>Conflagration</i>	<i>Moderate</i>	<i>Moderate</i>	<i>High</i>
<i>Earthquake</i>	<i>Moderate</i>	<i>Moderate</i>	<i>High</i>
<i>Wildland Fire</i>	<i>High</i>	<i>Moderate</i>	<i>Moderate</i>
<i>Extreme Weather</i>	<i>High</i>	<i>Moderate</i>	<i>Moderate</i>
<i>Aircraft Crash</i>	<i>High</i>	<i>Moderate</i>	<i>Moderate</i>
<i>Floods</i>	<i>High</i>	<i>Moderate</i>	<i>Moderate</i>
<i>Hazmat</i>	<i>High</i>	<i>Moderate</i>	<i>Moderate</i>
<i>Avalanche</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Moderate</i>
<i>Landslides</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Moderate</i>
<i>Major Vehicle Accident</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Low</i>
<i>Terrorism</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>
<i>Civil Disturbance</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>
<i>Tornado</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>
<i>Volcanic Activity</i>	<i>Low</i>	<i>Low</i>	<i>Low</i>

* *Modified to prioritize the most significant existing hazards for areas located within City Limits.*

Appendix B of this plan contains numerous “Hazard Specific Check Sheets” that can be used to guide responding personnel in the response to most of these types of emergency incidents. Each city department that may respond to these incidents is required to have a department specific Standard Operating Procedure for their response. *(Note: The department specific SOP’s are confidential, as they may describe personnel assignments, and specific protocols and procedures to take during an emergency situation and are not subject to public disclosure.)*

Additional information is included on the flash drive accompanying each copy of this plan. This flash drive includes not only a copy of the basic plan, but an entire *Emergency/Disaster Response Reference Library* that can be accessed by any computer with a USB drive.

¹ Reference source: “2009 Blaine County All-Hazards Mitigation Study” included with this plan as an electronic file attachment on enclosed resource disk.

CONTINUITY OF GOVERNMENT OPERATIONS

INTRODUCTION

A major disaster or enemy attack could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services maintained. Civil government can best do this. To this end, it is particularly essential that the local units of government continue to function.

Applicable portions of the Idaho Code and the State Constitution provide authority for the continuity and preservation of state and local government.

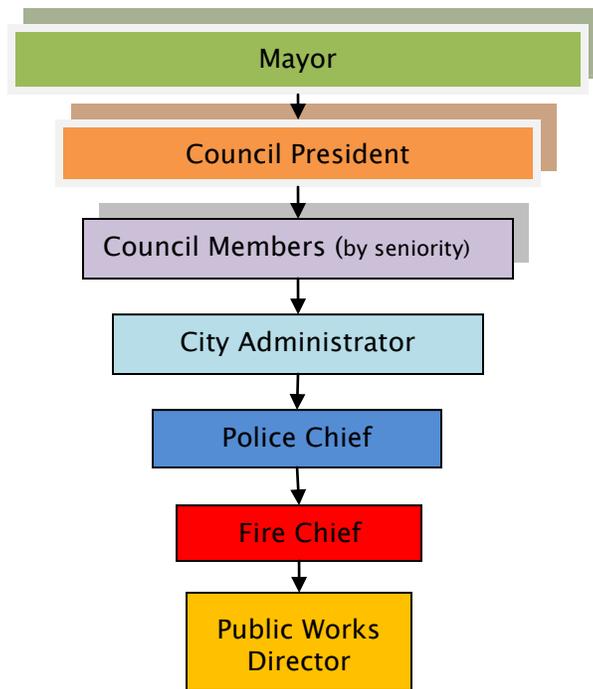
RESPONSIBILITIES

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services (preparedness, response, recovery, and mitigation) operations. Under Idaho's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster that a community might face.

The concept of Continuity of Government uses a systems approach to analyze the existing elements of the emergency management system and assess response capabilities required and necessary in a major disaster that stresses the fabric of society. Seven elements are addressed: (A) Succession, (B) Pre-delegation of Emergency Authorities, (C) Emergency Action Steps, (D) Emergency Operating Center & Alternate Emergency Operating Centers, (E) Safeguarding Vital records, and (F) Protection of government/Industrial Resources, Facilities, and Personnel.

A.) **Succession:** The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of natural, technological, or national security disaster.

The following diagram depicts the line of succession for activating the City's Emergency Operations Center and coordinating emergency operations in the event of incapacitation or absence of the Mayor.



In the event that there is no one listed in the line of succession available to assume emergency control of the city, the State of Idaho has the authority to appoint such person(s) as needed. (Re: Idaho State Constitution Article III, Section 27)

B.) **Pre-Delegation:** The most rapid method of providing effective response by government is for empowered authorities to provide for specific tasks to be automatically delegated in the absence of the normally authorized representative. This action will assist in upholding the laws of government, which provide for the health, safety, and welfare of citizens.

Delegated authority is accomplished by routine policies and procedures adopted by the agency. The pre-delegation is to be handled in the same way as day-to-day delegation of authority. Adoption of this plan includes pre-delegation of authority in emergency situations. However, it is still imperative that local governing bodies convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Disaster or Emergency exists, at a place not necessarily within the political subdivision to provide policy and guidance during the emergency.

C.) **Emergency Action Steps**

The following describes the duties of a governing body during emergencies.

- Ascertain the damage
- Reconstitute itself
- Reconstitute any political subdivision (Idaho Code §59-1402)
- Perform functions of Law and Order and furnish local services.

D.) Emergency Coordination (Operating) Centers

The primary Hailey Emergency Operating Center (ECC) is located at Hailey City Hall, 115 South Main Street.

The City's Alternate ECC locations are:

- Hailey Fire Department, 617 South Third Avenue, or
- Blaine County Public Safety Facility located at 1650 Aviation Drive in Hailey.
- Friedman Memorial Airport Training Classroom

Note: *When the emergency incident doesn't warrant a fully activated City ECC, an Area Command may be substituted to provide operational support for the Incident Commander(s) operating within the city. The Area Command Post may be located wherever an Area Commander deems necessary, including at the sites for an ECC or EOC as designated above.*

E) Safeguarding Records

Records are stored in the Office of the City Clerk at 115 South Main Street, as well as at other facilities throughout the city. The City Clerk is the designated custodian of records for the City of Hailey, and is responsible for the back-up, protection and recovery of records during and after an emergency.

Three essential types of records, which must be recovered as soon as possible, are:

1. Those which protect the rights and interest of individuals.
2. Those which aid in conducting emergency operations, such as utility systems maps, locations of emergency supplies and equipment, emergency operations plans and procedures, lines of succession, and lists of regular and auxiliary personnel.
3. Those which would aid re-establishing normal governmental functions and protect the rights and interest of government, such as charters, ordinances, official proceedings and financial records.

The City Clerk will conduct all reasonable efforts to quickly preserve and/or recover records.

Each department which is the custodian of public records in the course of their business must provide a records recovery plan to the Emergency Director/Manager for inclusion in the Emergency Operation Plan.

F) Protection of Government Resources, Facilities, and Personnel

Departments are responsible for adopting emergency procedures designed to protect the health and safety of employees; and for buildings and equipment.

Administrative time off may be authorized by supervisors for employees to attend emergency services, safety, and injury and illness prevention program training. Departments and emergency service agencies will implement procedures for the protection of equipment from loss due to the effects of disasters with special attention given to all computer hardware and software. It is often easier to replace a computer or a file cabinet than to replace the data contained in them.

CONCEPT OF OPERATIONS

The City's response to disasters or emergencies is based on four phases:

- Prevention/Mitigation activities
- Initial response operations;
- Extended response operation; and
- Recovery operations.

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific disaster situations. The Mayor, with assistance from the City Emergency Director/Manager and the Incident Commander, will determine the phase and initiate the appropriate level of alert for response, including the activation of the Emergency Operations Center as required.

Prevention / Mitigation Activities

Prevention or Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence.

Activities that are included in prevention and mitigation activities are:

- Identification of hazards and the routine review of hazard vulnerabilities
- Development of codes or zoning regulations to prevent/mitigate hazards
- Installation and maintenance of hazard mitigating structures
- Periodic reviews and updates of the Hailey Emergency Operations Plan
- increased public information/advisory efforts
- accelerating training efforts
- inspection of critical facilities and equipment, including testing warning and communications systems
- Warning threatened portions of the population

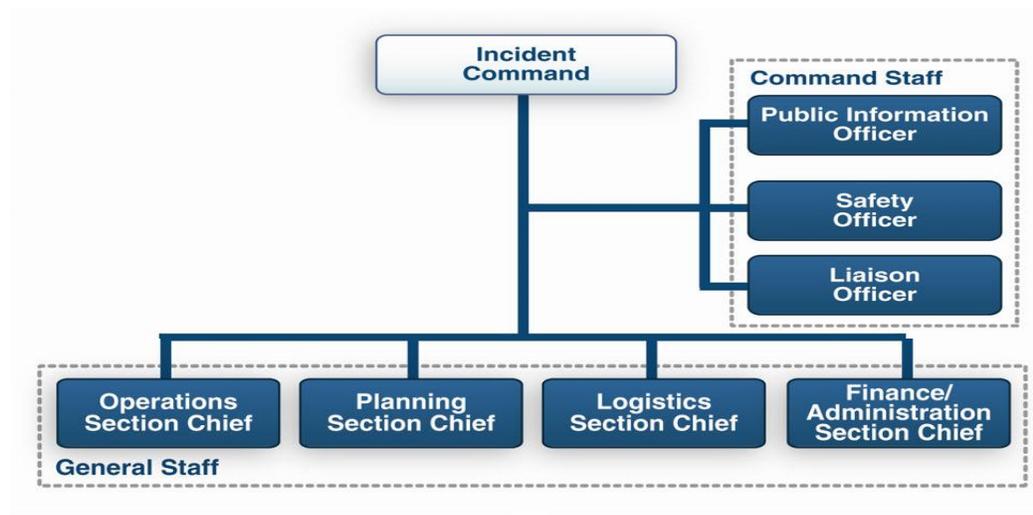
Initial Response to Disasters

If Blaine County were to suffer a significant disaster, the county has a primary responsibility to assist the “unincorporated areas” of Blaine County, as well as the need to activate an Emergency Operations Center (EOC) to coordinate the disaster response needs for *all areas* of the county. However, it is unlikely that the county will have adequate trained personnel to meet the needs for this type of event without the assistance of trained personnel from the various cities or agencies. It is equally unlikely that State assistance in the form of a single “Type 3 Incident Management Team”, could likewise manage a large disaster involving many counties, without federal assistance.

Therefore, it has long been Hailey’s position that our city should be as prepared and self-reliant as possible when responding to, and managing incidents within the city.

The City’s initial response activities to potentially significant emergencies are primarily performed at the field response level (ECC Activation Level 1 – Monitor Situation). Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command System (ICS) to organize response to the emergency or disaster, incorporating the functions, principles and components of ICS.

Basic Incident Command Structure



Examples of initial response to significant incidents include, but are not limited to:

- Establishing an Incident Command Post, or Unified Command as appropriate
- Activating Police and/or Fire Department Mutual Aid Systems;
- Briefing of Mayor and key officials or employees of Hailey on the situation;
- Developing and implementing Incident Action Plans;
- Making all necessary notifications, including the Blaine County Emergency Communications Center and Disaster Services Director;
- Establishing or activating staging areas;
- Mobilizing personnel and pre-positioning resources and equipment;
- Coordinating with county, state and federal agencies working in the field;
- Restricting movement of traffic/people and unnecessary access to affected areas;
- Disseminating warnings, emergency public information, and instructions to the citizens of Hailey;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Conducting evacuations and/or rescue operations;
- Recruiting of additional staff and disaster service workers;
- Conducting initial damage assessments and surveys.

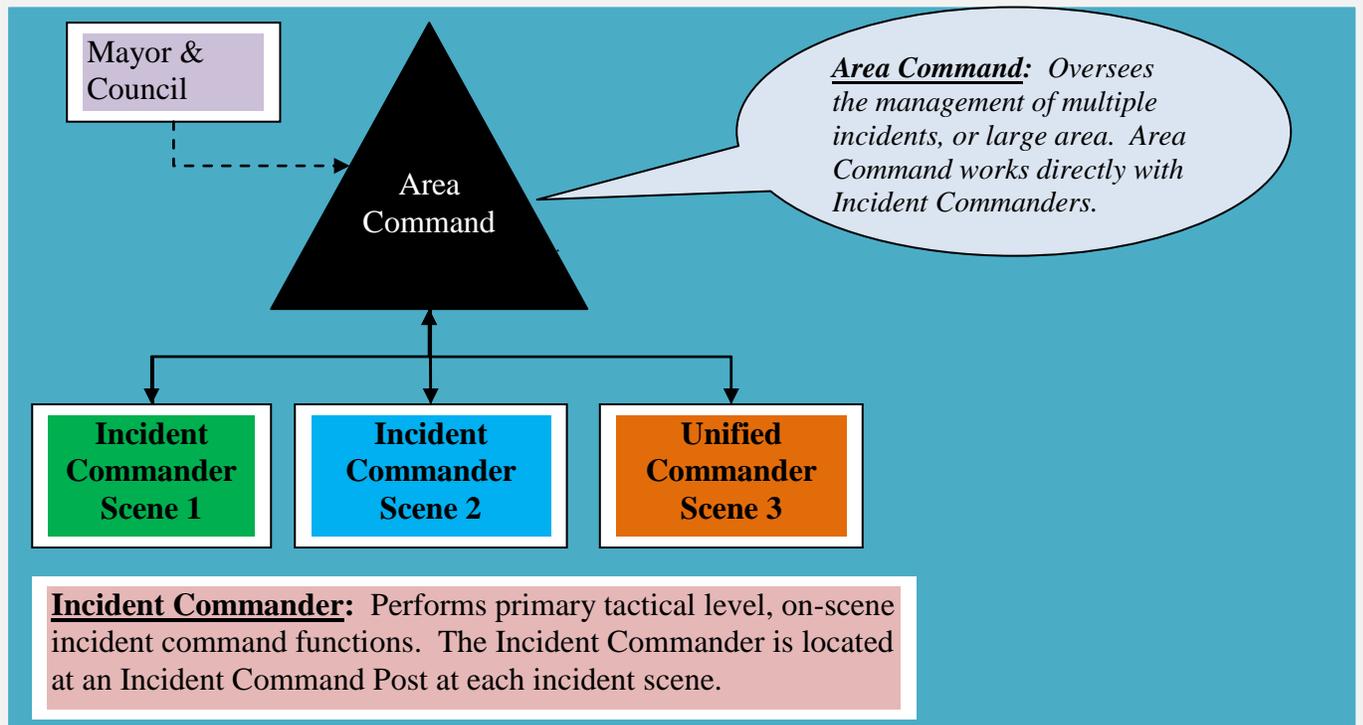
Extended or Complex Incident Response

Occasionally, the incident is large or complex enough to warrant an “Overhead” team to assume some of the burden of the Incident Commander. These functions usually include many of the “administrative functions such as Planning, Logistics and Finance Section Chief Positions. Some other tasks may be duplicated in the “overhead team” structure such as a Lead Public Information Officer (PIO) that serves as the spokesperson for the Mayor and Council, while the Incident Command structure may retain a “Field PIO” to provide technical information to the press when necessary.

The Overhead Team can be achieved by one of two methods. First is through the use of an “Area Command”, the second by activation of the ECC. An Area Command is commonly used when there are multiple incidents occurring at the same time within the same general area, all competing for the same resources. Each Incident Commander reports to an area commander to request additional resources, while the Area Commander prioritized the requests based on life hazard and property conservation.

The “Area Command” System

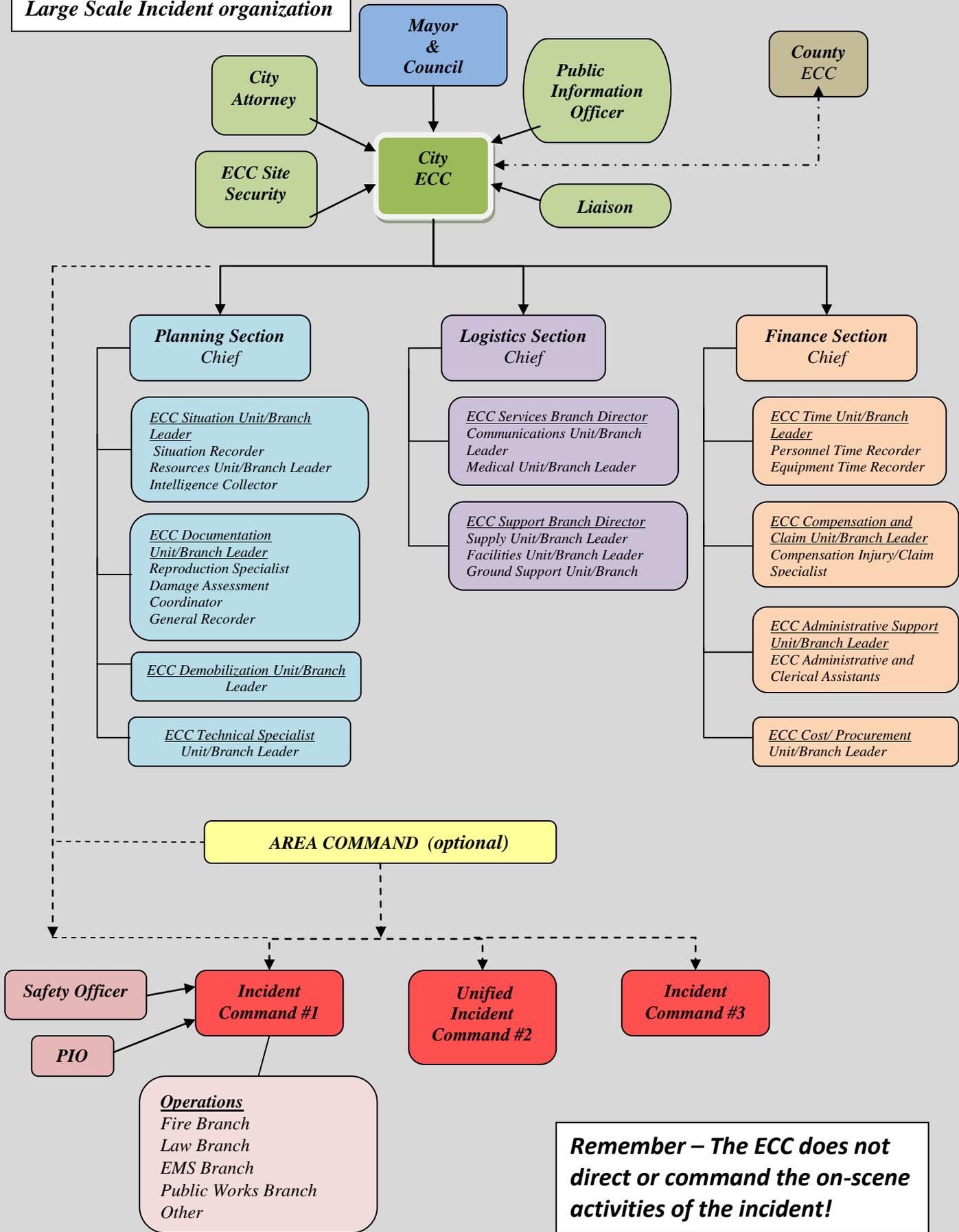
The City’s extended emergency response activities are conducted in the field as an Incident Command Post (ICP), and possibly supervised by an Area Command (AC), as shown below.



This diagram demonstrates the use of an **Area Command** system in which there are multiple emergency incidents occurring, all of which are competing for the same resources. While each incident still has an Incident Commander at the scene, the Area Commander will take on some of the General Staff and Command Functions of each incident in order to better coordinate resources. An area command may or may not operate under the “umbrella” of an ECC depending on the size or complexity of the emergency.

At large-scale or long-term incidents, an Area Command may be supplemented or replaced by a partial or full activation of the City Emergency Coordination Center (ECC). Hailey has chosen the term Emergency Coordination Center (ECC) rather than the more prevalent term Emergency Operations Center (EOC) for two reasons. First is to prevent confusion with the County EOC in a large incident. Second is that the term EOC is misleading, in that the EOC does not generally control the Operations Section(s) of emergency response. This position will usually be held by the Incident Commander(s). Therefore the term “Emergency Coordination Center (ECC)” is a more accurate description of the activities performed and is quickly becoming the popular term for this function.

Large Scale Incident organization



Remember – The ECC does not direct or command the on-scene activities of the incident!

The purpose of an ECC or AC is to support the on-scene response during a long-term or escalating incident by relieving the burden of external coordination and securing additional resources. During multiple incidents, the ECC or AC may have to prioritize which limited resources are allotted to an incident depending on health and safety concerns.

When the City ECC is activated, communications and coordination must be established between the Incident Commander(s) and/or between the ECC and the AC. Multi-agency coordination may be necessary by ECC staff to facilitate decisions for overall local government level emergency response activities. ECC staff will establish measurable and attainable objectives to be achieved for a given operational period. A City of Hailey Incident Action Plan (IAP) will be developed for each operational period. (*See the Forms Section for a sample ECC Action Plan & Instructions.*)

While most jurisdictions utilize standard ICS forms in the operation of their ECC, many of these forms are quite confusing when applying them to the functions of an AC or ECC. **Appendix C** of this plan identifies the appropriate forms to be used in the ICS organization, as well as alternate forms that may be used as a more appropriate substitute for ICS forms when used in an AC or ECC setting.

As per Idaho State Law, and the Blaine County Emergency Operations Plan, the City will always remain in charge and retain overall command of personnel and equipment at any emergency scene which is located entirely within the boundaries of the City of Hailey. When deemed necessary, the city may utilize a Unified Incident Command, Unified Area Command or Joint ECC/EOC system to better manage a multijurisdictional incident. The Blaine County Emergency Communications Center and Disaster Services Director should be notified whenever there is a Limited Activation (Level #2), or the Full Activation (Level 3) of the Hailey ECC.

Examples of extended response duties for an ECC include:

- declaring a local disaster or emergency;
- preparing detailed damage assessments;
- operating mass care or shelter facilities; (county)
- coordinating coroner operations; (county)
- procuring requirement resources to sustain operations;
- documenting situation status;
- protecting, controlling, and allocating vital resources;
- facilitating the restoration of vital utility services;
- tracking resource allocation;
- conducting advance planning activities;
- documenting expenditures;
- developing and implementing action plans for extended operations;
- dissemination of emergency public information;
- prioritizing resource allocation; and
- Inter/multi-agency coordination.

Recovery

As the immediate threat to life, property, and the environment subsides, the rebuilding of Hailey will begin through various recovery activities.

Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, and range from restoration of essential utilities such as water and sewer, to mitigation measures designed to prevent future occurrences of a given threat facing the City.

This section of the plan does not specifically identify Hailey's recovery operations. However, the Recovery Operation Manual Annex C covers the recovery process in detail, describing roles and responsibilities and the procedures for accessing the federal and state disaster assistance programs that are available to individuals, businesses, and the City.

Examples of recovery activities include:

- restoration of all utilities and infrastructure;
- establishing and staffing Local Assistance Centers;
- applying for state and federal assistance programs;
- conducting hazard mitigation analyses;
- identifying residual hazards; and
- determining and recovering costs associated with response and recovery.

NOTE: A complete guide to managing Recovery Operations is included in Part 3, and the attached reference library

ASSIGNMENT OF RESPONSIBILITIES

The various Hailey departments have specific responsibilities and related activities/actions assigned to them for each identified hazard and threat. Each department is responsible for ensuring coordination with the other departments through the incident command system. In an emergency, all employees may be recalled as “disaster service workers” and are subject to such disaster service activities as may be assigned to them by their supervisors.

TYPICAL CITY DISASTER INCIDENT COMMAND RESPONSIBILITIES SUMMARY

Hazard	Command	Operations	Planning Intelligence	Logistics	Research & Public Info	Finance
Pandemic	Admin	TBD	Admin. & Community Development	Public Works	Clerk & Library	Finance Dept.
Avalanche	Public Works Director	Fire, Police, Public Works & Building Depts.				
Landslides						
Earthquake						
Extreme Weather						
Floods						
Tornado						
Volcano						
Power Failure (Extended)	Police, Fire, Public works					
Terrorism						
Civil Disturbance	Police					
Major Vehicle Accident	Police, Fire	Fire, Police				
Aircraft Crash	Fire	Fire & FMA			FMA	
Urban Conflagration		Fire, Police, Public works			Clerk & Library	
Wildland Fire						
Hazmat		Fire				

TBD= to be determined

FMA= Friedman Memorial Airport Staff

KEY PERSONNEL

The Mayor of Hailey is responsible to oversee Command personnel, alternates, and alternative facilities to conduct government operations, based on the hazard analysis. Each department will be responsible for their roles outlined within the Emergency Operation and for identifying key departmental personnel with backups and alternates for each position in the City's organization. The Mayor may modify the roles outlined in the Emergency Operation Plan as necessary based on the hazard.

Alert List

The Hailey City Emergency Director/Manager is responsible for organizing and maintaining an emergency alert list, which will be used to notify the key City personnel. Each department will develop their own inter-departmental alert list, which will be used by the City to alert departmental personnel. *It is important to note that any or all city employees may be subject to emergency recall once a proclamation of an emergency is made by the mayor.*

STANDARD OPERATING PROCEDURES DEVELOPMENT

For the Hailey Emergency Operations Plan to be complete, each department has been directed to develop Standard Operating Procedures (SOP's) for their own department operations.

These SOPs will contain, in detail, those actions that are necessary to fulfill the NIMS functional responsibilities under this plan. Each of the SOP's will include some generic information such as increased readiness activities, procedures for recalling departmental personnel, initiating continuity of operations procedures, disaster assignments, and resource lists.

**** Because the Standard Operating Procedures (SOP's) of each department contain detailed methods of response and procedures, as well as personal information, These SOP's are considered confidential and are retained by each department, and are not subject to public distribution.****

The following outlines identify the basic requirements and pre-disaster preparations that each city department must undertake in the development of their SOP's.

CITY EMERGENCY DIRECTOR/MANAGER

(City Administrator, Administration Staff)

1. Preparation needed for response prior to the event

- Identify key management, with two alternates per position, and develop an emergency notification procedure to recall employees as needed.
- Ensure that all city personnel are provided proper training for the positions that they may be expected to perform.
- Review and update Hailey's Emergency Standard Operating Procedures (SOPs)
- Recall employees to provide emergency Operations support roles when necessary
- Ensure the primary and alternate ECC's are stocked and functional.
- Review procedures for pre-positioning resources and equipment.
- Review and update processes and procedures for briefing the Mayor, City Council and employees of the impending disaster situation.
- Coordinate, review and revise the process and procedures for increasing public information releases.
- Designate potential PIO Officers
- Coordinate with other City Departments the process and procedure for recruiting volunteers and additional staff.
- In coordination with the Fire Department and Police Department, test the process for managing incidents at the field level, using the Incident Command System.
- Determine which volunteer, state and federal agencies could provide assistance and make initial contacts prior to an emergency, to verify their potential roles.
- In coordination with the Fire Department and Police Department, test the process for communicating with the central dispatch center, to initiate the activation of the Emergency Alert notification systems
- Review maps of specific hazards (i.e., Haz-Mat, flood inundation areas, earthquake faults, etc.) to be used by the various departments/emergency responders.
- Revise ECC SOPs, based on new conditions, procedures, or requirements.
- Identify alternate government facilities, including alternate ECC.

2. Preparation needed for Initial Response Operations

- In coordination with the Fire Department, Police Department, and Operations/Mayor, develops procedures to disseminate warnings, emergency public information, and instructions to Hailey citizens.
- In coordination with City Departments, develop procedures for declaring a local emergency.

3. Preparation needed for Extended Response Operations

- Develop the process and procedure for maintaining a local emergency for an extended period. (Request a State Type III Team?)
- Develop the process and procedure for responding to press inquiries for the duration of the emergency, through the designated Public Information Officer (PIO).
- Develop procedures for the activation, operation, and deactivation of the Hailey Emergency Coordination Center.
- Develop procedures and the process for communicating with the Blaine County Disaster Services Office, and surrounding jurisdictions.
- Develop the process and procedure for disseminating emergency public information through the designated PIO.
- Develop procedures for protection, controlling, and allocating vital resources.
- Identify a volunteer resource coordinator

4. Preparation needed for Recovery Operations

- Develop procedures for the organization and preparation of after-action reports.
- In coordination with the Finance Department, develop the procedures and processes used for recovery operations.
- Develop procedures for applying for state and federal disaster assistance programs.
- In coordination with the Public Works and Community Development Departments, identify the process for conducting and analyzing potential hazard mitigation projects.
- In coordination with fire and local health agencies, identify any residual hazards resulting from the disaster.
- Develop the procedures and processes used for recovery operations.

COMMUNITY DEVELOPMENT (Planning & Building)

1. Preparation needed for Increased Readiness

- Identify key management personnel for each community development division, with two alternates per position, and develop an emergency alert list.
- Develop procedure for periodic reviewing and updating Community Development Department SOPs
- Identify the process and develop procedures for checking critical Community Development Department facilities and equipment, including testing systems.
- Maintain updated and accurate maps of the areas if needed for emergency response or recovery efforts.

2. Preparation needed for Initial Response Operations

- Develop procedures for mobilizing Community Development Department personnel and pre-positioning resources and equipment.
- Develop procedures for assessing mutual aid needs.
- Assist Fire and Public Works with Windshield Surveys

3. Preparation needed for Extended Response Operations

- Develop procedures for conducting advanced planning activities.
- Follow procedures for creating a situation status report and an incident Action Plan. Follow the procedures of the “Planning P”.
- Develop the process and procedures for forwarding pertinent emergency public information to the City designated Public Information Officer (PIO), and county officials.
- Develop procedures for performing detailed safety inspections of damaged facilities following an earthquake or other disaster, including the process of determining whether a structure will be rebuilt or demolished.
- Develop procedures to initiate a mutual aid request for building inspectors following an earthquake or other natural disaster.
- Develop procedures to manage building inspection teams.

4. Preparation needed for Recovery Operations

- Identify the process used to rebuild damaged areas of Hailey under redevelopment laws and regulations.
- Identify the process for rezoning damaged areas of Hailey.
- Consider making preparations for providing critical incident stress debriefing (CISD) for employees and members of the general public.
- Work with State and Federal authorities to set up public assistance centers as needed.

PUBLIC WORKS

(Engineering, Streets, Water, Waste Water, Parks)

1. Preparation needed for Increased Readiness

- Identify key management, with two alternates per position, and develop an emergency alert list.
- Develop procedure for periodic reviewing and updating Hailey Public Works SOP's
- Identify the process and develop procedures for checking critical Public Works facilities and equipment, including testing systems and policies.
- Develop procedure for mobilizing and documentation of all Public Works personnel and pre-positioned resources and equipment.
- Identify the process and develop procedures for checking Parks and Recreation facilities and equipment, including testing systems.

2. Preparation needed for Initial Response Operation

Develop procedures for responding to:

- Earthquakes;
- Floods;
- Avalanches;
- Extreme weather or storm situations;
- Landslides;
- Tornados; and
- Extended power outages

Develop procedures for initiating:

- Tracking all contracted personnel and resources used on an incident
- Coordinating activities with police and fire agencies
- Identify areas for staging supplies, equipment, personnel or apparatus.
- Utility system damage assessment operations
- Damage assessment operations for critical facilities, including infrastructure;
- Work with the building and fire official in conducting a “windshield survey” damage assessment following an earthquake debris removal operation;

- Establish and maintain debris free ingress and egress routes for emergency service activities;
- Prioritize Repair and restoration activities for damaged public facilities, utility systems, and infrastructure;
- Flood fighting activities/actions;
- Sand bagging operations;
- Clearing and shoring operations for avalanche/landslide areas; and
- Request for public works mutual aid.

3. Preparation needed for Extended Response Operations

- Develop procedure for restoring vital infrastructure.
- Develop adequate staffing schedule to accomplish mission using modified shift schedules and or private contractors.
- Implement a resource ordering process (consult the NIMS resource typing manuals located in the reference library attached.)

4. Preparation needed for Recovery Operations

- Identify the process for conducting and analyzing potential hazard mitigation projects.

FINANCE

1. Preparation needed for Increased Readiness

- Identify key management, with two alternates per position, and develop an emergency alert list.
- Develop procedure for periodic reviewing and updating Finance Department SOPs as it relates to this plan.
- Develop procedures for procuring emergency resources (land, labor, capital, etc.) to sustain operations.

2. Preparation needed for Initial Response Operations

- Develop procedure for mobilizing Finance personnel and pre-positioning resources and equipment.
- Develop procedures for assessing mutual aid needs.

3. Preparation needed for Extended Response Operations

- Develop the process for documenting the financial cost of disaster response and recovery operations (a disaster accounting system).

4. Preparation needed for Recovery Operations

- In coordination with the City Emergency Director/Manager, develop the procedures and processes used for recovery operations.
- Develop the process and procedure for tracking employees' time and issuing paychecks during disaster operations.
- Develop process and the procedures for submitting and processing worker compensation claims.
- Identify appropriate city sponsored volunteer activities to be subject to city insurance liabilities.

FIRE DEPARTMENT

1. Preparation needed for Increased Readiness

- Identify key management, with two alternates per position, and develop an emergency alert list
- Develop procedure for periodic reviewing and updating Hailey Fire Department SOPs.
- Identify the process and develop procedures for checking and testing critical Fire Department facilities and equipment.
- Develop procedure for periodic mobilizing Fire Department personnel and pre-positioning resources and equipment, including use of existing mutual aid agreements.
- In coordination with the Police Department, develop a process for managing incidents, at the field level, using the Incident Command System.
- In coordination with the Police Department and the Blaine County Disaster Service Director, develop a process for communicating with and directing the central dispatch center, including the activation of the Emergency Alert List.
- In coordination with the Police Department, develop the process and procedures to warn threatened elements of the population.
- Develop procedures for treating the injured, including activating “field treatment sites”.
- Develop procedures for mobilizing EMS personnel and pre-positioning resources and equipment.
- Ensure that hazardous material response procedures are in place.

2. Preparation needed for Initial Response Operations

- In coordination with the City Emergency Director/Manager, develop procedures to disseminate warnings, emergency public information, and instructions to Hailey citizens.
- Assist in the development of procedures for responding to and managing all of the hazard categories identified in this section
- Assist in the development of procedures for initiating:
 - “Windshield survey” damage assessment following an earthquake;

- Medical treatment, including triage operations;
 - A needs assessment and subsequent requests for fire and rescue mutual aid;
 - Rescue operations, including swift water rescues, “Heavy” extrication, building collapse, etc.;
 - Evacuation of affected areas; and
- Take into consideration specific planning requirements identified in the hazard analysis, in particular for hazardous materials releases.
 - Hazardous waste cleanup and disposal operations;
 - Develop procedures for assessing the need for mutual aid.
 - Develop methods of activation of “Field treatment sites” and possible locations.
 - In coordination with the local and state health departments, develop procedures for vector control operations.

3. Preparation needed for Extended Response Operations

- Develop procedures for sheltering, and providing basic life support services for patients waiting to be transported from the field to appropriate medical facilities.
- Develop the process and concept of operations for ECC operations, including the communication and coordination protocol between the field and ECC fire personnel.
- In coordination with the Blaine County School District, the American Red Cross and other agencies that provide shelter services, develop procedures for caring for displaced persons (Shelter Operations SOP). Ensure that all items under the American’s with Disabilities Act are considered when opening and managing a shelter.

POLICE DEPARTMENT

1. Preparation needed for Increased Readiness

- Identify key management, with two alternates per position, and develop an emergency alert list.
- Develop procedure for periodic reviewing and updating Hailey Police Department's SOPs.
- Identify the process, develop and test procedures for checking critical Police department facilities and equipment, including testing systems.
- Develop procedure for periodic mobilizing Police Department personnel and pre-positioning resources and equipment.
- Develop a process for managing incidents, at the field level, using the Incident Command System.
- Develop a process for communicating with and directing the central dispatch center, including activation of the Emergency Alert List.
- Develop a process and procedures to warn threatened areas of the community.

2. Preparation needed for Initial Response Operations

- In coordination with the fire department, develop procedures to disseminate warnings, emergency public information, and instructions to Hailey Citizens.
- Develop procedures for responding to all of the hazards identified in this section.
- Develop procedures for initiating:
 - Perimeter management, including access control;
 - Isolating the incident, and controlling access to the incident;
 - Request for law enforcement mutual aid; and
 - Operations to safeguard evidence at aircraft or transportation accidents.
 - Develop procedures for evacuations/movement operations and traffic and crowd control operations, including the identification of evacuation routes, evacuation reception areas, shelter locations, and security for area.

3. Preparation needed for Extended Response Operations

- Assist in the development of the process for ECC operations, including the communication and coordination protocol between the field and ECC.
- In coordination with Animal Control, develop procedures for the care and shelter of pets and livestock.
- In coordination with the Blaine County Coroner, develop procedures for managing fatalities.

CLERK'S OFFICE & LIBRARY

Preparation needed for Increased Readiness

- Identify key management, with two alternates per position, and develop an emergency alert list.
- Develop procedure for periodic reviewing and updating Hailey Administrative Offices and Public Library Sop's
- Identify the process and develop procedures for checking critical facilities and equipment, including testing systems and policies.
- Develop procedure for mobilizing and documentation of all personnel and pre-positioned resources and equipment.
- Prepare the public library to serve as a location for up-to-date information about the incident for the public.
- Prepare the public library staff to serve as a resource to research up-to-date information about the incident for the Emergency Director/Manager, and the Planning Section
- In coordination with the ECC/EOC develop procedures to assist in information dissemination to the public

Preparation needed for Initial Response Operations

- Develop procedure for warning the community of an imminent or existing threat
- Develop procedures for mobilizing administrative office and library personnel and pre-positioning resources and equipment needed for their operations.
- Develop procedures for assessing future needs.

Preparation needed for Extended Response Operations

- Serve as a point of public information regarding response and recovery efforts during an emergency.
- Research, collect or disperse information during any significant emergency incident or when one is deemed imminent, in support of the ECC or the Area Commander. This information may include:
 - Obtain current , short-term and long term weather forecasts for the affected areas

- Research pertinent information related to the existing hazard and compile a portfolio for use in public dissemination
- Assist the Public Information Officer (PIO) with the background information needed for a press release and/or other areas of public dissemination.
- Assist the City Emergency Director/Manager with the organization of community volunteers and organizations to effectively identify the services and supplies that are most needed during the emergency, while still operating within the emergency management structure.
- Assist the city administrative offices as needed

5. Preparation needed for Recovery Operations

- Develop procedures for the organization and preparation of after-action reports.
- In coordination with the ECC/EOC, develop the procedures and processes used for recovery operations.
- Develop procedures for applying for state and federal disaster assistance programs.

EXERCISE AND TRAINING

The City's Emergency Director/Manager is responsible for developing specific NIMS and other related training requirements for all employee positions. The Director/Manager shall also distribute an exercise schedule, covering the exercises to be conducted throughout a given calendar year. Each department is responsible for sending emergency responders to these scheduled events pursuant to the exercise schedule published by the Director/Manager.

Each department is responsible for providing the required training for all of their personnel according to the NIMS training outline, ensuring that all applicable laws are met, and employees are familiar with and knowledgeable of their department's Standard Operating Procedures (SOP's), the City's Emergency Plan, and the NIMS organizational structure.

MUTUAL AID OVERVIEW

Idaho's current emergency planning and response procedure is designed to ensure that adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with the given situation(s). Currently the state has developed a State sponsored *Type III Incident Management Team, and regional Haz-Mat Teams*, that can be requested during moderate to large scale incidents. However, the State does not currently include a comprehensive all-hazards mutual aid and assistance program has not been implemented as of the date of this plans creation.

Local Mutual Aid Agreements include fire and police agencies, with less formal agreements among most of the wood river valley's emergency responders.

Other Local, County, State and Federal governments may be unable to provide adequate resources to assist local jurisdictions in the mitigation of declared emergencies.

AUTHORITIES AND REFERENCES*

- **Federal Civil Defense Act of 1950, Public Law 81-920** as amended.
- **The Disaster Relief Act of 1974, Public Law 93-288**, as amended.
- **FEMA CPG 1-34** Guide for the Development of State and Local Emergency Operations Plans.
- **Robert P. Stafford Disaster Relief and Assistance Act, Public Law 93-288**, as amended.
- **South Central District Health Preparedness and Response Plan**
- **Central Idaho Regional Surge Capacity Annex** for Health and Medical Services.
- **Chapter 10 Title 46 of the Idaho Code.** The Idaho Disaster Preparedness Act of 1975, as amended. Establishes local authority in city disasters, authorizes municipalities to have it's own Emergency Operations Plan, authorizes the mayor to declare an emergency, and provides for limited liability and immunity.
- **Blaine County Resolution** establishes NIMS ICS as the structure for all Emergency Response activities within the County
- **Blaine County Letter of Acceptance dated October 4, 2005** establishes a local disaster preparedness organization.
- **Idaho Code § 340(b)** Allows sensitive portions of an emergency plan to be exempt from public records disclosure laws.
- **Idaho Code §§ 39-7103, 7104 and 7105** Establishing State response teams, a local authority of Haz-Mat response and Incident Commander; and request State assistance
- **Idaho Code §§ 50-304, 606 and 1006** Allows the mayor to order a quarantine up to 5 miles around the city, and to open the budget or borrow funds in times of a declared emergency to pay for unexpected emergency response costs
- **Idaho Code § 56-1003.** Establishing the authority of the Department of Health & Welfare to provide public health services, mental health issues and to coordinate al public health needs
- **Idaho Code § 59-1406 & 1407.** Provides a procedure to designate successors various levels of government in emergencies.
- **Attorney General Opinion 89-9.** Clarifies that the county has no police power over a municipality, however it is still obligated to assist municipalities with disaster relief operations as their citizens are also county residents.
- **City of Hailey Resolution 2011-04** establishes NIMS ICS as the structure for all Emergency Response activities within the City.

**Full text copies of these cited references can be found on the accompanying CD & Flash drive in the "Reference Section – Legal Documents" file folder.*



CITY OF HAILEY

EMERGENCY OPERATIONS PLAN

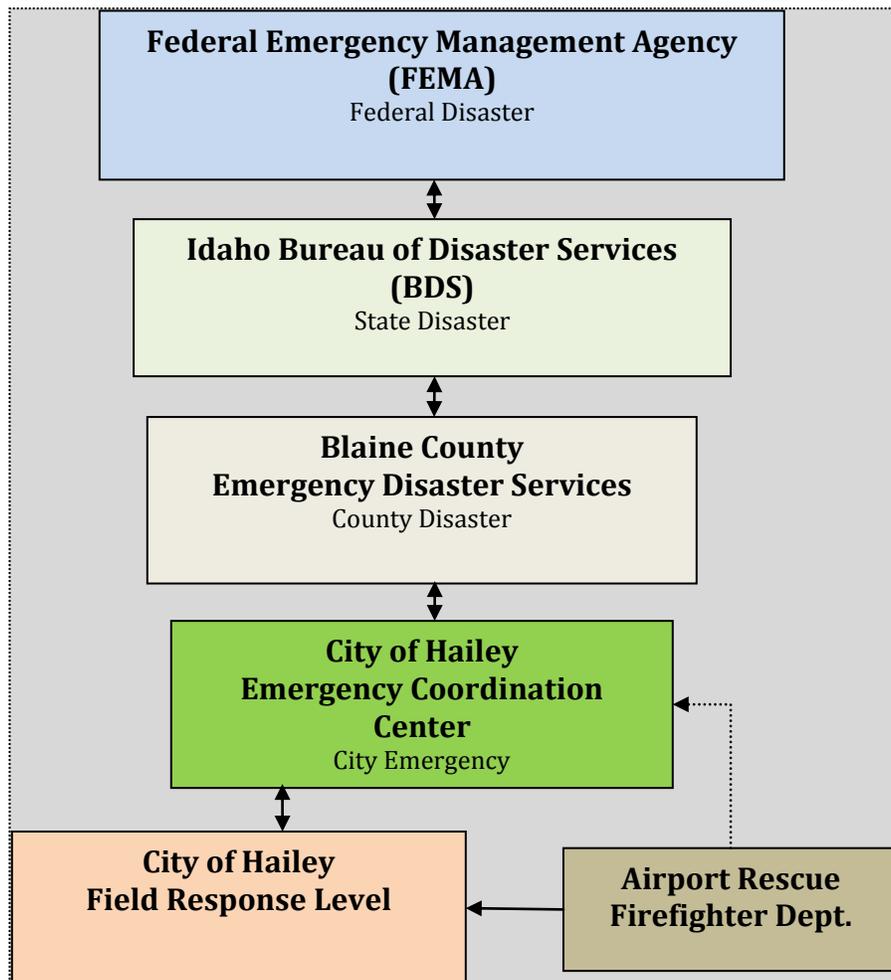
PART 2 - Establishment of the Hailey Emergency Coordination Center (ECC)

Prepared By:
City of Hailey
115 South Main Street
Hailey, ID 83333

Overview of Jurisdictional Responsibilities

The City is responsible for emergency response within its geographical boundaries. The Idaho Emergency Operations Plan (EOP) and the Blaine County Emergency Operations Plan are founded on the principle of self-help at each level of government. Cities have a responsibility manage and coordinate the overall emergency response and recovery activities within its jurisdiction. During disasters, they may request assistance from each successive level of government.

Under the National Incident Management System (NIMS), the City has responsibilities at two levels: **Field Response** and **Continuity of Local Government**. At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response. At the municipal government level, a designated Emergency Coordination Center (ECC) is used as the central location for gathering and disseminating information, coordinating all municipal emergency operations, and coordinating with the Blaine County Disaster Services Director when necessary. The following diagram depicts the relationship between the City of Hailey, the Blaine County Disaster Services Office, the State of Idaho, and the Federal Emergency Management Agency.



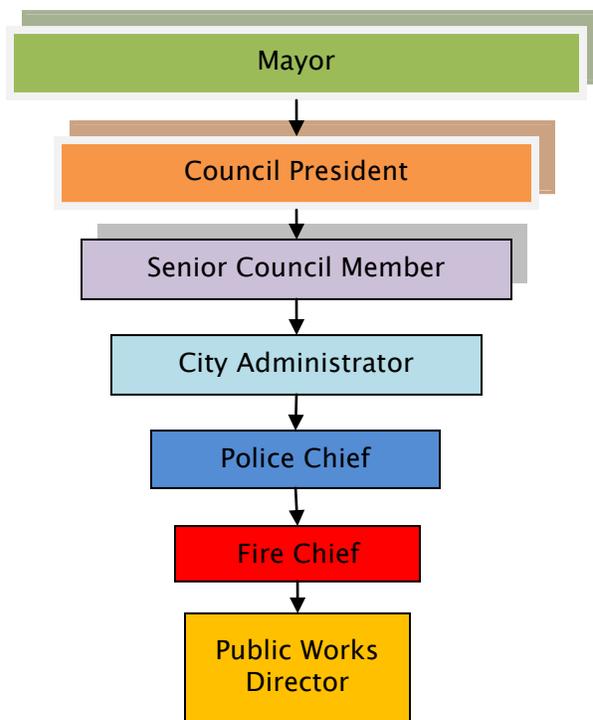
Activation of the Emergency Coordination Center (ECC)

The magnitude of the emergency will dictate the City of Hailey's Emergency Coordination Center (ECC) Activation level. Response levels are used to describe the type of event, extent of coordination or assistance needed, and degree of participation from city departments. The following summarizes who is authorized to initiate an activation of the ECC, as well as the various levels of activation.

Levels of Activation:

- **Level I Activation** is a situation that is short term or the monitoring of a future impending hazard is warranted.
- **Level II Activation** is a partial activation of the ECC when an incident extends beyond one operational period, requires policy decisions, or the Incident Commander(s) request additional support from an Area Command (AC) or ECC.
- **Level III Activation** is a partial or complete activation of the ECC to address significant mid to long term or complex events.

The following is the line of succession of who may activate any level of an ECC.



Level 1

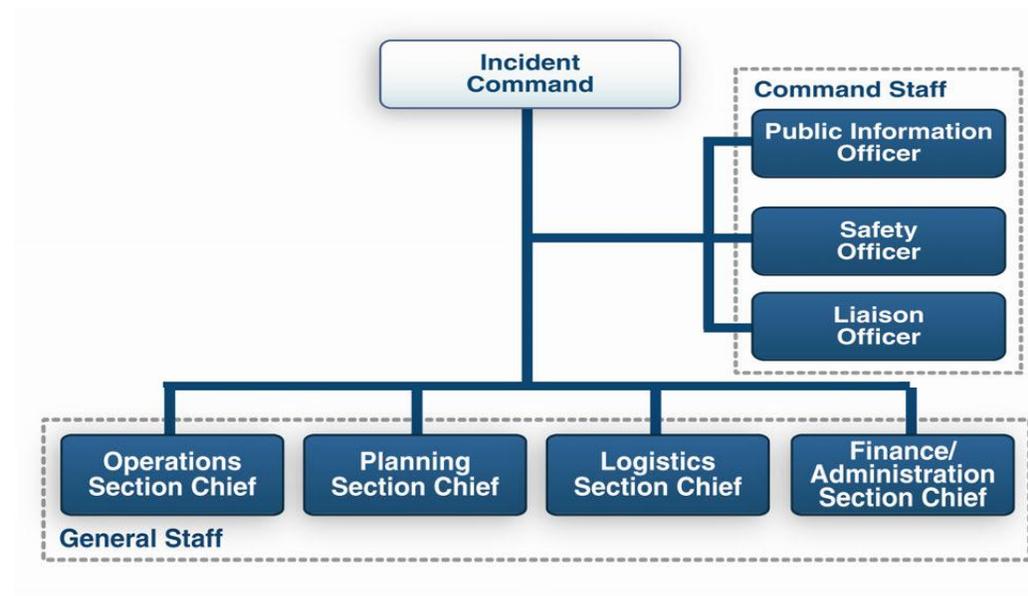
Monitor an Emergency or Potential Emergency

A minor incident is one which can be abated by first responding personnel from the department having jurisdiction, with or without assistance obtained under mutual aid agreements. These situations threaten a small portion of the population and are usually quickly stabilized or resolved in a brief period of time with minimal impact on the safety of Hailey Citizens.

In these cases, the City of Hailey ECC is not activated, however the emergency director/coordinator is advised of any situation which is considered high profile, or otherwise significant. Some off-duty personnel may be recalled. City and/or mutual aid police, fire, public works or medical responders will use on-scene Incident Command System (ICS) procedures to resolve the incident.

A Level I status may be initiated prior to any potential emergency that may threaten the city such as winter storm predictions, dry lightning storms, terrorism threats, etc., for planning purposes.

Incident Command Structure



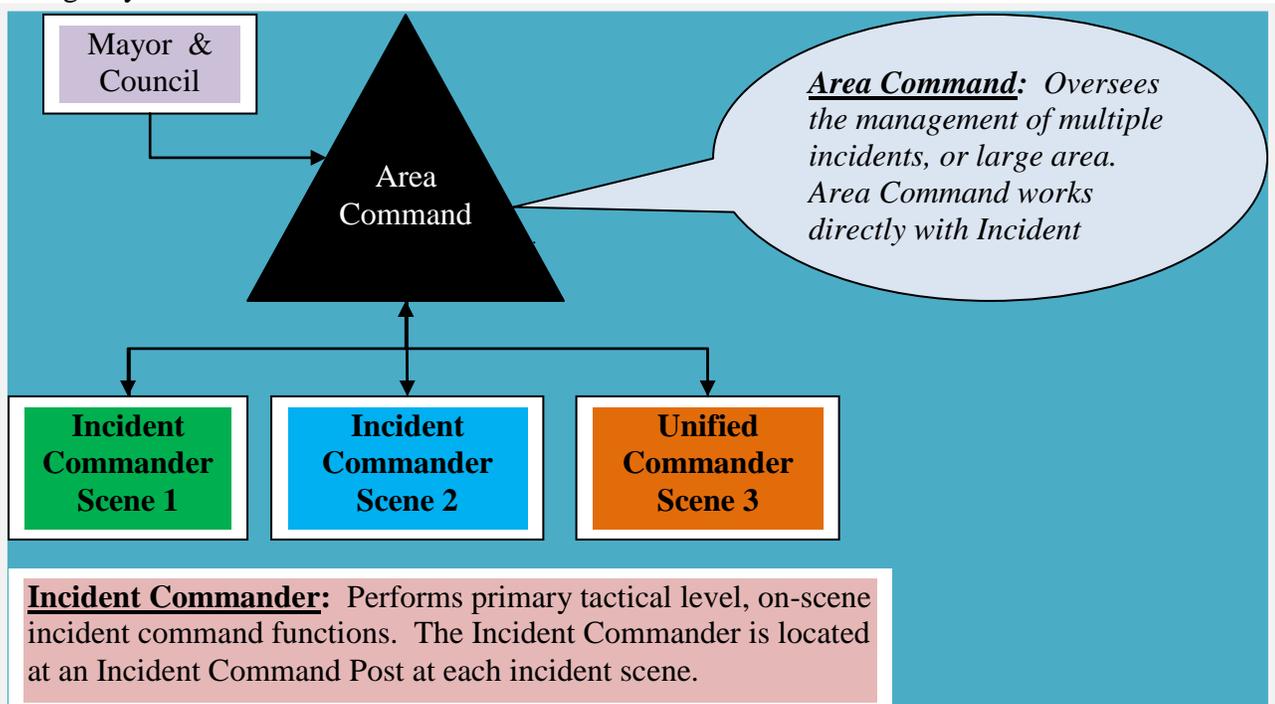
Level II

Moderate Emergency - Activation should be considered

A Level II emergency is a moderate to severe emergency in which the City of Hailey resources are not adequate. Mutual aid and other outside resources may be needed. Key management personnel from the involved departments will coordinate their efforts under the NIMS System.

The City of Hailey Area Command (AC) or Emergency Coordination Center (ECC) may be partially or fully activated based on the severity or complexity of the situation. Off-duty personnel may be recalled. A local emergency may be proclaimed and the County Disaster Services Coordinator notified. A Level II activation of the ECC should be considered when:

- Any of the persons authorized to activate the City of Hailey ECC determines that coordination of the response/recovery would be enhanced by multi-department or multi-agency coordination in the ECC.
- When the level of request for varied resources from the City are received from the adjacent cities, the county or the state to respond outside the city and coordination of these requests are better facilitated at one central point.
- If incidents are of such magnitude that coordination of the response(s) at the scene(s) or another location is not possible (e.g., regional flooding, major earthquake, fire, HAZMAT incident requiring extensive documentation or presenting evacuation/rescue problems, or other mass casualty incident).
- When the resources of the City of Hailey to respond or recover from a disaster or other emergency are overwhelmed.

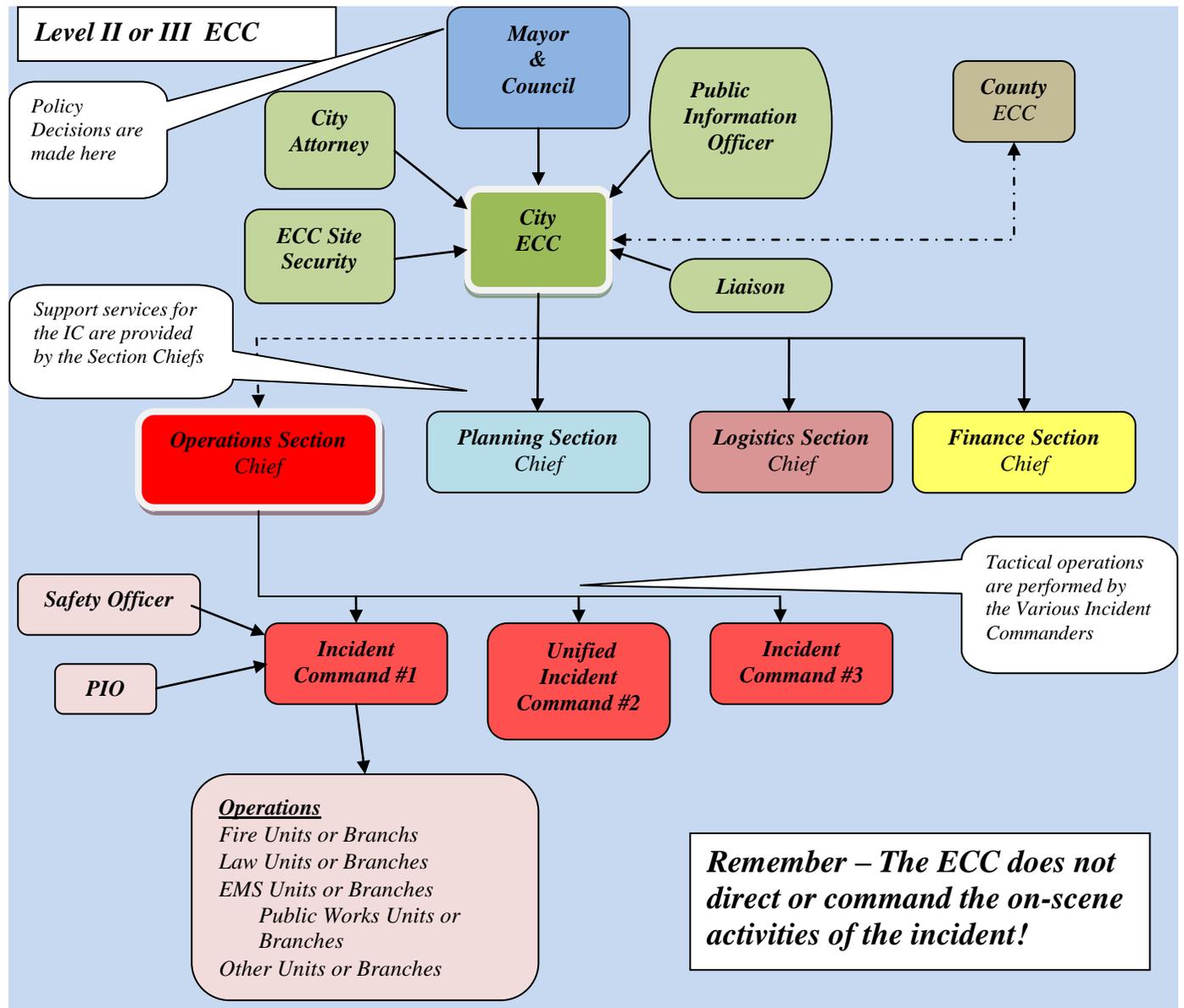


This is an example of a Level II activation using an "Area Command" scenario versus a ECC activation

Level III

Major Emergency – Partial to Full ECC Activation

A Level III emergency is a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive county, state and/or federal resources are required. A declaration of emergency should be considered. The overall response and early recovery activities located within the city will be managed from the City AC or ECC. Off-duty personnel will be recalled as required. The ECC may be co-located with the County EOC if deemed beneficial.



Emergency Coordination Center activation also showing various Incident Command posts.

Emergency Coordination Center Staffing Summary

POLICY GROUP (Elected Officials)

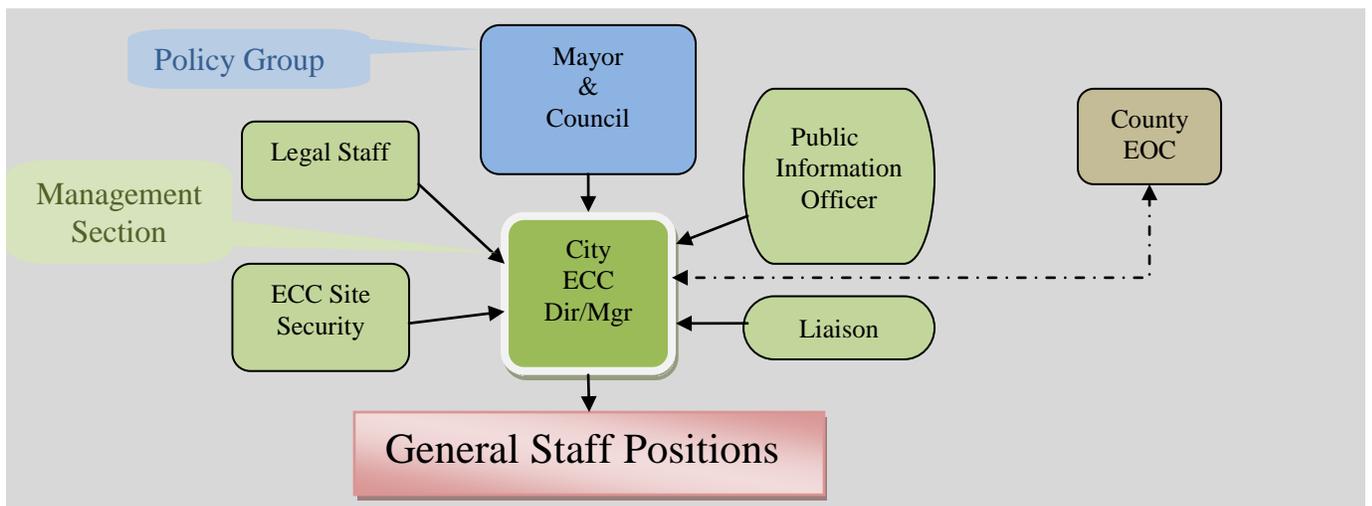
The Mayor and Council shall comprise the Policy Group and provide policy direction for emergency operations. This direction may include decisions including where the limited numbers of resources will be deployed, that will have the greatest impact on the preservation and quality of life. Secondary to the preservation of life is the protection of property.

Remember; while the policy group does not supervise or direct any “on-scene” operations, it may prioritize the response of the limited human and equipment resources, to the various life threatening emergencies.

(Refer to the “Emergency Preparedness Guide for Elected Officials” that is included on the accompanying flash drive in the “Emergency Preparedness Guides” section)

MANAGEMENT SECTION STAFF (Level II & III – EOC Activation)

The Management Staff Section is lead by the ECC Director/Manager. The ECC Director/Manager’s primary role is to manage and coordinate ECC operations. The City Administrator, and Department Heads (or their alternates) are designated to make up the Emergency Command Team. This team assists the ECC Director/Manager in the development of overall strategy and tactics to mitigate the incident, rules, regulations, proclamations and orders.



ECC Director/Manager

The ECC Coordinator facilitates the overall functioning of the EOC, coordinates with other emergency management planning levels and agencies and serves as an advisor to the Mayor and City Council. The City Administrator (or his/her alternate) will fill this position as the ECC Director/Manager during a Level II or III emergency/disaster.

Public Information Officer

The Public Information Officer (PIO) is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption.

After receiving a briefing from the ECC Director/Manager, the PIO will establish an area for the media away from the ECC. The PIO will provide news releases, answer questions the media may have pertaining to the emergency/disaster. The ECC Director/Manager must approve the release of all incident related information. Qualified City Administrative Staff should fill this position.

Liaison Officer

The Liaison Officer is the point of contact for Agency Representatives of other governmental agencies, nongovernmental organizations, and/or private entities. Agency Representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer.

Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership.

Security & Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential City liability during ECC operations. This position is also responsible for ensuring a safe working environment at the ECC, which includes providing a secure ECC area with access only for authorized personnel. A law enforcement officer or alternate shall fill this position.

Legal Officer

The Legal Staff shall assist the ECC Staff in the preparation review and passage of all necessary legal documents related to the emergency, in addition to advising the ECC staff regarding potential liabilities to the city as a result of existing or planned activities. The City Attorney or his alternate shall fill this position.



CITY OF HAILEY

EMERGENCY OPERATIONS PLAN Part 3 RECOVERY OPERATIONS MANUAL

Prepared By:
The City of Hailey
115 S. Main St.
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CITY OF HAILEY EMERGENCY OPERATIONS PLAN

Part 3

RECOVERY OPERATIONS MANUAL

Recovery Operations

In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the pieces of their pre-disaster lives. Typically, there will be a need for such services as these:

- assessment of the extent and severity of damages to homes and other property;
- restoration of services generally available in communities – water, food, medical assistance, and police and fire protection;
- repair of damaged homes and property; and
- professional counseling when the sudden changes resulting from the emergency has resulted in mental anguish and inability to cope.

The City will make every effort to assist individuals and families to recover from disasters by ensuring that these services are made available as soon as possible and by seeking additional resources if the community needs them.

Short Term Recovery

Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and clean-up, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations may require that all City resources participate in the City's disaster response.

The goal of short-term recovery is to maintain or restore local government services to at least minimal capacity. Short-term recovery includes:

- police, fire & EMS service restoration;
- utility restoration;
- expanded social, medical and mental health services;
- re-establishment of Hailey government operations;
- transportation route restoration;
- debris removal and clean-up operations; and
- Abatement and demolition of hazardous structures.

Hailey's Department of Public Works will assist with coordination of utility companies on all efforts to restore utility systems and services during recovery operations. Police and Medical services will continue in permanent or temporary facilities, as necessary. The Hailey Fire Department will be responsible to coordinate Critical Stress Debriefings for emergency response personnel and victims of the disaster/event as necessary.

For federally declared disasters, tele-registration centers or satellite offices may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans.

In coordination with local resources and the American Red Cross, the City will attempt to provide sheltering for disaster victims until housing can be arranged. The City will facilitate debris removal and clean-up operations during short-term recovery operations.

Long Term Recovery

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration and reconstruction of public facilities, and disaster response cost recovery.

The City will be responsible for its own approach to mitigation, which could include rezoning, building code changes, plan reviews, seismic safety elements, and other land use planning techniques. With public

safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by the City and special districts in order to ensure a maximum reduction of vulnerability to future disasters. The City will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

The major objectives of long-term recovery operations include:

- coordinated delivery of long-term social and health services;
- improved land use planning;
- Revisions to the Hailey Emergency Operations Plan;
- re-establishing the local economy to pre-disaster levels;
- recovery of disaster response costs; and
- effective integration of mitigation strategies into recovery planning and operations.

Recovery programs will also be sought for individual citizens and private businesses.

Hailey may choose to handle long-term recovery activities in conjunction with countywide recovery efforts, or on its own, separate from the Blaine County Operational Area. However, changes to the plan will be coordinated with all participating departments and agencies.

Structures that present immediate public safety threats will be demolished and abated during short-term recovery operations.

RECOVERY OPERATIONS ORGANIZATION

For the City of Hailey, recovery operations will be managed and directed by the City Emergency Coordinator as appointed by the Mayor. Recovery issues involving other jurisdictions will be coordinated and managed between the City Emergency Coordinator and their designated representatives utilizing the Incident Command System. On a regularly scheduled basis, the City Emergency Coordinator will convene meetings with department managers, key individuals, and representatives from affected jurisdictions. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery

operations. The City Emergency Services Coordinator will assist the City in facilitating and leading the recovery process.

RECOVERY OPERATIONS RESPONSIBILITIES

The City has specific responsibilities in recovering from a disaster. The functional responsibility chart, listed below, depicts the functional responsibilities assigned to each of the departments and/or key personnel.

FUNCTION	DEPARTMENTS
Political process management; interdepartmental coordination; policy development; decision making and public information	EXECUTIVE OFFICE MAYOR & CITY COUNCIL
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review and building and safety inspections	COMMUNITY DEVELOPMENT
Debris removal; demolition; construction; management of and liaison with construction contractors; restoration of utility services	PUBLIC WORKS DEPARTMENT
Housing programs; assistance programs for the needy; oversight of care facility property management; low-income and special housing needs	COMMUNITY DEVELOPMENT & BLAINE COUNTY DISASTER SERVICES
Public finance; budgeting; contracting; accounting and claims processing; taxation; insurance settlements	FINANCE DEPARTMENT
Applications for disaster financial assistance; liaison with assistance providers; on-site recovery support; disaster financial assistance project management; Cost recovery efforts with State & Federal Agencies	FINANCE DEPARTMENT

FUNCTION	DEPARTMENTS
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; preparation of new ordinances and resolutions	CITY ATTORNEY
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel and related support	ADMINISTRATIVE SERVICES

RECOVERY DAMAGE/SAFETY ASSESSMENT

Under the City of Hailey Emergency Coordination Centers' Standard Operating Procedures, an Initial Damage Estimate is identified during the emergency response phase to support a declaration of emergency.

This is followed by a detailed assessment of damage, and costs expended, during the recovery phase by the City. This detailed assessment provides the basis for determining the type and amount of state and/or federal financial assistance available for recovery.

In coordination with the City's OES, the Public Works, Building, Fire & Police Departments in most cases will complete the detailed damage/safety assessment.

DOCUMENTATION

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the "Idaho Disaster Preparedness Act of 1975, as amended by the Idaho Homeland Security Act of 2004." documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, city streets, and other public works. *(Please consult the resource library (on the accompanying Flash Drive) for copies of the Idaho and Federal Disaster (Stafford Act) laws, and Idaho cost recovery forms located in the Recovery File.)*

Under Federal Disaster Assistance Programs, documentation must be obtained regarding damage sustained to:

- roads
- water control facilities
- public buildings and related equipment
- public utilities
- facilities under construction
- recreational and park facilities
- educational institutions
- certain private non-profit facilities

Debris removal and emergency response costs incurred by the affected entities should also be documented for assistance purposes under the federal programs. It will be the responsibility of the City and special districts to collect documentation of these damages.

The documented information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster condition.

Debris Removal

Debris removal and emergency response costs incurred by the affected entities should also be documented for assistance purposes under the federal programs. It will be the responsibility of the City to collect documentation of these damages.

The documented information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster condition.

Building Codes

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be included under federal mitigation programs.

Documentation is the key to recovering expenditures related to emergency response and recovery operations. For Hailey, documentation must begin at the field response level and continue throughout the operation of the Emergency Operations Center as the disaster unfolds. *(Note: the completion of Unit logs -214; as well as the Check-In Log - 211 and the Check-Out Logs - 221, are critical to document expenses.)*

AFTER-ACTION REPORTING

The after-action report will provide, at a minimum, response actions taken, necessary modification to plans and procedures, identified training needs, and recovery activities to date.

The after-action report will serve as a source for documenting Hailey's emergency response activities, identifying areas of concern and successes. It will also be utilized to develop and describe a work plan for implementing improvements.

An after-action report will be a composite document for all levels, providing a broad perspective of the incident, referencing detailed documents, and addressing all areas specified in regulations. It will include an overview of the incident, including enclosures, and addressing specific areas if necessary.

For Hailey, the after-action report's primary audience will be City management and employees. As public documents, they are accessible to anyone who requests a copy and should be made available through the City Clerk's office.

The Hailey Emergency Coordinator will be responsible for the completion and distribution of the report. The after-action reports will be written in simple language, well structured, brief and geared to multiple audiences.

DISASTER ASSISTANCE PROGRAMS

Introduction

When requesting disaster assistance, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups,

disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance.

The disaster assistance programs have been developed for the needs of four distinct groups:

- individuals;
- businesses (including agriculture interests);
- governments; and
- non-profit organizations

(Please consult the resource library (on the accompanying Flash Drive) for copies of the Idaho and Federal Disaster (Stafford Act) laws, and Idaho cost recovery forms located in the Recovery File.)

Individuals

Individuals may receive loans or grants for such things as real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

Business

Loans for many types of businesses are often made available through the United States Small Business Administration, assisting with physical and economic losses as a result of a disaster or an emergency.

Agriculture

Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses, repair and reconstruction.

Government

Funds and grants are available to government and non-profit organizations to mitigate the risk of future damage.

Public Assistance Program Responsibilities

The City and private agencies have the responsibility for the completion and submission of the required documents for both state and federal public assistance programs for their jurisdiction, agency, or company.

Individual Assistance Program Responsibilities

Individuals are expected, whenever possible, to provide for themselves and direct their own personal recovery. However, many individuals will expect the City to deliver assistance to them well after the disaster.

The City should assist the individuals to the best of its ability, including providing them with the Federal Emergency Management Agency's (FEMA) hotline number for individual assistance.

A sequence of delivery guides has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. Hailey's objective is to provide the citizens of their community with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:

- Individual actions for assistance (family, friends, volunteer organizations, churches, etc.)
- Recovery/assistance from private insurance carrier
- FEMA disaster housing assistance
- United States Small Business Administration assistance
- Individual and Family Grant Program assistance

Hazard Mitigation Grant Program Responsibilities

Within declared areas, the Hailey Emergency Coordinator is responsible for identifying projects that will substantially reduce the risk of future damage, hardship, loss or suffering from a disaster.

The coordinator must ensure that each identified project is cost effective and meets basic project eligibility. The coordinator will be the primary contact and coordinator for each funded project until completion.



CITY OF HAILEY

EMERGENCY OPERATIONS PLAN

Part 4

Glossary of Terms and Acronyms

Prepared By:
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115 S. Main St.
Hailey, ID 83333

Glossary of Terms and Acronyms

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Airport Alert Level 1, 2 or 3: Used by pilots or air traffic controllers to indicate an in-flight situation with an aircraft. Level 1 indicates a minor situation, Level 2 indicates an in-flight emergency, and Level 3 indicates that an aircraft has crashed.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Appendices: Technical information, details and methods that support the procedures outlined in the annexes.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee

the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision making.

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Automatic Aid: Automatic aid is assistance dispatched automatically by contractual agreement between two or more communities or fire agencies. That differs from mutual aid which is requested on a case-by case situation.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

CHEM-NET: A mutual aid network of chemical shippers and contractors. It is activated when a member shipper cannot respond promptly to an incident involving that company's products and requiring the presence of a chemical expert. If a member company cannot go to the scene of the incident, the shipper will authorize a CHEM-NET contracted emergency response company to go. Communications for the network are provided by CHEMTREC, with the shipper receiving notification and details about the incident from the CHEMTREC communicator.

CHEMTREC: Chemical Transportation Emergency Center operated by the Chemical Manufacturer Association. Provides information and/or assistance to emergency responders. CHEMTREC contacts the shipper or producer of the material for more detailed information, including on-scene assistance when feasible. Telephone # 800-262-8200

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

City of Hailey Emergency Operations Center Director/Manager: The Emergency Director/Manager position is designated by the Mayor of Hailey. In most emergencies this role will be performed by the City Administrator, however, any City employee who has completed the NIMS 100, 200, 300, 400, & 700 courses, can serve in this role with the approval of the Mayor.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for same concepts-to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Conflagration: A very large uncontrollable fire, usually involving multiple buildings, or more than 300 acres of wildland.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Damage Assessment: The appraisal or determination of the actual effects resulting from an emergency or disaster.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

D.E.Q.: Idaho Division of Environmental Quality enforces various state environmental regulations and administers a number of federal environmental protection laws including the Clean Air Act, the Clean Water Act, and the Resource Conservation and Recovery Act.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Disaster: an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including but not limited to fire, flood, earthquake, windstorm, wave action, volcanic activity, explosion, riot, or hostile military or paramilitary action and including acts of terrorism.

Disaster Services Coordinator: The individual who has the primary day-to-day responsibility for county-wide emergency management, programs and activities and coordinates all aspects of mitigation, preparedness, response and recovery capabilities located within the *unincorporated portions of the county*. This individual is also responsible for the activation of the County Emergency Operations Center (EOC), which may integrate with any City ECC centers as needed.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Broadcast System (EBS): Consists of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency.

Emergency Management: Refers to programs and capabilities designed to mitigate, prepare for, respond to and recover from the effects of all hazards.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, sub-state regional, and local governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Coordination Center (ECC): The City of Hailey’s designation of a site where the Mayor and council exercise direction and control during an emergency or disaster. (Known as an EOC at County and State levels)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.

EPA: U.S. Environmental Protection Agency.

Environmental Response Team (ERT): A group of highly specialized experts available through EPA 24 hours a day. This and all State or Federal Teams must be deployed through the Idaho State Communications office. (Tel. 800-632-8000)

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: See Planned Event.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Disaster Relief Act: Public Law 93-288, as amended, gives the President broad powers to supplement the efforts and available resources of State and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Function: A component or area of activity in emergency operations, e.g., firefighting, public information, evacuation. It may combine several, or many, specific tasks or activities.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

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

Hazardous Materials: Refers generally to hazardous substances including explosives, gases, oxidizers, flammables, poisons, corrosives, radioactive and other toxic chemicals.

Hazardous Materials Incident: An event that results in the release, or imminent release of a hazardous material to the environment. This may include transportation or fixed location spills, leaks, or accidents involving hazardous materials.

Hazardous Wastes: Hazardous materials that are no longer intended for use.

Incident: An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Integrated Planning System: A system designed to provide common processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities-or the individual(s) involved-including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be

political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

M.S.D.S.: Material Safety Data Sheet: A document including the chemical properties of the product as well as the fire and health hazards of the chemicals. It also outlines the proper methods for protection from the chemical.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

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

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

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

National Essential Functions: A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

National Warning System (NAWAS): The Federal portion of the Civil Defense Warning System, used for the dissemination of warning and other emergency information from the Warning Centers, or Regions to Warning Points in each State. It is a dedicated, nationwide, party line Telephone Warning System operated on a 24-hour basis.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Pandemic: An epidemic of infectious disease that is spreading through human populations across a large region; for instance a continent, or even worldwide.

Personal Responsibility: The obligation to be accountable for one's actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that is normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on

the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, and Critical Infrastructure Sector Coordinating Councils).

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

Primary Mission Essential Functions: Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

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

Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of National Incident Management System materials.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration;

long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

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

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Retrograde: To return resources back to their original location.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Shelter Facilities: Buildings or structures that, because of their design and construction, is suitable for providing shelter against some, or all of the effects of natural, technological, or war-related hazards.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedures (SOPs): Written instructions covering those features of operations that lend themselves to a standardized procedure without loss of effectiveness. An SOP may be deviated from, on a case by case basis, if a unique situation warrants.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State Communications Center (AKA State Comm.): State Comm. is a central point of contact for any state agency that is involved with emergency response, including the National Guard. The dispatchers also handle services for several ambulance services throughout our state that do not have their own dispatch center. State Comm. also dispatches for the Idaho Transportation Department (ITD) statewide, after normal business hours and on weekends. **800-632-8000**

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Sub-state Region: A grouping of jurisdictions, counties, and/or localities within a State brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as ortho-photo mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Temporary Flight Restrictions: An official “Notice to Airmen” (**NOTAM**) published by the Federal Aeronautics Administration (FAA) Air Traffic Center to prevent an unsafe congestion of sight-seeing aircraft above an incident, or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Toxic Substances: Chemical materials that can interfere with normal biological activity.

Tribal: Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

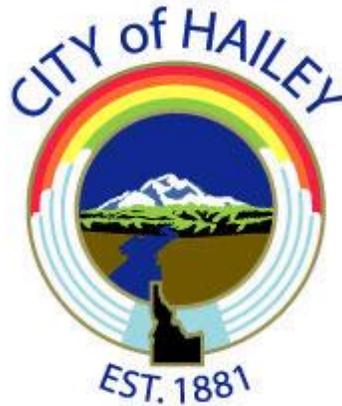
Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.10

Vulnerability: Susceptibility of life, property, or the environment to damage if a hazard manifests its potential.

Warning: Notifies people of a specific hazard and immediate actions to be taken.



CITY OF HAILEY

EMERGENCY OPERATIONS PLAN

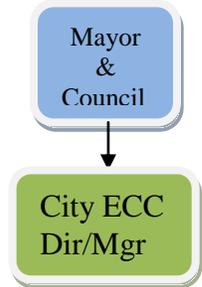
APPENDIX A

ECC/EOC Position Specific Checklists

Prepared By:
City of Hailey
115 South Main Street
Hailey, ID 83333

ECC DIRECTOR/MANAGER - Position Checklist

Primary: City Administrator
Alternate: Fire or Police Chief
Supervisor: Mayor and City Council



ICS Forms needed for this Section: ICS 201,207,211,214,221

Overview:

- Serves as the Emergency Coordinator & Director
- Make executive decisions based on policies of the City Council.
- Develop and issues rules, regulations, proclamations and orders.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the management team, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished within the ECC.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as Emergency Coordinator by putting on your ECC nametag or vest;
- Check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart. (**ICS Form 207**)
- Obtain briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, key staff, etc.). Assess the situation and formulate appropriate response objectives and priorities.
- Ensure the ECC Coordinator notifies the Blaine County Disaster Services Coordinator to inform them of the City of Hailey's activation.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.

- Open and maintain a chronological personal log (**ICS Form 214**) and accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Your time on duty and assignments (**ICS Form 211**)
 - Decisions, actions taken, and justification (**ICS Form 214**)
 - Names and phone numbers of key contacts
 - Requests filled or denied (**ICS Form 214**)
 - Other important information (**ICS Form 214**)

General Operational Duties

- Determine which Management Staff Section positions are required and ensure they are filled as soon as possible: (**ICS Form 207**)
 - Legal Officer
 - Public Information Officer
 - Liaison Officer
 - Security/Safety Officer
- Determine which ECC General Staff Sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required: (**ICS Form 207**)
 - Operations Section Chief (or Area Command Section Chief)
 - Planning Section Chief
 - Logistics Section Chief
 - Finance Section Chief
- Brief Management (General) Staff and Section Chiefs and coordinate staff activity. (**ICS Form 201**)
- Initiate Emergency Proclamations as needed.
- Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- Ensure that all Section personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.
- Ensure that periodic planning meetings are conducted with Management and Section Chiefs, other key staff and Agency Representatives. Direct the Planning Section Chief to follow ECC Action Planning procedures to establish organization objectives and priorities and develop the ECC Action Plan.
- Insure that reliable communications are available for the duration of the event. Consider Landline & cell phones with chargers, portable radios, Satellite phones, and Radio Amateur Civil Emergency Service (RACES) options.
- Approve and authorize implementation of ECC Action Plan.

- ❑ Monitor activities to ensure that all appropriate actions identified in the Action Plan are completed. Assist Planning Section in the development, distribution and execution of the ECC Action Plan.
- ❑ Ensure efficient operating procedures within the ECC; assist any function in addressing issues that might arise.
- ❑ Monitor performance of ECC personnel for signs of stress or under-performance
- ❑ Ensure that all documentation is being properly maintained by ECC personnel.
- ❑ Ensure that all necessary communications have been established.
- ❑ Provide briefings and coordinate major policy decisions with the City Council.
- ❑ Approve requests for mutual aid resources.
- ❑ Authorize release of information by the PIO to the news media or other jurisdictions or agencies.
- ❑ Set priorities for restoration of City services.
- ❑ Brief your relief at shift change. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation

- ❑ Authorize deactivation of Sections and Units when they are no longer required.
- ❑ Approve the Demobilization Plan (drafted by Planning Section – **ICS Form 221**).
- ❑ Ensure that the ECC Coordinator had notified the Blaine County Disaster Services Coordinator and other appropriate organizations of the planned deactivation.
- ❑ Ensure that any open actions will be completed after deactivation.
- ❑ Direct the Management and Section Chiefs to insure that all required forms, reports, and other documentation are submitted to the Documentation Unit Leader (Planning Section) prior to staff departure.
- ❑ Schedule a debriefing and critique of the disaster operations to incorporate into the After-Action Report
- ❑ Deactivate the ECC at a designated time and close out logs when emergency situation no longer requires activation. (**ICS Form 221**)
- ❑ Proclaim termination of the emergency and proceed with recovery operations

ICS 341

Block of time set aside for the Command & General Staff to prepare for the Planning meeting, updating charts, maps, & OPS Section Chief's plan of action, i.e., Safety Plan, etc.

OPS Section Chief develop strategy & tactics (plan of action for next OPS period to meet IC/UC direction, priorities, & objectives)

Block of time set aside for OPS and Planning to discuss & document strategies, tactics & contingencies. Time to draft ICS-215 and identify OPS organizational requirements.

Meet and brief Command & General Staff on IC/UC direction, objectives & priorities
Assign work tasks
Resolve problems & clarify staff roles and responsibilities

Establish priorities
Develop response objectives
Identify response emphasis
Agree on operating policy, procedures and guidelines

Determine UC representatives
Agree on organization structure
Identify command post & support facilities
Order appropriate staffing

Manage initial response activities
Conduct Initial Assessment
Develop plan of action
Complete ICS-201
Prepare for command briefing

Meeting for the IC/UC, Command & General Staff, to review planned actions and finalize information that will be incorporated into the Incident Action Plan (IAP)
Get tacit approval from IC/UC on planned actions

Time block set aside for completing all documentation associated with the IAP
IC/UC approves IAP
Duplicate plan for distribution

Provide operations briefing to Ops Sec Personnel
Ensure support to operations in place
Deploy next operating period resources

Monitor on-going operations & make tactical adjustments
Measure/ensure progress against stated objectives
Debrief resources coming off shift
Prepare to brief UC/Planning on accomplishments

Brief command on initial response activities
Clarify issues & concerns
Discuss planned operations & direction
Identify incident escalation potential



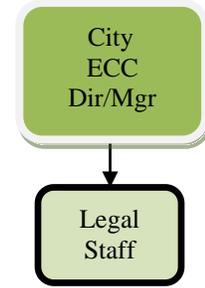
LEGAL OFFICER- Position Checklist

Primary: City Attorney

Alternate: As Assigned

Supervisor: ECC Director/Coordinator

ICS Form needed for this position: ICS 214



Overview:

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as assigned/required.
- Maintain legal information, records and reports relative to the emergency.
- Commence legal proceedings as needed.
- Participate as a member of the ECC Management Team when requested by ECC Director/Manager.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Legal Officer by putting on your ECC Nametag; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) accurately document the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Coordinate legal issues with other jurisdictions, special districts and other agencies as necessary.
- Draft and review declarations, emergency ordinances and other legal documents required by the ECC Director/Manager.
- Develop rules, regulations, and laws required for the acquisition or control of critical resources.
- Develop emergency ordinances and regulations to provide a legal basis for evacuation or curfews.
- Consider what civil and criminal proceedings will be necessary to implement and enforce emergency actions.
- Advise the ECC Director, Mayor and City Council, and ECC Staff on areas of legal responsibility and potential liabilities.
- Advise the ECC Director, Mayor and City Council, and ECC Staff of the legality and/or legal implications of contemplated emergency actions or policies.
- Prepare documents relative to mitigation of hazardous structures or conditions.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- Deactivate the Legal Officer position and close out logs when authorized by the ECC Director/Manager.
- Leave forwarding phone number where you can be reached.

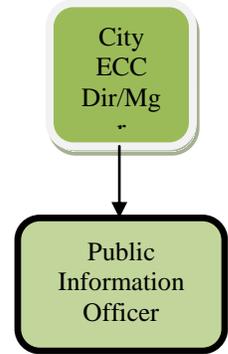
PUBLIC INFORMATION OFFICER- Position Checklist

Primary: Qualified City Administrative Staff

Alternate: As Assigned

Supervisor: ECC Director/Coordinator

ICS Form needed for this position: ICS 214



Overview:

- Serve as the dissemination point for all media releases within the affected area. Other agencies/departments wishing to release information to the public should coordinate through the Public Information function.
- Review and coordinate all related information releases.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Coordinate as necessary with other local jurisdictions, agencies and field Incident Commanders to ensure that city staff and the public-at-large receive complete, accurate, timely and consistent information about lifesaving procedures, health preservation instructions; emergency status and other information on emergency operations.
- Coordinating with the ECC Director/Manager for all media releases and VIP visits to the City of Hailey ECC.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Public Information Officer (PIO) by putting on your ECC vest or nametag
- Check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.

- ❑ Open and maintain a chronological personal log (**ICS Form 214**), accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- ❑ Obtain guidance from the ECC Director/Manager regarding the release of information.
- ❑ Ensure the ECC Director/Manager approves all releases of sensitive information.
- ❑ Establish a Media Information Center at a site away from the ECC, Command Post and incident for media use and dissemination of information.
- ❑ Coordinate public information activities with field-level Incident Commanders, their PIO's and other jurisdiction PIO's.
- ❑ Obtain copies of current Situation Status Reports and the ECC Action Plan to keep current on the situation and emergency response.
- ❑ Prepare an initial information summary as soon as possible after arrival.
- ❑ Provide accurate information to the news media; post information in the ECC and other appropriate locations.
- ❑ Ensure that a rumor control function is established and has a means of identifying false or erroneous information; develop a procedure to squelch such information.
- ❑ Attend ECC planning meetings to keep current on events and update information releases.
- ❑ Respond to special requests for information.
- ❑ Forward information reported by the general public to the appropriate Section Chiefs.
- ❑ Issue timely and consistent advisories and instructions for life safety, health and assistance:
 - What to do and why
 - What not to do and why
 - Hazardous area and structures to stay away from

- Evacuation routes, instruction and arrangements for persons without transportation or special needs.
- Location of mass care shelters, first aid stations, food and water distribution points, etc.
- Location where volunteers can register and be given assignments.
- Street, bridges conditions, congested areas to avoid and alternate routes to take.
- Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
- Curfew information, if applicable.
- School information.
- Weather hazards when appropriate.
- Public information hotline numbers, if applicable.
- Status of Local Proclamation. Governor's Proclamation or Presidential Declaration.
- Local, state and federal assistance available; locations and times to apply.
- Disaster Application Center (DAC) locations, opening dates and times or phone numbers of Assistance Center.
- At the beginning of each shift, prepare a briefing sheet on information that can be released by ECC staff to other agencies or the public.
- Ensure copies of all information released are filed and maintained.
- Provide copies of all information releases to the ECC Director/Manager.

Deactivation

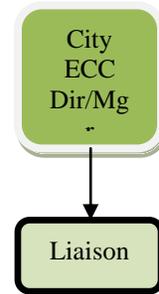
- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- Deactivate the PIO position and close out logs when authorized by the ECC Director/Manager
- Leave forwarding phone number where you can be reached.

LIAISON OFFICER- Position Checklist

Primary: As Assigned

Alternate: As Assigned

Supervisor: ECC Director/Manager



ICS Forms needed for this position: ICS 214

Overview:

- Coordinating with Agency Representatives (I.E. Public Utilities, Red Cross, etc.) assigned to the ECC and handling requests from other agencies for sending liaison personnel to other ECC's or EOC's.
- Functioning as a central location for incoming Agency Representatives or providing work space and arranging for support as necessary.
- Interacting with other sections and units within the ECC to obtain information, assist in coordination, and ensure the proper flow of information.
- Ensuring that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Liaison Officer by putting on your ECC vest or nametag
- Check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**), accurately document the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied

- Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Determine if outside liaison is required with other agencies:
 - Local/county/state/federal agencies
 - Volunteer organizations
 - Private sector organizations
 - Utilities
- Serve as a point of contact for Agency Representatives reporting to the ECC.
- Make sure any agencies or organizations located at the ECC have complete the following duties:
 - Signed into the ECC
 - Understand their assigned function
 - Know their work location
 - Understand the ECC organization and floor plan
 - Clarify issues regarding assignment and authority
- Brief the ECC Director/Manager on Agency Representatives working in the ECC
- Brief Agency Representatives on current situation, priorities, and the ECC Action Plan.
- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the ECC staff.
- Compile list of Agency Representatives (agency, name, ECC phone extension) and make available to all Section Chiefs.
- Respond to requests from ECC staff for agency information; direct requesters to appropriate Agency Representatives.
- Provide periodic update briefings to Agency Representatives as necessary.
- Respond to requests from incident personnel for inter-organizational contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Direct or Organize volunteer members of the community to the appropriate agency, or Request the ECC Director/Manager appoint a volunteer coordinator to assist with and needed functions

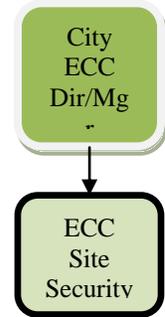
Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Release Agency Representatives that are no longer required in the ECC when authorized by the ECC Director/Manager.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- Deactivate the Liaison Officer position and close out logs when authorized by the ECC Director/Manager.
- Leave forwarding phone number where you can be reached.

SAFETY/SECURITY OFFICER- Position Checklist

Primary: Law Enforcement Officer
Alternate: As assigned
Supervisor: ECC Director/Manager

ICS Forms needed for this position: ICS 214,208,215A



Overview:

- Ensure that all facilities used in support of ECC operations have safe operating conditions.
- Ensure that the ECC Facility is secure. Only authorized personnel is allowed entry into the ECC

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Safety Officer by putting on your ECC vest or nametag.
- Check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) , accurately document the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

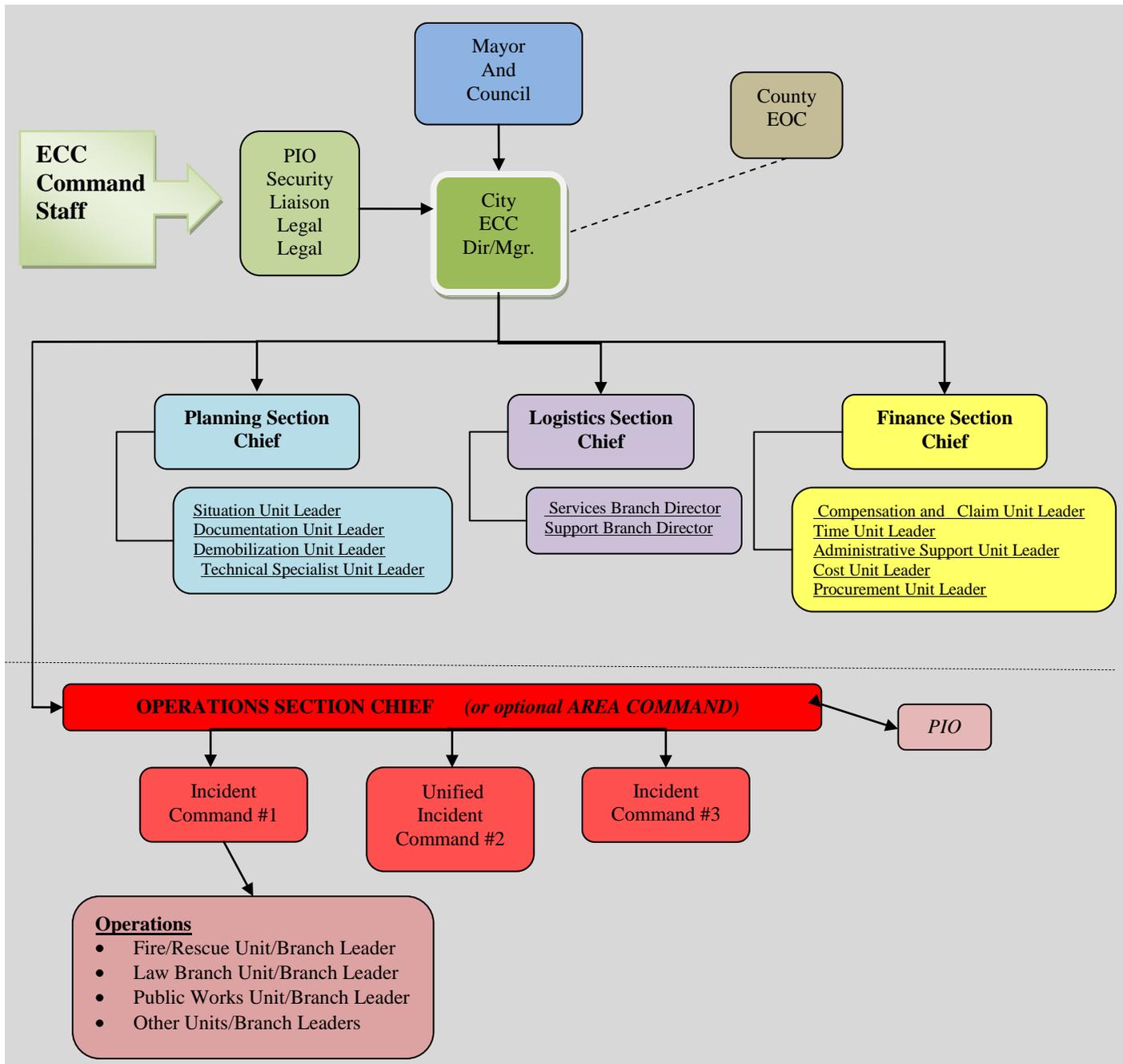
- Prevent the entry of unauthorized personnel into the ECC, through use of an appropriate use of access control measures.
- Tour the entire ECC facility and evaluate conditions; advise the ECC Director/Manager of any conditions and actions which might result in liability.
- Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- Prepare safety briefings for the ECC Director/Manager and General staff at appropriate meetings.
- If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks. Moving the ECC to an alternate location that is more earthquake resistant should be considered.
- Stop or prevent unsafe operations or procedures.
- Coordinate with the Finance Section in preparing and personnel injury claims or records necessary for proper case evaluation and closure.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- Deactivate the Safety Officer position and close out logs when authorized by the ECC Director/Manager.
- Leave forwarding phone number where you can be reached

OPERATIONS SECTION STAFF (Level II & III – EOC Activation)

The Operations Section is responsible for managing tactical operations at the incident site(s) directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. Various functional Unit/Branch Leader positions may be established in an emergency depending on the size or complexity of the event which may include the following elements:



Operations Section Chief (*This position may also be the Area Commander or the Incident Commander depending on the organizational structure*)

The Operations Section Chief is responsible to the ECC Director for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period with input from other Section Chiefs and Unit/Branch Leaders establishing their own supporting objectives. An Operations Section Chief should be designated for each operational period and should have direct involvement in the preparation of the ECC Action Plan for the corresponding period of responsibility.

- Understand the current situation.
- Predict probable resource needs
- Prepare alternate strategies for response management
- Manage and coordinate the city tactical response

Fire/Rescue Unit/Branch Leader

The Fire/Rescue Unit/Branch Leader is responsible for coordinating personnel, equipment and resources committed to the fire, field medical, hazardous materials, Urban Search and Rescue (USAR) elements of the incident, and ordering and coordinating appropriate Fire/Rescue mutual aid sources.

Law Enforcement Unit/Branch Leader

The Law Enforcement Unit/Branch Leader is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, light search and rescue, and ordering and coordinating appropriate Law Enforcement mutual aid resources.

Public Works Unit/Branch Leader

The Public Works Unit/Branch Leader is responsible for providing heavy equipment and operators to all ECC Sections as requested, emergency construction and repair to damaged roadways and utility systems, providing flood assistance such as sand bagging, rerouting waterways away from populated areas, river, creek or stream bed debris clearance and the coordination of Public Works mutual aid resources.

Care/Shelter Unit/Branch Leader (usually this is a county function)

The Care and Shelter Unit is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies.

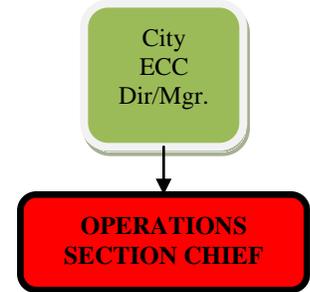
**Unit Leaders* typically relate to the function being performed. *Branch Leaders* are usually assigned to a geographic area.

OPERATIONS SECTION CHIEF- Position Checklist

Primary: Public Works Director, Fire Chief, or Police Chief

Alternate: As Assigned

Supervisor: ECC Director



ICS Forms needed for this Section: ICS 201,204,209,214, 215, 215A, IAP

Overview:

- Ensuring that Operations Sections objectives and priorities established in the ECC Action Plan are carried out in a timely and effective manner.
- Establish the appropriate level of staffing within the Operations Sections; continuously monitoring the effectiveness of the organization and modifying as necessary to maintain optimum capability.
- Exercising overall responsibility for coordinating Unit activities within the Operations Section.
- Ensuring that the Planning Section is provided with comprehensive and legible Major Incident Information Report
- Conduct periodic operations briefings for the ECC Director/Manager as required.
- Supervising the Operations Section
- In some instances if an *Area Command* has been established, the Area Command may serve the function of this position, at a remote location.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Operations Section Chief by putting on your ECC vest or nametag
- Check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.

- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Open and maintain a chronological personal log (**ICS Form 214**) , accurately document the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- ❑ Provide periodic briefings of the tactical situation of the ECC Director/Manager and other Section Chiefs.
- ❑ Activate and supervise emergency operations as required:
 - Fire/Rescue Unit
 - Law Enforcement Unit
 - Public Works Unit
 - Care/Shelter Unit
 - The various geographic branches of the incident
- ❑ Develop the Operations Section portion of the ECC Action Plan to include the identification of strategic objectives and priorities for each operational period.
- ❑ Prepare work objectives for Operations Section staff based on the strategic jurisdiction objectives and priorities and ensure that they are met.
- ❑ Meet with the other Section Chiefs to disseminate information and coordinate response efforts.
- ❑ Establish and implement procedures for each Operations Section unit to support the response based on organization objectives and priorities as established in the ECC Action Plan.
- ❑ Keep the Planning Section informed of incident intelligence and response operations.
- ❑ Determine operational needs and request additional resources via the Logistics Section; coordinate mutual aid resources with other jurisdictions or agencies.
- ❑ Manage the efficient release of tactical resources.
- ❑ Report information about special activities, events, and occurrences to the ECC Director/Manager and other Section Chiefs.
- ❑ Participate in all demobilization planning.

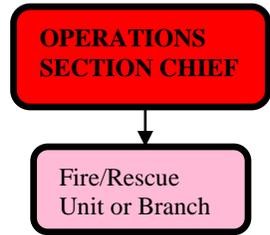
- Ensure that Unit/Branch Leaders complete Major Incident Information Report for all major incidents properly and accurately and provide copies to the Documentation Unit of the Planning Section.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- Deactivate the Safety Officer position and close out logs when authorized by the ECC Director/Manager.
- Leave forwarding phone number where you can be reached.

FIRE/RESCUE UNIT/BRANCH* LEADER- Position Checklist

Primary: Hailey Fire Chief
Alternate: Senior Hailey Fire Officer
Supervisor: Operations Section Chief



ICS Forms needed for this position: ICS 214, 209

Overview:

- Coordinating fire, disaster medical, hazardous materials, and search and rescue operations.
- Coordinating the mobilization and transportation of all resources through the Logistics Section.
- Completing and maintaining Situation Status Reports for major incidents requiring or potentially requiring city, county, state and/or federal response.
- Implementing the objectives of the ECC Action Plan assigned to the Fire/Rescue Unit.
- Supervising the Fire/Rescue Units or Branches.

**Unit Leaders* typically relate to the function being performed. *Branch Leaders* are usually assigned to a geographic area.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Fire/Rescue Unit/Branch Leader by putting on your ICS vest or nametag
- Check-in with the Operations Section Chief
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) , accurately document the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts

- Requests filled or denied
- Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Maintain current status on Fire/Rescue missions being conducted in the City.
- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of Fire/Rescue Unit operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Fire/Rescue Situation Report.
- Refer all contacts with the media to the PIO.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance Section (emergency expenditures and daily time sheets).
- Prepare objectives for the Fire/Rescue unit for the subsequent operations period; provide them to the Operations Chief prior to each Action Planning Meeting.
- Complete periodic Fire/Rescue Situation Report (**ICS 209**). Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, objectives for the next operational period, and any other pertinent information.
- Ensure that Unit/Branch position logs and other appropriate files are maintained.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, objectives for the next operational period, and any pertinent information.

Fire/Rescue Unit/Branch Leader Task List

Mobilization

- Ensure that all on-duty Fire/Rescue personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Fire/Rescue personnel have been notified of call-back status in accordance with current department emergency procedures.
- Ensure that all Fire/Rescue personnel have completed status checks on equipment, facilities, and operational capabilities.

Initial Response

- ❑ Ensure that all Fire/Rescue field units complete the Initial Damage Assessment survey for critical facilities. Report relevant information to the Damage Assessment Unit of the Planning Section.
- ❑ Keep the Operations Section Chief informed of the field situation and response efforts.
- ❑ Coordinate with the appropriate Units/Branches of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- ❑ Establish a multi-purpose staging area as required; coordinate location and management of base area with the Logistics Section Chief and Resource Unit/Branch Leader in the Planning Section.
- ❑ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposure, etc.)

Alerting/Warning the Public (In coordination with the Police Department and Blaine County Disaster Services Coordinator)

- ❑ Designate area to be warned and/or evacuated
- ❑ In coordination with the Law Enforcement Unit/Branch Leader, develop the warning/evacuation message; at a minimum, the message should include:
 - Nature of the emergency and exact threat to public
 - Threat areas
 - Time available for evacuation
 - Evacuation routes
 - Radio stations carrying instructions and details
- ❑ Coordinate all emergency warnings and messages with the Operations Chief, ECC Director, and the PIO. Consider the following dissemination methods:
 - Notify Police Units to use loudspeakers and sirens to announce warning messages.
 - Coordinate with the PIO for the transmission of warnings on cable TV and local radio stations, upon approval of the ECC Director/Manager.
 - Coordinate with the ECC Operations Chief for the transmission of warning of the Emergency Alerting System (EAS).
 - Utilize explorers, citizen patrol, volunteers, reserves, and other city personnel as necessary to help with warnings; request through Logistics Section.
- ❑ Ensure that special facilities receive warning and/or notification (i.e., medical clinics, schools, the college, etc.).

Check vacated areas to ensure that all people have received warnings.

Evacuation

- Coordinate with the Police Department to implement the evacuation portion of the ECC Action Plan.
- Coordinate with the Police Department to establish emergency traffic routes.
- Ensure that evacuation routes do not pass through hazard zones.
- Identify alternate evacuation routes where necessary.
- Identify persons/facilities that have special evacuation requirements (i.e., disabled, elderly, etc.); check status and evacuate if necessary; coordinate with the Transportation unit of the Logistics Section for transportation.
- Consider use of city vehicles or school district transportation if the threat is imminent; coordinate with the Transportation Unit of the Logistics Section.
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with the Care and Shelter Unit to open evacuation centers
- Monitor status of warning and evacuation processes.

Security

- Coordinate with the Police Department to enforce curfew and other emergency orders as identified in the ECC Action Plan.
- Coordinate with the Police Department to maintain security in the affected areas to protect public and private property.
- Coordinate with the Police Department to maintain security for critical facilities and resources.

Hazardous Materials Incidents

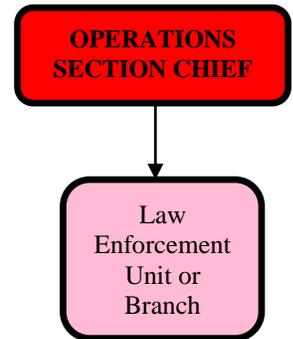
- Coordinate with the Police Department to provide law enforcement support as required.
- Monitor weather conditions and wind direction; contact the Situation Status Unit of the Planning Section for updates; notify the Incident Commander of any significant weather or wind direction forecast changes.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit/Branch Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Operations Section Chief.
- Deactivate the Fire/Rescue Unit/Branch Leader position and close out logs when authorized by the Operations Section Chief.

LAW ENFORCEMENT UNIT/BRANCH LEADER- Position Checklist

Primary: Police Captain
Alternate: As Assigned
Supervisor: Operations Section Chief



ICS Forms needed for this position: ICS 214

Overview:

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning system.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure site security at incident sites and at ECC
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Completing and maintaining Situation Status Reports for major incidents requiring or potentially requiring city, county, state and/or federal response.
- Implementing the objectives of the ECC Action Plan assigned to the Law Enforcement Unit.
- Coordinate and assume responsibility as necessary for coroner operations.

**Unit Leaders* typically relate to the function being performed. *Branch Leaders* are usually assigned to a geographic area.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Law Enforcement Unit/Branch Leader by putting on your ECC vest or Nametag; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) , accurately document the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification

- Names and phone numbers of key contacts
- Requests filled or denied
- Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Maintain current status on Law Enforcement missions being conducted in the City.
- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of Law Enforcement Unit operations periodically or as requested during the operational period.
- Refer all contacts with the media to the PIO.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance Section (emergency expenditures and daily time sheets).
- Prepare objectives for the Law Enforcement Unit for the subsequent operations period; provide them to the Operations Chief prior to each Action Planning Meeting.
- Complete periodic Law Enforcement Situation Report. Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, objectives for the next operational period, and any other pertinent information
- Ensure that Unit position logs and other appropriate files are maintained.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, objectives for the next operational period, and any pertinent information

Law Enforcement Unit/Branch Leader Task List

Mobilization

- Ensure that all on-duty Law Enforcement personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement personnel have been notified of call-back status in accordance with current department emergency procedures.
- Ensure that all Law Enforcement personnel have completed status checks on equipment, facilities, and operational capabilities.

Initial Response

- Ensure that Law Enforcement appropriate field units complete the Preliminary Damage Assessment survey for critical facilities. Report relevant information to the Damage Assessment Unit of the Planning Section.

- ❑ Keep the Operations Section Chief informed of the field situation and response efforts.
- ❑ Coordinate with the appropriate Units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- ❑ Establish a multi-purpose staging area as required; coordinate location and management of base area with the Fire/Rescue leader and confirm the location with Logistics Section Chief and Resource Unit/Branch Leader in the Planning Section.
- ❑ Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposure, etc.)

Alerting/Warning the Public (In coordination with the Police Department)

- ❑ Determine the area to be warned and/or evacuated
- ❑ Develop the warning/evacuation message; at a minimum, the message should include:
 - Nature of the emergency and exact threat to public
 - Threat areas
 - Time available for evacuation
 - Evacuation routes
 - Radio stations carrying instructions and details
- ❑ Coordinate all emergency warnings and messages with the Operations Chief, ECC Director, and the PIO. Consider the following dissemination methods:
 - Notify Police Units to use loudspeakers and sirens to announce warning messages.
 - Coordinate with the PIO for the transmission of warnings on cable TV and local radio stations, upon approval of the ECC Director/Manager.
 - Coordinate with the ECC Operations Chief for the transmission of warning of the Emergency Alerting System (EAS).
 - Utilize explorers, citizen patrol, volunteers, reserves, and other city personnel as necessary to help with warnings; request through Logistics Section.
- ❑ Ensure that special facilities receive warning and/or notification (i.e., medical clinics, schools, the college, etc.).
- ❑ Check vacated areas to ensure that all people have received warnings.

Evacuation

- ❑ Implement the evacuation portion of the ECC Action Plan. Request assistance in this task from the Blaine County Disaster services coordinator.
- ❑ Establish emergency traffic routes in coordination with the Idaho State Police and the Public Works Unit/Branch Leader.

- Coordinate with Public Works Unit/Branch Leader and/or traffic engineering personnel to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Identify alternate evacuation routes where necessary.
- Identify persons/facilities that have special evacuation requirements (i.e., disabled, elderly, etc.); check status and evacuate if necessary; coordinate with the Transportation unit of the Logistics Section for transportation.
- Consider use of city vehicles or school district transportation if the threat is imminent; coordinate with the Transportation Unit of the Logistics Section.
- Establish evacuation assembly points.
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with the Care and Shelter Unit to open evacuation centers.
- Place towing service on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Public Works Unit/Branch Leader to obtain barricades and signs.

Security

- Enforce curfew and other emergency orders as identified in the ECC Action Plan.
- Coordinate security in the affected areas to protect public and private property.
- Coordinate security for critical facilities and resources
- Coordinate with the Public Works Unit/Branch Leader for street closures and board-up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Provide information to the PIO on matters relative to public safety.
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
- Develop procedures for safe re-entry into evacuated areas.

Other

- Coordinate with appropriate animal care agencies and the Facilities and Supply Units of the Logistic Section; take required animal control measures as necessary.
- If requested, assist the Blaine County Coroner with removal and disposition of the dead.

Hazardous Materials Incidents

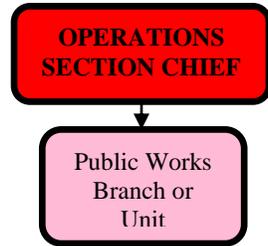
- Obtain information of situation from Incident Commander and provide law enforcement as requested.
- Monitor weather conditions and wind direction; contact the Situation Status Unit of the Planning Section for updates; notify the Incident Commander of any significant weather or wind direction forecast changes.
- Assist with the needs at the Incident Command Post.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit/Branch Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to Operations Section Chief.
- Deactivate the Law Enforcement Unit/Branch Leader position and close out logs when authorized by the Operations Section Chief.
- Leave forwarding phone number where you can be reached.

PUBLIC WORKS UNIT/BRANCH LEADER- Position Checklist

Primary: City Engineer, Public Works Director
Alternate: As Assigned
Supervisor: Operations Section Chief



ICS Forms needed for this position: ICS 214

Overview:

- Assisting other Operations Section Units by providing construction equipment and operators as necessary.
- Providing heavy equipment assistance to the Damage Assessment unit as required.
- Providing emergency construction and repair to damaged roadways.
- Assist with the repair of utility systems as required.
- Completing and maintaining Situation Status Reports for major incidents requiring or potentially requiring city, county, state and/or federal response.
- Providing flood-fighting assistance, such as sand bagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.
- Supervising the Public Works Unit.

**Unit Leaders* typically relate to the function being performed. *Branch Leaders* are usually assigned to a geographic area.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Public Works Unit/Branch Leader by putting on your ECC vest or nametag; check in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**); accurately document the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied

- Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Ensure that Public Works field units complete the Initial Damage Assessment survey of critical facilities. Report relevant information to the Damage Assessment Unit of the Planning Section.
- In coordination with the Logistics Section ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment.
- Ensure that engineering staff are available to assist the Damage Assessment Unit in inspecting damaged structures and facilities.
- Provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration and build temporary emergency structures as required.
- Work closely with Logistics Section to provide support and material as required.
- Refer all contacts with the media to the PIO.
- Prepare objectives for the Public Works Unit for the subsequent operations period; provide them to the Operations Chief prior to each Action Planning Meeting.
- Complete periodic Public Works Situation Report Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, objectives for the next operational period, and any other pertinent information.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit/Branch Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Operations Section Chief.
- Deactivate the Public Works Unit/Branch Leader position and close out logs when authorized by the Operations Section Chief.
- Leave forwarding phone number where you can be reached.

CARE/SHELTER UNIT/BRANCH LEADER- Position Checklist

Primary: Blaine County – As Assigned

Alternate: As Assigned

Supervisor: Operations Section Chief @ Blaine County EOC

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graph TD; A[County EOC] --- B[Care & Shelter Leader];
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County EOC

Care & Shelter Leader

ICS Forms needed for this position: ICS 214 203,207,211

Overview:

- Identify the care and shelter needs of the community and of emergency worker family members and dependents.
- Coordinate with the American Red Cross and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Supervising the Care/Shelter Unit or Branch.

**Unit Leaders* typically relate to the function being performed. *Branch Leaders* are usually assigned to a geographic area.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Care and Shelter Unit/Branch Leader by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (ICS Form 214) , accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Determine the need for an evacuation center or mass care shelter.
- Provide care and shelter support (include food, water, and shelter for extended operations) for victims of the emergency.
- Coordinate with Blaine County Disaster Services to contact the local chapter of the American Red Cross (ARC) and request an ARC liaison for the City if mass evacuations are required and sheltering needs exceed City resources.
- Establish procedures to coordinate with the ARC liaison if that individual is assigned to the Blaine County Disaster Services EOC.
- Ensure that the Damage Assessment Unit has inspected the shelter site prior to occupancy following an earthquake and after each significant aftershock.
- Confirm shelter management teams are organized and that facilities meet all health, safety and ADA standards before occupancy.
- Coordinate with Information/Communications Unit/Branch Leader to provide communications where needed to link mass care with the ECC and other key points-of-contact.
- Coordinate with Blaine County Disaster Services County Animal Control for the care and shelter of animals.
- Coordinate with the Transportation Unit/Branch Leader for transportation of shelter managers and shelter victims.
- Ensure shelter managers provide activity reports to the ECC at the end of each operational period; reports should include requests for delivery of equipment and supplies, jurisdiction expenditures, damage to facilities, and number of persons sheltered.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit/Branch Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Operations Section Chief.
- Deactivate the Care/Shelter Unit/Branch Leader position and close out logs when authorized by the Operations Section Chief.
- Leave forwarding phone number where you can be reached.

PLANNING SECTION STAFF (Level II & III – EOC Activation)

The Planning Section is responsible for collecting, evaluating, displaying, and disseminating incident information and status of all assigned, available and out-of-service resources. This section is responsible for the preparation and documentation of the ECC Action Plan (with input from Management Section staff, Section Chiefs, and other appropriate agencies). This section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Community

Development Director will fill this position as the Planning Section Chief during an emergency/disaster. Various units may be established to confront an emergency which include but are not limited to the following elements:

- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Resources Unit
- Recovery Planning Unit

Planning Section Chief

The Planning Section Chief is responsible for overall supervision of collecting, verifying, and analyzing, and displaying situation information; preparing periodic situation reports; preparing and distributing the City ECC Action Plan and facilitating the action planning meeting; conducting advanced planning activities; providing technical support services to the various ECC sections and units, and documenting and maintaining files on all ECC activities.

Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternate strategies for the incident.

Situation Status Unit Leader

The Situation Status Unit Leader is responsible for collecting, verifying, organizing, analyzing, and displaying up-to-date and accurate situation information on ECC charts and maps. The Unit is also responsible for gathering and disseminating information and intelligence used in the ECC Action Plan.

Documentation Unit Leader

The Document Unit Leader is responsible for maintaining accurate and complete incident files; establishing and operating an ECC message center; providing copying services to ECC personnel and preserving incident files for legal, analytical and reimbursement purposes.

Damage Assessment Unit Leader

The Damage Assessment Unit Leader is responsible for collecting, verifying and displaying detailed damage assessment information on charts. The unit also completes and distributes

Damage Assessment Reports to the Planning Section Chief and other staff as directed. The unit is responsible for the collection and maintenance of damage assessment records essential for recovery operations.

Resources Unit Leader

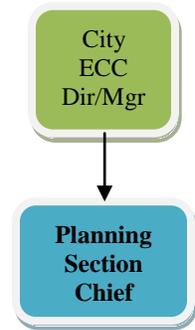
The Resources Unit maintains detailed tracking and status records of Mutual Aid resource allocation and use (resources already in place, mutual aid resources requested but not yet on scene and estimates of future resource needs) for the emergency response. The Resources Unit coordinates closely with the Operations Section to determine resources currently in place and mutual aid resources needed and/or requested. The Resources Unit also coordinates with the Planning Section to effect integration of mutual aid resources information of the ECC Action Plan.

Recovery Unit Leader

The Recovery Unit Leader ensures that the City receives all emergency assistance and disaster recovery reimbursement for which it is eligible. The unit coordinates all initial recovery operations and prepares the ECC organization for transition to a recovery operation organization to restore the City to pre-disaster condition as quickly and effectively as possible.

PLANNING SECTION CHIEF- Position Checklist

Primary: Community Development Director
Alternate: As Assigned
Supervisor: ECC Director



ICS Forms needed for this Section: ICS 202,203,207,211, 214, 215A-IAP, 219.1-8

Overview:

- Collecting, analyzing and displaying situation information
- Preparing periodic situation reports.
- Preparing and distributing the ECC Action Plan and facilitating the Action Planning meeting.
- Advanced Planning.
- Planning for demobilization.
- Providing GIS and other technical support services to various organizational elements within the ECC.
- Documenting and maintaining files on all ECC activities.
- Supervising the Planning Section.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Planning Section Chief by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) , accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments

- Decisions, actions taken, and justification
- Names and phone numbers of key contacts
- Requests filled or denied
- Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Ensure that the Situation Status Unit Leader maintains current information of the ECC charts and maps and provides periodic Situation Status Reports as needed.
- Work with the other Section Chiefs to ensure that Major Incident Information Reports and various Situation Status Reports are completed in a timely manner and forwarded to Documentation.
- Ensure that a comprehensive Planning Section Situation Status Report is completed and distributed to ECC Section Chiefs prior to end of each operational period or as needed.
- Confirm that all Planning Section Situation Status Charts and other displays are kept current and that posted information is accurate and legible.
- Assist the PIO with access to all key information that may be relevant for media dissemination.
- Conduct periodic briefings with the Planning Section staff and work to reach consensus among staff on section objectives for upcoming operational periods.
- Schedule and facilitate the Action Planning Meeting three hours before the end of each operational period.
- Working with the Situation Status Unit Leader, ensure that the ECC Action Plan is completed, printed and ready for distribution prior to the start of the next operational period.
- Work closely with each unit within the Planning Section to ensure the Section objectives and priorities defined in the current ECC Action Plan are being addressed.
- Ensure that all ECC staff complete the Major Incident or Significant Information Report for all major incidents properly and accurately.
- Coordinate with all Section Chiefs to ensure a well thought-out and efficient demobilization process.
- Ensure that all ECC Documentation is turned into the Documentation Unit Leader prior to demobilization.

Deactivation

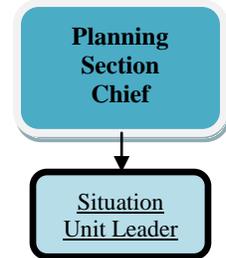
- ❑ Ensure that required forms and reports are completed and turned into the Documentation Unit Leader by all ECC Section staff prior to their release and departure.
- ❑ Coordinate the development of the After Action Report (AAR) with the Section Chiefs.
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- ❑ Deactivate the Planning Section Chief position and close out logs when authorized by the ECC Director/Manager.
- ❑ Leave forwarding phone number where you can be reached.

SITUATION STATUS UNIT LEADER- Position Checklist

Primary: As Assigned

Alternate: As Assigned

Supervisor: Planning Section Chief



ICS Forms needed for this position: ICS 214, 209

Overview:

- Collect, organize and analyze information from ECC sources.
- Ensuring that information from all sources is validated prior to posting on status boards and maps.
- Confirm that situation status reports are developed and disseminated to ECC staff and other agencies as required.
- Assisting the Planning Section Chief with the development, printing and distribution of the ECC Action Plan.
- Ensuring that all maps, status boards, and other displays contain current and accurate information

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Situation Status Unit Leader by putting on your ECC vest; check in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**), accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied

- Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

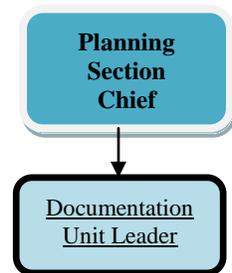
- Manage the collection, analysis, and display of disaster events on charts and maps; include the following information:
 - Location and nature of the disaster/emergency
 - Special hazards
 - Number of injured persons
 - Number of deceased persons
 - Road closures and disaster routes
 - Structural property damage (number, extent, and estimated dollar amount)
 - Shelters (type, locations, number of people that can be accommodated)
- Establish an authentication process to resolve conflicting event status reports.
- Meet with the Planning Section Chief to determine needs for the Action Planning meetings and briefings; ensure special information needs are met.
- Meet with the Public Information Officer (PIO) in the Management Section to determine best methods for exchanging key information and providing the PIO with current Situation Status Unit information.
- Identify potential problem areas relating to the emergency response; discuss possible response options with the Planning Section Chief.
- Confirm the Action Planning Meeting room is set up with appropriate equipment and materials (easels, markers, maps, Situation Status Reports, etc.) before the meeting starts.
- Prepare a Planning Section Situation Status Report **ICS 209** at the end of each operational period or when requested by the Planning Chief.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Planning Section Chief.
- Deactivate the Public Works Unit/Branch Leader position and close out logs when authorized by the Operations Section Chief.
- Leave forwarding phone number where you can be reached.

DOCUMENTATION UNIT LEADER- Position Checklist

Primary: As Assigned
Alternate: As Assigned
Supervisor: Planning Section Chief



ICS Forms needed for this position: ICS 214

Overview:

- Collect, organize and analyze information from ECC sources.
- Providing document reproduction (copy machine) services to ECC staff.
- Distributing the ECC Situation Status Reports, ECC Action Plan and other documents as required.
- Maintaining a permanent electronic archive of all Situation Status Reports and ECC Action Plans associated with the event or disaster.
- Assisting the Emergency Management Coordinator in the preparation and distribution of the After Action Report
- Supervising the Documentation Unit.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Documentation Unit Leader by putting on your ECC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) , accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification

- Names and phone numbers of key contacts
- Requests filled or denied
- Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Meet with the Planning Section Chief to determine what ECC materials should be maintained as official records. For a disaster that receives a Presidential Declaration, all ECC documentation must be collected and retained.
- Meet with the Recovery Unit Leader to determine what ECC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of all activated ECC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Operational Area ECC.
- Keep extra copies of reports and plans available for special distribution as required.
- Set up and maintain document reproduction services for the ECC.

Deactivation

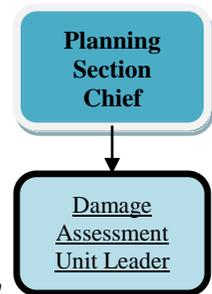
- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Planning Section Chief.
- Deactivate the Documentation Unit Leader position and close out logs when authorized by the Planning Section Chief.
- Leave forwarding phone number where you can be reached.

DAMAGE ASSESSMENT UNIT LEADER- Position Checklist

Primary: As Assigned

Alternate: As Assigned

Supervisor: Planning Section Chief



ICS Forms needed for this position: ICS 214, Windshield Survey Form

Overview:

- Maintaining up-to-date, accurate charts and reports of City of Hailey damage assessment information for ECC staff use.
- Providing detailed damage/safety assessment information to the Planning Section Chief and/or ECC Director/Manager.
- Coordinating the establishment of Damage Assessment Teams to provide detailed information on the number and extent of damage to City of Hailey buildings and equipment (see Tab 8 – Damage Assessment Overview).

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Damage Assessment Unit Leader by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) , accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information

- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Obtain damage/safety assessment information from the Law Enforcement Fire/Rescue Unit/Branch Leader, Public Works Unit/Branch Leader, and other Unit/Branch Leaders and field responders as necessary.
- Coordinate with the Planning Section and Operations Section Chiefs to establish Damage Assessment Teams to collect and report jurisdiction damage assessment information (**See Windshield Survey Damage report form in Appendix C - Forms**)
- Prepare an analysis of damage assessment information from a Preliminary Windshield Survey (Safety Assessment) and provide to the Planning Section Chief for review; post appropriate information on charts.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information reports including number, location, and extent of damage to City of Hailey property; estimate the value of the losses and provide to the Planning Section Chief.
- Document structures requiring immediate destruction to ensure public safety; use inspection records, videos, photographs, etc.
- Clearly label status of each structure and/or facility inspected in accordance with ATC- 20 standards and guidelines.
- Display damage assessment information on ECC Charts and Reports at the end of the emergency and submit Reports to the Documentation Coordinator.

Deactivation

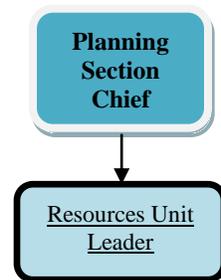
- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Planning Section Chief.
- Deactivate the Damage Assessment Unit Leader position and close out logs when authorized by the Planning Section Chief.
- Leave forwarding phone number where you can be reached.

RESOURCES UNIT LEADER- Position Checklist

Primary: As Assigned

Alternate: As Assigned

Supervisor: Planning Section Chief



ICS Forms needed for this position: ICS 214,203,204, 207,211,219.1-8

Overview:

- Preparing and maintaining displays, charts, and lists which reflect the current status and location of controlled resources, transportation, and support personnel and equipment.
- Prepare and process resource change information.
- Providing information to assist the Situation Status Unit Leader in strategy planning and briefing presentations.
- Providing a uniform method of identifying, acquiring, allocating, and tracking resources.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Resources Unit Leader by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied

- Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Direct the collection, organization and display status of incident mutual aid resources to include allocation, deployment and staging areas.
- Coordinate with the Operations Section Unit/Branch Leaders to establish a check-in system for mutual aid resources at incident locations.
- Maintain up-to-date resource information and to maintain a master roster of all mutual aid resources checked in at incident area(s).
- Provide current Resources Summary to the Situation Status unit and the Operations Section as requested.
- Provide for an authentication system in case of conflicting mutual aid resources status reports.
- Provide a Mutual Aid Resource overview and Summary to the Situation Status Unit of the Planning Section and written status reports on resources allocations to the Section Chiefs.
- Assist in strategy planning based on the evaluation of the resources allocation, mutual aid resources enroute and projected resources shortfalls.
- Ensure that available mutual aid resources are not overlooked by the Operations Section staff.
- In close coordination with the Planning and Operations Section Chiefs plan for identification and deployment of mutual aid resources; ensure deployment is identified as part of the ECC Action Plan for the next operational period.
- Make recommendations to the Operations and Planning Section Chief of mutual aid resources that are not deployed or should be deactivated.

Deactivation

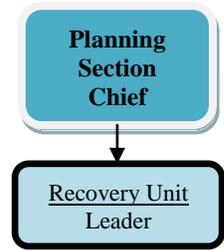
- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Logistics Section Chief.
- Deactivate the Resource Unit Leader position and close out logs when authorized by the Logistics Section Chief.
- Leave forwarding phone number where you can be reached.

RECOVERY UNIT LEADER- Position Checklist

Primary: As Assigned

Alternate: As Assigned

Supervisor: Planning Section Chief



ICS Forms needed for this position: ICS 214

Overview:

- Ensure that the City receives all disaster/emergency assistance and disaster recovery costs for which it is eligible.
- Ensure the City is prepared to participate jointly with State OES, FEMA, Blaine County Disaster Services and non-profit organizations to expedite disaster assistance to individuals, families, businesses, public entities, and others entitled to disaster assistance.
- Ensuring that required and/or approved mitigation measures are carried out.
- Consider taking advantage of disaster-caused opportunities to correct past construction or poor land-use practices while ensuring that legal safeguards for property owners and the jurisdiction are observed.
- Develop comprehensive Recovery Plans, which describe actions beyond rapid damage assessment and those necessary to provide immediate life support for victims. Long-term recovery planning involves identifying strategic priorities for restoration, improvement, and growth.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Recovery Unit Leader by putting on your ECC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.

- ❑ Open and maintain a chronological personal log (**ICS Form 214**) accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- ❑ In coordination with the, maintain contact with Idaho BHS and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.
- ❑ In coordination with the Damage Assessment Unit of the Planning Section, establish criteria for re-occupancy of “posted” buildings; posting includes as a minimum the categories of “Inspected”, “Restricted Access”, and “Unsafe”.
- ❑ In coordinate with Damage Assessment Unit of the Planning Section and the Legal Officer in the Management Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures; ensure that homeowners’ and business owners’ rights are considered to the fullest extent and that arrangements are made for appropriate hearings if at all possible.
- ❑ Ensure that historical buildings considered for demolition follow the special review process.
- ❑ Develop a plan for initial recovery operations with the Planning Section Chief.
- ❑ Prepare a recommended ECC organization staffing list for transition to recovery operations.

Cleanup Operations

- ❑ In coordinate with the Law Enforcement and Public Works Unit Leaders in Operations, identify key routes for priority clearance in consultation with neighboring jurisdictions and Idaho Department of Transportation (IDT).
- ❑ In coordination with Law Enforcement, restrict access on emergency routs as necessary.

- ❑ Designate debris collection points and coordinate with the PIO to inform the public in consultation with neighboring jurisdictions.
- ❑ Coordinate with Public Works Unit/Branch Leader to clean debris from streets according to priorities established for restoring street network.
- ❑ In coordination with the jurisdiction Planning Department, coordinate the abatement of hazardous structures.

Relief and Assistance

- ❑ In coordination with the Sheriff's Department and FEMA, establish Disaster Application Centers or 1-800 phone centers; announce locations or contact numbers to the public.
- ❑ In coordination with the Sheriff's Department and FEMA, expand and consolidate public assistance programs as appropriate.
- ❑ In coordination with Sheriff's Department and FEMA, expand medical, mental health clinic and outreach programs as appropriate.
- ❑ Establish City of Hailey procedures to document response and recovery costs.

Recovery Planning

- ❑ In close coordination with the Planning Section Chief and the ECC Director, coordinate establishment of a City of Hailey Task Force, if required.
- ❑ In coordination with the Public Works Unit/Branch Leader monitor utility restoration priorities.
- ❑ In coordination with Public Works, monitor road repair priorities.
- ❑ In coordination with the Recovery Task Force, establish priorities for repairing and rebuilding public facilities and establish priorities for a housing recovery plan.
- ❑ In coordination with the Personnel Department and FEMA, create a long-term employment recovery plan.
- ❑ In coordination with the Community Development Department, review and revise land-use planning measures including zoning, building codes, fire codes, and any temporary codes.
- ❑ In coordination with the General Services and Community Development Department, establish a Hazard Mitigation team and ensure that required mitigation studies are undertaken.

Financial Recovery

- Coordinate with the PIO to disseminate information relating to FEMA Individual Assistance programs.

Policy

- Recommend to the ECC Director/Manager needed short and long-term legislation.
- Encourage community participation in all recovery and reconstruction decisions.
- Coordinate with the ECC Director/Manager to commemorate the event appropriately.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Planning Section Chief.
- Deactivate the Recovery Unit Leader position and close out logs when authorized by the Planning Section Chief.
- Leave forwarding phone number where you can be reached.

LOGISTICS SECTION STAFF (Level II & III – EOC Activation)

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, as required. The Public Works Director will fill this position as the Logistics Section Chief during an emergency/disaster. Various units may be established as the need arises:

- Information/Communications Unit or Branch
- Transportation Unit or Branch
- Supply/Procurement Unit or Branch
- Facilities Coordination Unit or Branch

Logistics Section Chief

The Logistics Section Chief ensures the logistics function is carried out in support of the City of Hailey ECC and field responders. This function includes providing communication services and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required. The Logistics Section Chief needs information to complete the following tasks:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternate strategies for procurement and resources management.

**Unit Leaders* typically relate to the function being performed. *Branch Leaders* are usually assigned to a geographic area.

Information/Communications Unit Leader

The Information/Communications Unit/Branch Leader is responsible for developing and implementing the Information/Communications Plan and implementing operations for the effective use of incident communications resources for the ECC and field operations. These responsibilities include the distribution of communications equipment to the City of Hailey ECC and field responders.

Transportation Unit/Branch Leader

The Transportation Unit/Branch Leader is responsible for the development and implementation of a transportation plan to support ECC operations and to arrange for the acquisition of use of required transportation resources.

Supply/Procurement Unit/Branch Leader

The Supply Unit/Branch Leader is responsible for ordering, processing, receiving, storing, and record keeping for all incident-related resources and supplies (expendable and non-expendable) for both the City of Hailey ECC and field responders.

Facilities Coordination Unit/Branch Leader

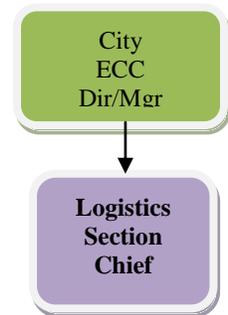
The Facilities Unit/Branch Leader is responsible for ensuring that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission. The Facilities Unit Leader is also responsible to ensure that acquired buildings, building floors, and or workspaces are returned to their original state when not longer needed.

LOGISTICS SECTION CHIEF- Position Checklist

Primary: Public Works Director

Alternate: As Assigned

Supervisor: ECC Director



ICS Forms needed for this Section: ICS 214,205, 205A, 210, 218

Overview:

- Establishing the appropriate level of Logistics Section staffing; monitoring the effectiveness of the organization and modifying as required.
- Managing all radio, data and telephone needs of the ECC
- Coordinating transportation needs and issues and the Disaster Route Priority Plan.
- Registering volunteers as Disaster Service Workers.
- Obtaining all materials, equipment and supplies to support disaster/emergency operations.
- Coordinating management of facilities used during disaster response and recovery.
- Ensuring section objectives and priorities as stated in the ECC Action Plan are accomplished in a timely manner.
- Keeping the ECC Director/Manager informed of all significant issues relating to the Logistics Section.
- Supervising the Logistics Section.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Logistics Section Chief by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.

- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Open and maintain a chronological personal log (**ICS Form 214**) accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

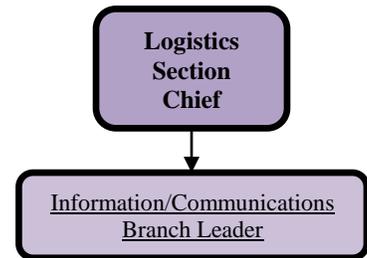
- ❑ Obtain briefings from the ECC Director/Manager and Operations Section Chief to determine Logistics Section priorities.
- ❑ Assign work locations and preliminary work tasks to Logistics Section personnel.
- ❑ Assemble and brief logistics Section Unit Leaders.
- ❑ Identify service and support requirements for planned and expected operations for both the ECC and field responders.
- ❑ Ensure Logistics Section staff establish and maintain appropriate records related to supplies expended, equipment utilized, contract services acquired, and non-expendable equipment assigned.
- ❑ Participate in ECC Action Plan meetings and the preparation of the ECC Action Plan.
- ❑ Review the ECC Action Plan and prepare for ECC Logistics needs for next operational period.
- ❑ Establish and implement the Logistics Section tasks in support of the ECC Action Plan objectives and priorities.
- ❑ Direct the Communications and Transportation Unit Leaders to publish incident communications and transportation plans respectively if required.
- ❑ Advise the ECC Director/Manager and other Section on current service and support capabilities and any potential problems.
- ❑ Estimate future service and support requirements.
- ❑ Participate in all demobilization planning.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- Deactivate the Logistics Section Chief position and close out logs when authorized by the ECC Director/Manager.
- Leave forwarding phone number where you can be reached.

INFORMATION/COMMUNICATIONS BRANCH LEADER- Position Checklist

Primary: As Assigned
Alternate: As Assigned
Supervisor: Logistics Section Chief



ICS Forms needed for this position: ICS 214, 205, 210

Overview:

- Ensuring radio, telephone, and data resources and service are provided to ECC staff as required.
- Overseeing the installation of communications resources within the ECC. Ensure that a communications link is established with the EOC.
- Determining specific computer requirements for all ECC positions.
- Implementing RIMS if available, for internal information management to include message and e-mail systems.
- Ensuring that the ECC Information/Communications Center is established to include sufficient frequencies to facilitate operations and that adequate communications operators are available for 24-hour coverage.
- Develop and distribute an Information/Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
- Supervise the Information/Communications Unit. Incident communications are facilitated through the development and use of a common Communications Plan and interoperable communications processes and architectures. This integrated approach links the operational and support units of the various agencies involved and are necessary to maintain communications connectivity and discipline and enable common situational awareness and integration. Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications. Incident Communications will follow the standards called for under the ICS. The ECC Director/Manager and Incident Communications manage communications at the ECC or an incident, using a common communications plan and an incident-based communications center established solely for use by the command, tactical, and support resources assigned to the incident. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS/ICS, for communications.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Information/Communications Unit Leader by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Obtain a briefing from the Logistics Section Chief relative to information/communications requirements.
- Provide input to the Logistics Section Chief on your unit's procedures for meeting the objectives and priorities of the ECC Action Plan that relate to information/communications.
- Set up, test, and maintain the ECC telephone system, radios, and/or cell phones to meet the needs of the emergency response.
- Develop and distribute to Section Chiefs and field responders an information/communications plan which identifies ECC phone numbers, radio frequencies and cell phone numbers.

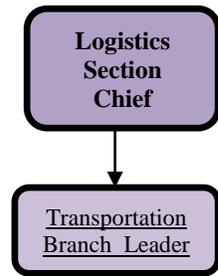
- Establish and maintain a chain-of-custody record system for all information/communications related non-expendable equipment (e.g., cell phones, radios, etc.).
- Establish and maintain a maintenance program to ensure that communications equipment is maintained in peak operational readiness.
- Establish and maintain a battery charging and maintenance system to ensure that radio equipment is not compromised due to lack of power.
- Provide technical information as required on:
 - Adequacy of information/communications systems currently in operation.
 - Geographic limitation on communications systems.
 - Equipment capabilities.
 - Amount and types of equipment available.
 - Anticipated problems in the use of communications equipment.
- Develop and distribute a communications plan identifying all systems in use and listing specific phone numbers and frequencies assigned.
- Recover and store equipment from relieved/released units and field responders upon demobilization.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Logistics Section Chief.
- Deactivate the Information/Communications Unit Leader position and close out logs when authorized by the Logistics Section Chief.
- Leave forwarding phone number where you can be reached.

TRANSPORTATION BRANCH LEADER- Position Checklist

Primary: As Assigned
Alternate: As Assigned
Supervisor: Logistics Section Chief



ICS Forms needed for this position: ICS 214, 218

Overview:

- In coordination with the Public Works Unit Leader in the Operations Section and the Situation Status Unit in the Planning Section develop a Transportation Plan to support ECC operations.
- Arranging for the acquisition or use of required transportation resources.
- Supervising the Transportation Unit.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Transportation Unit Leader by putting on your ECC vest; check in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information

- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

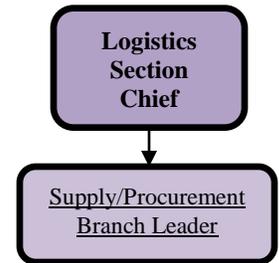
- Obtain a briefing from the Logistics Section Chief relative to transportation requirements.
- Provide input to the Logistics Section Chief regarding procedures your unit will use to meet the objectives and priorities related to transportation requirements in the ECC Action Plan.
- Advise the Logistics Section Chief on transportation capabilities and limitations.
- Establish appropriate transportation support (equipment and drivers) with ECC and field responders.
- Coordinate transportation requirements and scheduling with the local school district and or Mountain Rides.
- Coordinate transportation scheduling information with ECC Section Chiefs.
- Develop and distribute a Transportation Plan which identifies transportation assets and schedules.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- Deactivate the Transportation Unit Leader position and close out logs when authorized by the Logistics Section Chief.
- Leave forwarding phone number where you can be reached.

SUPPLY/PROCUREMENT BRANCH LEADER- Position Checklist

Primary: As Assigned
Alternate: As Assigned
Supervisor: Logistics Section Chief



ICS Forms needed for this position: ICS 214

Overview:

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the ECC, field operations and other necessary facilities.
- Determine the appropriate supply houses, vendors, or contractors that can supply the item, product or commodity if City stocks do not exist.
- Purchase items within limits of delegated authority from the Finance Section. Coordinate with the Finance Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Coordinating delivery of supplies and material as required.
- Maintain records to ensure a complete accounting of supplies procured and monies expended.
- Support activities for restoration of disrupted services and utilities.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Supply/Procurement Unit Leader by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.

- ❑ Open and maintain a chronological personal log (**ICS Form 214**) accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information

- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- ❑ Meet and coordinate activities with the Logistics and/or Finance Section Chief(s) to determine purchasing authority.
- ❑ Review, verify, and process requests for resources from other ECC Sections
- ❑ Maintain information regarding
 - ❑ Resources readily available
 - ❑ Logistics requests
 - ❑ Status of shipments
 - ❑ Priority resource requirements
 - ❑ Shortfalls
- ❑ Coordinate with other ECC Sections regarding use of the Logistics Request Form.
- ❑ Determine if resources are available from the Blaine County Disaster Services, mutual aid sources, or other sources; arrange for delivery if available.
- ❑ Coordinate with the Cost Analysis Unit Leader (Finance Section) to issue purchase orders for supplies or services and to establish appropriate payment procedures.
- ❑ Arrange for delivery of procured resources and confirm requestors' receipt of resources.
- ❑ Identify to the Logistics Section Chief any significant resource request(s) which cannot be met through local action (or exceeded purchasing authority); if possible, suggest alternative methods to solve the problem.
- ❑ Establish contact with the Care and Shelter Unit Leader and/or American Red Cross representatives(s) and discuss status of food and potable water resources with regard to mass care shelters and mass feeding locations; coordinate actions as required.

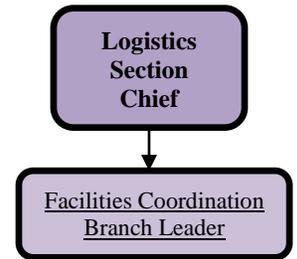
- ❑ Coordinate with the Care and Shelter Unit Leader to establish a plan for feeding operations for the ECC staff and field responders.
- ❑ Review Major Incident Information Reports and Situation Status Reports as they are received; determine/anticipate support requirements; verify information where questions exist.
- ❑ Establish and maintain a documentation and record-tracking system of disaster-related requests for expenditures of equipment, supplies, etc; establish and maintain a chain-of-custody record system for all non-expendable equipment.
- ❑ Coordinate with the Transportation Unit Leader for distribution of water, food, other consumables and essential supplies to all disaster operation facilities including mass care shelters or other locations.

Deactivation

- ❑ Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report.
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- ❑ Deactivate the Supply/Procurement Unit Leader position and close out logs when authorized by the Logistics Section Chief.
- ❑ Leave forwarding phone number where you can be reached.

FACILITIES COORDINATION UNIT LEADER- Position Checklist

Primary: As Assigned
Alternate: As Assigned
Supervisor: Logistics Section Chief



ICS Forms needed for this position: ICS 214

Overview:

- Coordinate and oversee the management of and support of the ECC and other essential facilities and sites used during disaster operations.
- Coordinate with other ECC units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with the Finance Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Facilities Coordination Unit Leader by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**) accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied

- Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Obtain briefing from the Logistics Section Chief.
- Provide input to the Logistics Section Chief on how the Facilities Coordination Unit will meet objectives and priorities of the ECC Action Plan.
- Keep the Logistics Section Chief advised of the Facilities Coordination Unit status and activity and on any problem areas that require solutions.
- Provide facilities for sheltering essential workers, employees' families, and volunteers.
- Maintain information in the unit regarding:
 - Facilities opened and operating
 - Facility managers/phone number
 - Supplies and equipment at the various locations
 - Specific operations and capabilities of each location
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permits, agreements, or restrictions.
- In coordination with the Operations Section, coordinate requirement for facilities for disaster response and recovery operations (e.g., incident areas, shelters, Disaster Assistance Centers (DACs), etc.).
- Identify and coordinate facility communications requirements to the Information/Communications Unit Leader.
- Identify facility related equipment, material, and supply needs to the Supply/Procurement Unit Leader.
- Provide facility personnel needs to the Personnel Unit Leader.
- Submit transportation requirements to the Transportation Unit Leader; coordinate evacuation schedules and identify locations involved.
- Identify and coordinate facility security requirements to the Law Enforcement Unit in the Operations Section.
- Monitor the actions at each facility and provide additional support requested in accordance with established objectives and priorities.
- Account for personnel, equipment, supplies, and materials provided to each facility.
- Coordinate the receipt of incoming resources for facilities.
- Ensure that operational capabilities are maintained at facilities.

- Ensure that sanitation, health and custodial needs at mass care and other facilities (e.g., toilets, showers, etc.) are met.
- Coordinate with the Supply and Transportation Unit Leaders for the procurement and distribution of utilities, fuel, water, food, other consumables, and essential supplies to all disaster operation facilities.
- Ensure that access and other related assistance for residential care and special-needs persons are provided in facilities.
- Coordinate with Care and Shelter Unit to provide or coordinate facilities for animal boarding if required.
- Coordinate water resources for consumption, sanitation, and firefighting at all facilities.
- Maintain back-up power in the ECC and other essential facilities.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- Deactivate the Facilities Coordination Unit Leader position and close out logs when authorized by the Logistics Section Chief.
- Leave forwarding phone number where you can be reached.

FINANCE SECTION STAFF

The Finance Section is established when the agencies involved in incident management activities require(s) finance and other administrative support services. The Finance Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. The Finance Section responsibilities include the coordination of payment for emergency supplies and services, maintenance of disaster expenditure financial records, personnel and tracking of response staff time sheets. The Finance Section also assists the Supply/Procurement Unit Leader in (Logistics Section) in negotiating and administering vendor, supply, and service contracts or formal agreements.

The Administrative Services Director will fill this position as the Finance Section Chief during an emergency/disaster. Various units may be established as the need arises:

- Personnel Unit
- Time Recording Unit
- Compensation/Claims Unit
- Cost Analysis Unit

Finance Section Chief

The Finance Section Chief oversees all financial management and cost analysis aspects of the incident and supervises members of the Finance Section. Financial procedures and expenditures are closely coordinated with the ECC Director/Manager and the Logistics Section Chief.

Personnel Unit Leader

The Personnel Unit Leader is responsible for coordinating and providing additional workers for the ECC and field operations and for managing responder issues, records, and requests. The Personnel Unit Leader is not responsible for requesting or supporting tactical mutual aid personnel (e.g., law enforcement and fire mutual aid requests). Tactical personnel and equipment resources procurement is pre-established through law enforcement and fire mutual aid procedures.

Time Unit Leader

The Time Unit Leader tracks the hours worked by the personnel in the ECC, field responders, contract labor and volunteers. The Time Unit Leader ensures that daily personnel time recording documents are prepared and maintained in compliance with City time management policy.

Compensation/Claims Unit Leader

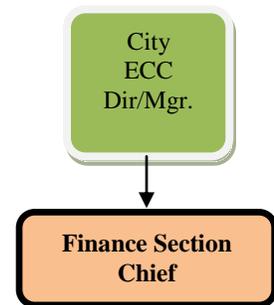
The Compensation/Claims Unit Leader is responsible for managing the investigation and compensation for physical injuries and property damage claims involving the City of Hailey arising from an emergency or disaster. This includes completing all forms required by state worker's compensation programs and local agencies, and maintaining a file of injuries and illnesses associated with the incident. Additionally, the unit will provide investigative support of claims and issue checks upon settlement of claims.

Cost Analysis Unit Leader

The Cost Analysis Unit Leader is responsible for administering payment, gathering all financial documentation pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. Accurate and timely documentation is essential for financial recovery.

FINANCE SECTION CHIEF- Position Checklist

Primary: Administrative Services Director
Alternate: As Assigned
Supervisor: ECC Director



ICS Forms needed for this position: ICS 214, 221

Overview:

- Confirming that all financial records are maintained throughout the event or disaster.
- Ensuring that on-duty time is recorded for all emergency response personnel.
- Determining expenditure limits for the response in close coordination with the ECC Director/Manager.
- Advising the Logistics Section Chief and the Supply/Procurement Unit Leader regarding expense limitations
- Establishing and maintaining a disaster accounting system to support ECC and field operations.
- Ensuring that all financial recovery documentation is accurately maintained on appropriate forms for later submission to the Federal Emergency Management Agency (FEMA) and/or the Governor’s Office of Emergency Services.
- Establishing the appropriate level of ECC staffing; monitoring the effectiveness of the organization and modifying as required.
- Supervise the Finance Section staff.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Finance Section Chief by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.

- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Open and maintain a chronological personal log (**ICS Form 241**) accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- ❑ Activate and supervise the City of Hailey Finance Section emergency response operations including:
 - Personnel Unit Leader
 - Time Unit Leader
 - Purchasing Unit Leader
 - Compensation/Claims Unit Leader
 - Cost Unit Leader
- ❑ Identify and order supplies and support needs for the Finance Section through the Supply/Procurement Unit Leader in the Logistics Section.
- ❑ Establish and implement the Finance Section objectives and priorities in support of the ECC Action Plan.
- ❑ Provide input in all Action Planning meetings on financial, cost analysis and personnel matters.
- ❑ Ensure that payments to suppliers and vendors are paid on time.
- ❑ Keep the ECC Director/Manager aware on an on-going basis of the current fiscal situation and other related matters.
- ❑ Ensure that the Time Recording Unit tracks and records all response staff time.
- ❑ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- ❑ Work with the Logistics Section Chief to ensure that the Supply/Procurement Unit coordinates purchase orders and contracts with the Cost Analysis Unit Leader
- ❑ Meet with the Logistics Section Chief to determine current and future needs.

Deactivation

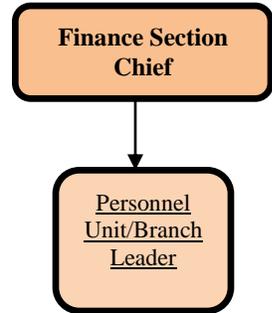
- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- Deactivate the Finance Section Chief position and close out logs when authorized by the ECC Director/Manager.
- Leave forwarding phone number where you can be reached.

PERSONNEL UNIT LEADER- Position Checklist

Primary: As Assigned

Alternate: As Assigned

Supervisor: Finance Section Chief



ICS Forms needed for this position: ICS 214, 221

Overview:

- Coordinating all personnel support requests from the ECC, including any category of personnel support requested from the ECC functional elements or from the field
- Identifying sources and maintains an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Assign personnel within the ECC as needs are identified
- Ensure that all Disaster Service Workers and volunteers are registered, sworn in (with documentation) to ensure coverage under the Idaho Workers Compensation Program.
- Establish and maintain duty rosters of all responders for each operational period.
- Serve as demobilization leader

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Personnel Unit Leader by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (ICS Form 241) accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information

- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period

Mobilizing Personnel Resources

Incident personnel begin mobilizing when notified through established channels. At the time of notification, they are given the date, time, and place of departure; mode of transportation to the incident; estimated date and time of arrival; reporting location (address, contact name, and phone number); anticipated incident assignment; anticipated duration of deployment resource order number; incident number; and applicable cost and funding codes. The resource tracking and mobilization processes are directly linked. When resources arrive on scene, they must formally check in. This starts the on-scene, check in processing and validates the order requirements. Notification that the resource has arrived is sent back through the system. For resource managers, the mobilization process may include equipping, training, and/or inoculating personnel; designating assembly points that have facilities suitable for logistical support; and obtaining transportation to deliver resources to the incident most quickly, in line with priorities and budgets. ECCs and Incident Management Teams (IMTs) take direction from standard interagency mobilization guidelines at the national, regional, State, local, and tribal levels. Managers should plan and prepare for the demobilization process well in advance; often at the same time they begin the resource mobilization process. Early planning for demobilization facilitates accountability and makes transportation of resources as efficient, costs as low and delivery as fast as possible. Adequate rest and recuperation time and facilities for personnel should be provided. Mobilization guides should be developed at each jurisdictional level and within functional agencies providing appropriate rest and recuperation time guidelines. Important occupational health and mental health issues must also be addressed, including monitoring how such events affect emergency responders over time.

General Operational Duties

- Post and maintain the ECC Organization Chart with names of all current ECC response staff.
- Receive and process all incoming requests for personnel support; identify number of personnel, special qualifications or training, location where needed, and person to report to upon arrival; secure an estimated time of arrival for relay back to the requesting agency.
- Develop a system for tracking ECC and field responders and volunteers; establish and maintain sign in/out logs to facilitate accurate records of personnel used in the response effort.

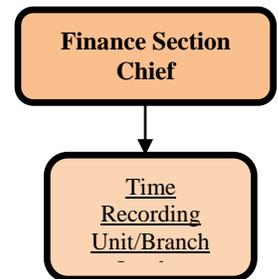
- Maintain information regarding:
 - Personnel/volunteers processed
 - Personnel/volunteers allocated and assigned by agency/location
 - Personnel/volunteers on standby
 - Special personnel requests by category not filled.
 - Issue ID cards to Disaster Service Workers.
- Develop a plan for communicating with those agencies with personnel resources capable of meeting special needs.
- Obtain health/medical personnel (e.g., nurses' aides, paramedics, Red Cross personnel, and other trained volunteers) in coordination with the Care/Shelter - Medical & Health Unit (Operations Section) to meet first aid and medical needs.
- Request technical expert resources not available in the City (e.g., hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through mutual aid channels or Blaine County Disaster Services.
- Coordinate staffing and work schedules with the Time Recording Unit Leader.
- Keep PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.
- Obtain Critical Incident Stress Debriefing Services for emergency workers.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Finance Section Chief.
- Deactivate the Personnel Unit Leader position and close out logs when authorized by the Finance Section Chief.
- Leave forwarding phone number where you can be reached.

TIME RECORDING UNIT LEADER- Position Checklist

Primary: As Assigned
Alternate: As Assigned
Supervisor: Finance Section Chief



ICS Forms needed for this position: ICS 214

Overview:

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents, travel expense claims and other related forms are in compliance with City and FEMA policies.
- Track, record and report equipment use and time.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Time Recording Unit Leader by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**), accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information

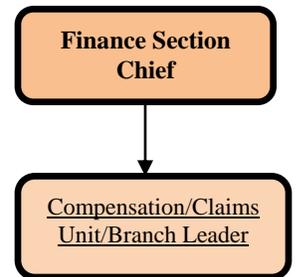
- ❑ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.
- ❑ Determine specific requirements for the time recording function.
- ❑ Coordinate time tracking with the Personnel Unit.
- ❑ Initiate, gather, and/or update time reports from all personnel (including volunteers) assigned to each shift; ensure that time records are accurate and prepared in compliance with City personnel policies.
- ❑ Obtain personnel rosters from the Personnel Unit Leader; rosters must include all ECC personnel, field responders and volunteers.
- ❑ Provide instructions for all departments to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submission.
- ❑ Keeps the Finance Section Chief informed of significant issues affecting the Time Unit.

Deactivation

- ❑ Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report.
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Finance Section Chief.
- ❑ Deactivate the Time Recording Unit Leader position and close out logs when authorized by the Finance Section Chief.
- ❑ Leave forwarding phone number where you can be reached.

COMPENSATION/CLAIMS UNIT LEADER- Position Checklist

Primary: As Assigned
Alternate: As Assigned
Supervisor: Finance Section Chief



ICS Forms needed for this position: ICS 214

Overview:

- Coordinate cost recovery with disaster assistance agencies and insurance companies.
- Accept as agent for the City of Hailey claims resulting from an emergency/disaster.
- Collects information for all forms required for claim's filings.
- Maintain a file of injuries and illness associated with the personnel activity at the ECC and maintains a file of written statements on injuries.
- Manage and direct all Worker Compensation and claims specialists assigned to the emergency/disaster.
- Provide investigative support in area of claims for bodily injury and property damage compensation presented to the City.

Start-Up Checklist:

Action Taken: Date _____ Time _____

- Identify yourself as the Compensation/Claims Unit Leader by putting on your ECC vest; check-in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**), accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification

- Names and phone numbers of key contacts
- Requests filled or denied
- Other important information
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.

General Operational Duties

- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to the Idaho Worker's Compensation office within the required time frame consistent with established policy and procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keeps the Finance Section Chief informed of significant issues affecting the Claims Unit.

Deactivation

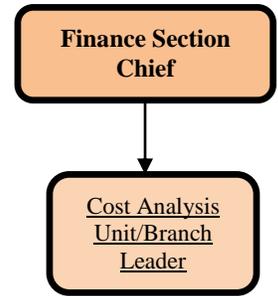
- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Finance Section Chief.
- Deactivate the Compensation/Claims Unit Leader position and close out logs when authorized by the Finance Section Chief.
- Leave forwarding phone number where you can be reached.

COST ANALYSIS UNIT LEADER- Position Checklist

Primary: As Assigned

Alternate: As Assigned

Supervisor: Finance Section Chief



ICS Forms needed for this position: ICS 214

Overview:

- Provide all cost analysis activity associated with ECC operation.
- Obtain and record all cost data for the emergency/disaster.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of ECC costs.
- Maintain accurate record of ECC costs.
- Ensuring timely completion of contracts not addressed by existing approved vendor lists.

Start-Up Checklist:

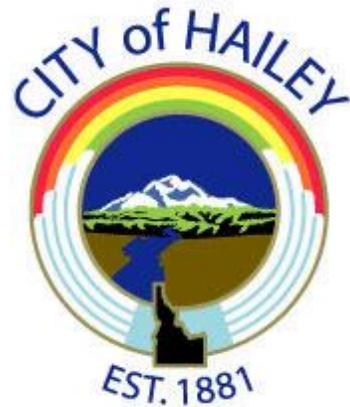
Action Taken: Date _____ Time _____

- Identify yourself as the Cost Analysis Unit Leader by putting on your ECC vest; check in at the Personnel Unit (Finance Section) and print your name on the ECC Organization Chart.
- Obtain briefing on the situation from the ECC Director.
- Review position responsibilities.
- Clarify issues regarding assignment and authority.
- Coordinate staffing to support 24-hour operations (if required).
- Keep informed on the situation, response objectives and priorities.
- Anticipate potential situation changes; develop options for response and staffing.
- Open and maintain a chronological personal log (**ICS Form 214**), accurately document (for reimbursement by the Idaho Bureau of Homeland Security) the following data:
 - Time on duty and assignments
 - Decisions, actions taken, and justification
 - Names and phone numbers of key contacts
 - Requests filled or denied
 - Other important information

- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Recording and Cost Analysis Unit of the Finance Section at the end of each operational period.
- Obtain a briefing from the Finance Section Chief to clearly establish spending limit authorities and procedures.
- Establish and disseminate information relating to contracting for services in coordination with the Finance Section Chief.
- Coordinate payment procedures with the Finance Section Chief and the Supply/Procurement Unit Leader (Logistics Section).
- Develop and maintain a disaster accounting system to keep accurate records of all financial expenditures.
- Prepare incident cost summaries for each operational period (or as directed) and provide to the Finance Section Chief.
- Provide input to the Finance Section Chief on the procedures your unit will use to meet the objectives and priorities of the ECC Action Plan.
- Make recommendations for cost savings to Finance Section Chief.
- Ensure that all cost documents are accurately prepared and maintained.
- Complete all records prior to demobilization.
- Ensure that all financial documents and records are turned over to the Documentation Unit Leader upon demobilization.

Deactivation

- Ensure that required forms and reports are completed and turned into the Documentation Unit Leader (Planning Section) prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Determine if follow-up to your assignment might be required before you leave. Communicate the information to the ECC Director/Manager.
- Deactivate the Cost Analysis Unit Leader position and close out logs when authorized by the Finance Section Chief.
- Leave forwarding phone number where you can be reached.



CITY OF HAILEY

EMERGENCY OPERATIONS PLAN

Appendix B - Hazard Specific Checklists

Prepared By:
City of Hailey
115 South Main Street
Hailey, ID 83333

All Hazards Checklists

WINTER STORMS/BLIZZARD CHECKLIST

TORNADO CHECKLIST

CHECKLIST FOR WATER DISASTER

DROUGHT DISASTER CHECKLIST

AVALANCHE/LANDSLIDE CHECKLIST

EARTHQUAKE CHECKLIST

TRANSPORTATION DISASTER CHECKLIST

HAZARDOUS MATERIALS DISASTER CHECKLIST

CONFLAGRATION CHECKLIST

TERRORISM, CIVIL UNREST, BOMB THREAT

NOTE:

The following checklists are for guidance in the mitigation, preparation response and recovery of specific emergencies. It is meant to be a reference for emergency planners and responders with tips that may or may not apply to a particular incident. This checklist is not intended to be all-encompassing, nor a standard operating procedure for each type of hazard, only a handy method of guidance. Apply what is useful and disregard any items that don't apply to that particular situation.

Winter Storms / Blizzard Checklist

Pre-Storm Season Preparations

- 1. Provide local media with winter storm safety, fire safety rules, winter automobile travel considerations, clearing hydrants, accidental Carbon Monoxide Poisoning from emergency generators, or alternative heating sources, etc.
- 2. Ensure emergency and snow removal equipment is serviced and prepared for use
- 3. Review standard operating procedures for recall, placing chains on vehicle tires, tactics, etc. Update as required.
- 4. Review the Snow Removal Policy Manual and update as required.
- 5. Provide elected officials and department heads with the updated Snow Removal Policy.
- 6. Ensure that telephone numbers for the snow crew, snow removal contractor, department heads and elected officials is accurate
- 7. Offer flu shots and other vaccinations to all employees prior to the start of the season in order to reduce sick time.
- 8. Many winter storms are accompanied by prolonged power outages. Prepare for this event by promoting that all citizens have a emergency survival kit in which they can be self-sustaining for a minimum of three day, but preferably for three weeks.

Storm Warning Period

- 1. Monitor the National Weather service internet sites for upcoming weather events.
- 2. Inform elected officials and department heads of upcoming significant weather events, especially heavy snow warnings and prolonged extreme cold.
- 3. Check the condition of protective clothing for employees, to include ear protection, gloves, socks, sweatshirts, face protection (ski masks). Maintain extra stock of equipment.
- 4. Warn personnel about signs and treatment of frostbite and exposure.
- 5. Encourage plenty of rest during off duty time.
- 6. Have personnel prepare their personal affairs, e.g., make sure family has an alternative heating source, Cooking fuel, extra food is stocked, automobiles are fueled up and winterized, back-up generators are available, with proper sized extension cords.
- 7. Place sand, snow shovels, tow straps, jumper cables, extra deicing fluid (also in spray cans) on apparatus.
- 8. Provide notice to snow removal crew and snow removal contractor of anticipated situation.
- 9. Insure that all fire pumps are drained and winterized
- 10. Scheduled training should include winter pumping, priming and cold weather first aid.

- 11. Arrange for extra food at fire and police and public works stations.

Storm Period

- 1. Obtain information on highway and street closings and immediately pass information to emergency personnel.
- 2. Rotate personnel from emergency scenes to lessen fatigue. Provide Rehab. Stations at all but minor incidents
- 3. Change work schedules to fit needs.
- 4. Stay abreast of weather forecasts. Monitor NOAA broadcasts.
- 5. Consider separate response routes when responding to emergency calls.
- 6. Utilize four-wheel drive vehicles or snowmobiles as necessary.
- 7. Follow the Snow Removal Policy on plowing activities. Prioritize the plowing of critical infrastructure areas such as fire stations and primary/collector roads.
- 8. Arrange for snow plow response to all scenes - furnish them with a portable radio with fire and police frequencies.
- 9. Have off-duty personnel bring extra food, clothing for prolonged stay.
- 10. Staff stations with extra personnel.
- 11. Issue public assistance requests for clearing fire hydrants.
- 12. Consider placing sleds/toboggans on apparatus for use with stokes liter.
- 13. Consider temporary police approval for use of snowmobiles on streets and sidewalks.
- 14. Be alert for excess snow accumulation and possible collapse of roofs, buildings. Caution citizens of hazards associated with shoveling roofs.
- 15. Check for drifts blocking egress through exit doors of public buildings.
- 16. Check for blocked fire lanes, plowed-over hydrants, post indicator valves, standpipe connections.

Thawing Period

- 1. Clear snow from hydrants.
- 2. Push back street corner snow piles to provide visibility.
- 3. Inspect all snow removal equipment and repair as needed.
- 5. Review flood disaster plan, standard operating procedures.
- 6. Prepare for fire sprinkler system failures as pipes thaw and break.
- 7. Establishment of a heated shelter may be necessary.

Tornado Checklist

Mitigation Phase

While portions of Blaine County are subject occasional tornados, the probability of a tornado making it to Hailey City limits is remote. No mitigation procedures are identified at this time

Preparatory Phase

- 1. Review and revise disaster plan with the proper authorities.
- 2. Train fire department personnel on tornado disaster operations. Use standard operating procedures as a training guide.
Example: Clearing streets, search and rescue in collapsed buildings, gas leaks, wire arcing, mass casualties, major conflagrations, and water supply shortages.
- 3. Establish and maintain an inventory of resources and their locations.
Example: Regular and auxiliary manpower, public and private equipment (especially tires for apparatus damages due to broken glass.)

Response Phase

- 1. Tornado Watch
 - Notify all city personnel of tornado watch situation.
 - Consider re-distributing emergency apparatus throughout the area.
 - Prepare for water, food and electrical shortages.
 - Prepare for breakdown in communications.
Example: Antennas blown down, telephone communication disrupted, etc.
 - Ensure fuel requirements will be met.
 - Back-up all computer files and store in a safe area not located in the watch area
- 2. Tornado Alert
 - Notify emergency response personnel and city employees.
 - Have Dispatch notify the public, in the affected areas via the telephone notification system
 - Prepare to take shelter.
 - Consider establishing a tornado watch from strategic and safe observation points.
- 3. Tornado Strike Period
 - City personnel take shelter.
 - City units report any significant damage to equipment and personnel to the incident commander.
 - Fire department units respond to incidents requiring search, rescue and fire operations once

it is safe to do so.

- All off-duty personnel report to duty according to standard operating procedures.
- All units report damaged areas and extent of damage (windshield survey).
- Watch for looters and report incidents to police.
- Request mutual aid units if needed.
- Assist in shutting off utilities and clearing roads.
(Form tree clearing task force groups, clear priority roads first.)
- Supply food to city personnel as needed.
- Supply fuel to city units as needed.
- Continue operations until all hazardous situations are under control and all areas have been searched for potential victims.

Recovery Phase

- 1. Release mutual aid units.
- 2. Maintain complete records of apparatus, equipment and personnel used in emergency operations.
- 3. Release off-duty personnel.
- 4. Take inventory of apparatus and equipment. Repair or replace damaged items.
- 5. Report costs associated with the event and document damage assessment estimates.
- 6. AAR operations.

Water Disaster Checklist

Definitions:

Flood Watch - Conditions that could combine to make a flood possible.

Flood Alert - Conditions that have combined to make a flood possible.

Flood Warning - Flood is certain to occur.

Mitigation Phase

- 1. Identify potential water disaster areas.
 - Consult Floodplain map if available.

Preparedness Phase

- 1. Review and revise the plan for handling a water disaster with the proper authorities.
- 2. Beginning in April, monitor the National Weather Service Advanced Hydrologic Prediction Service and the SNOTEL sites to estimate the chance of flooding.
- 3. Consider an article regarding flood insurance to be published in “Our Town”.
- 4. Issue media releases outlining the latest flooding predictions and useful information for citizens to prepare for any likely event.
- 5. Post information boards at various locations throughout the city including the post office, City Hall, flood areas, County Courthouse and library.
- 6. Cooperate in planning with other communities to reaffirm mutual aid agreements.
- 7. Notify city personnel of potential water disaster areas.
- 8. Keep city personnel apprised of the latest predictions
- 9. Review standard operating procedures for water emergencies.
- 10. Train all department personnel in their water disaster operations as appropriate for their department. e.g., Fire Department should review policy for water rescue, explosions, gas leak, electrical shorts, sink holes, etc..
- 11. Establish and maintain an inventory of resources and their locations. Example: Regular and auxiliary personnel, public and private equipment (boats, helicopters?).
- 12. Prepare for water, food and electrical shortages.
- 13. Ensure that fuel supply requirements for equipment will be met.
- 14. Advise news media of city plans.
- 15. Brief Mayor and City Council on planned response and need for an emergency declaration.
- 16. Recall off-duty personnel according to standard operating procedures.

- 17. Assign and inspect boats to be used.
- 18. Consider evaluation of all low areas of the community which have potential for water disaster.
- 19. Advise evacuees to shut off utilities at the incoming source before they leave. And to post any contact information on the front door.
- 20. Assist with evacuation of non-ambulatory patients.
- 21. Secure critical infrastructure in potential water disaster areas and evacuate if deemed necessary.
- 22. Police and Fire Chiefs, Public Works Director and City Administrator are to meet to determine rules for access to flood area and maintaining traffic control. Set a schedule for personnel presence in affected areas.
- 23. Obtain sand bags if deemed necessary.
- 24. Pre-stage sand piles in areas adjacent to predicted flooding for use by citizens, if deemed prudent.
- 25. Move all fire fighting equipment to strategic points with access to all parts of the area threatened or that may be isolated due to water. (Consider small bridges unreliable for access in most cases.)
- 26. Maintain an adequate supply of PFDs and other appropriate rescuer equipment.

Flood Response Phase

- 1. Notify all city personnel of situation.
- 2. Notify area residents of flood predictions. Assist with evacuations as necessary. Offer a meeting at City Hall to outline planned activities.
- 3. Issue media release outlining the planned city activities in response to flood conditions.
- 4. Consider declaration of a local emergency.
- 5. Brief the Mayor and City Administrator on a daily basis.
- 6. Require all units to report hazardous situations. Maintain radio contact.
- 7. Call for mutual aid if necessary.
- 8. Protect city infrastructure: sandbag Riverside Lift stations, plug drains in Heagle park restrooms, sewer trunk line, and remove any vulnerable equipment.
- 9. Do not allow any vehicles, (City vehicles included) to drive through flowing water over road due to the inability to see washed out areas of the road, as well as the degradation that occurs when vehicles drive on saturated road beds.
- 10. Set exclusion zone with city personnel and maintain traffic control.
- 11. Continue city operations where possible.
- 12. Police and Fire Chiefs, Public Works Director and City Administrator are to meet daily to

coordinate response. Keep city crews apprised of the latest information.

- 13. Prepare daily updates for posting on the information boards.
- 14. Update city website daily with latest updates.
- 15. Prepare daily updates of city activities to the B.C. Emergency Coordinator, and Media .
- 16. Utilize boats and helicopters when other rescue procedures cannot be used.
- 17. Confine and extinguish all fires where possible.
- 18. Monitor water supply resources (hydrant pressures) and potential contamination.
- 19. If flood water is to be used for fire protection, it must be monitored constantly for contamination from flammable or combustible liquids.
- 20. Establish food service for city personnel.
- 21. Establish shelter for relocated citizens and visitors.
- 22. Track ongoing costs to the city.

Flood Recovery Phase

- 1. Issue a media release ending the flood period. Use a cautionary note that conditions are still subject to change based upon the weather.
- 2. Notify city personnel of cresting point.
- 3. Inspect all city infrastructure and repair as needed. Track costs.
- 4. Contain and extinguish all fires as required.
- 5. Conduct primary and secondary search for victims.
- 6. Administer inoculations as necessary for waterborne disease
- 7. Reopen closed facilities.
- 8. Assist returning evacuees.
- 9. Release mutual aid units.
- 10. Release volunteer and off-duty personnel.
- 11. Accurately track all apparatus, equipment and personnel costs, for possible cost recovery.
- 12. Report loss of equipment. Supervisor should keep a running list on the daily log **ICS 214**.
- 13. Meeting with all affected departments for AAR operation.
- 14. Offer a meeting with area residents for feedback on City activities.
- 15. Provide Mayor and City Council with a final report on actions taken, successes and problems encountered.

Drought Disaster Checklist

Pre-Drought Mitigation Phase

No procedures identified

Drought Preparation Phase

- 1. Develop local ordinances for authority to ban open burning, off-road vehicle travel, camp fires, water conservation, etc.
- 2. Have the authority and a system to implement immediate emergency ordinances for fire prevention.
- 3. Work out mutual aid agreement with water transport companies and vehicles. Contract with other water districts or private well sites to provide water if necessary.
- 4. Work out agreements with water department to maintain minimum fire flow requirements during peak usage levels.
- 5. Prepare press releases, film clips, public information releases for news media on water conservation and fire safety.
- 6. Inspect fire breaks for clearance.
- 7. Inspect access roads.
- 8. Inspect portable drafting tanks.
- 9. Install dry hydrants at various locations along the Big Wood River.

Drought Response Phase

- 1. Consider declaring a drought emergency for County & State disaster assistance.
- 2. Implement emergency ordinances banning open burning, off-road vehicle travel.
- 3. Implement fire patrols in high-risk areas.
- 4. Use strategic observation points for early discovery of wildfire.
- 5. Implement public fire safety announcements.
- 6. Ban water use for unnecessary functions, e.g., watering lawns, washing automobiles, hydrants for recreation.
- 7. Increase fire apparatus response to high-risk areas. Respond with water tankers when necessary.
-

Drought Recovery Phase

- 1. Continue water conservation efforts indefinitely.

Avalanche / Landslide Checklist

Mitigation Phase

- 1. Identify any areas that are prone to avalanches or landslides located within or that could encroach into city limits
- 2. Establish ordinances that prohibit any structures to be located in red zone areas and structures to be engineered to withstand impact forces when located in blue or yellow hazard zones.
- 3. Post avalanche/landslide warning signs at the perimeters of the yellow zone to warn the public of the hazard.

Preparation Phase

- 1. Obtain proper safety training for all city employees that may respond to an avalanche or landslide (i.e. police, fire, public works).
- 2. Obtain and maintain appropriate safety gear for conducting searches in avalanche and landslide areas (i.e. avalanche beacons, shoring equipment, probe poles, shovels, etc.).
- 3. Monitor avalanche/landslide danger (via the National Avalanche Center) and warn or evacuate persons in imminent danger areas.

Response Phase

- 1. Establish an Incident Command Post (ICP) at a safe location and distance from the hazard area.
- 2. Post experienced lookouts at appropriate locations to monitor any ground or snow movement and warn rescuers of impending danger
- 3. Stage all vehicles and apparatus out of the hazard zone. Expect additional slides or flow as the sides of the chute collapse.
- 4. Once the area seems to have stabilized, limit the number of rescuers in the hazard area to the minimum needed to conduct search and rescue operations.
- 5. Secure the area from unauthorized entry.
- 6. Alert the Public Works Department if heavy equipment is needed to gain access or remove debris
- 7. All personnel in the “hot zone” should be wearing automatic location devices (avalanche beacons). All local fire departments should have a limited number of beacons for their use.
- 8. Consider mutual aid for additional trained rescuers.
- 9. Disconnect all utilities if possible.

Recovery Phase

- 1. The Public Works Department will typically be in charge of any avalanche/landslide event after the immediate life safety issues have been resolved.
- 2. Coordinate the replacement of damaged utilities and infrastructure of the area with all pertinent entities.
- 3. Inventory all equipment, document any damage or injury.
- 4. Document all phases of the incident for legal purposes and possible reimbursement.
- 5. Review existing codes or ordinances for possible modification to prevent any reoccurrence of the event

Earthquake Checklist

Pre-Earthquake Period

- 1. Conduct an analysis and develop response plans to:
 - identify groups of people most likely to need special assistance in the event of an earthquake.
 - high hazard areas such as hazardous materials storage facilities, gas pipelines.
- 2. Examine response patterns and emergency access roads to potential fire and rescue areas, evaluate the possibility of blocked streets and develop alternative routes.
- 3. Implement long-range planning for fire station design. Improve designs to prevent collapse of stations on fire apparatus.
- 4. Equip city facilities with emergency power generators.
 - Test generators monthly.

Earthquake Period

- 1. Order all essential apparatus out of the stations or garages.
- 2. Implement priority response in the following order:
 - Fires with trapped victims
 - Trapped victims
 - Fires with probability of spread, creating a severe life hazard.
 - Large fires, little spread potential
 - Medical aids, other than minor
 - Major petroleum, gas leaks
 - Small fires, no spread potential
 - Medical aids, minor
 - General assistance
- 3. Shut off all damaged or leaking utilities posing an immediate hazard to life or property
- 4. Maintain strict security.
- 5. Conduct a "conditions survey" of city property.
 - Check integrity of buildings
 - Check gas, electricity, water, sanitation
 - Check emergency generator operation
 - Test apparatus radios and hillside repeaters to determine integrity of radio system
 - Test station and individual radios
 - Test cell phone service – department heads should use the Government Emergency Telecom Service (GETS) to allow their cell phones to be given priority status during emergencies or peak usage period 9
- 6. General areas needing consideration.
 - Public Works should clear and maintain all primary and collector roads to provide unimpeded

access to hazard areas

- Adequate personnel, equipment and support
 - Survey critical areas and damaged areas (Windshield Survey)
 - Safe apparatus staging areas
 - Car pools/buses for personnel assignments
 - Sleeping, food and housing for disaster response personnel and possibly for their families
 - Consider procurement of satellite phones (rent more than one)
 - Establish vehicle fueling areas and secure long-term fuel supply with United Oil
 - Relief for personnel (12 hour shifts)
 - Provide sanitation facilities (portable?)
 - Field hospitals and minor treatment centers
 - Have maintenance personnel available to repair emergency vehicles and equipment
 - Provide security for critical infrastructure and emergency coordination centers
 - Organize volunteers to assist with needed tasks
7. Assign fire, police, Building Department and Public Works personnel to conduct damage assessment (Windshield survey) of the following areas. (See attached Windshield Survey form)
- Hospitals
 - Wood River Medical Center - Hailey Campus
 - Schools - if occupied
 - Bellevue Elementary School
 - Woodside Elementary School
 - Hailey Elementary School
 - Wood River Middle School
 - Wood River High School
 - Theaters - if occupied
 - Large manufacturing plants
 - Economic, essential services, industries
 - Chemical plants
 - Petroleum facilities
 - Water system
 - Major shopping centers
 - Public assemblies – general
 - Major apartment complexes
 - Condition of roadways, etc.
 - General condition of the city streets, private homes and businesses
8. Maintain close liaison with city/county authorities and various city departments. The City of Hailey will probably be asked to provide personnel to help staff the County Emergency Operations Center (EOC).
9. Maintain watch for looters and report incidents to police.
10. Establish areas throughout the city as points for public information dissemination.
11. Refer to the personnel protective equipment guidelines for rescuers included in the additional reference section of this plan

Post-Earthquake Period

- 1. Maintain complete documentation of all personnel, equipment and supplies for possible cost recovery
- 2. Prioritize station and apparatus repairs.
- 2. Schedule personnel shifts to permit personal repairs and reconstruction of their homes.
- 3. Establish secondary damage assessment program using volunteer fire fighters to inspect damage not surveyed in primary survey.
- 4. Establish follow-up fire safety inspection to correct existing deficiencies.
- 5. Develop a plan for implementing fire codes, fire engineering in newly constructed or reconstructed buildings.
- 6. Develop inspection program for remodeling, renovation projects.
- 7. Conduct an AAR of overall operations.

Transportation Disaster Checklist

Pre-Disaster Mitigation Phase

- 1. Conduct hazard analysis by surveying:
 - Types of transportation in the jurisdiction
 - Examine transportation routes
 - Check transportation accident records to determine most frequent accident areas. Consult police department records, Federal Aviation Administration.
- 2. Establish areas most likely to have a transportation disaster.

Preparatory Phase

- 1. Examine resources available for responding to a potential transportation disaster. Consider:
 - Triage, emergency medical supplies for mass casualty.
 - Will there be enough to treat 10 to 50 passengers?
 - Establish maximum number of class 1, 2 and 3 patients that local medical facilities are able to accept.
 - Establish a procedure to have an emergency room doctor respond to scene if needed.
 - Morgue capabilities, body markers, tags, bags
 - Special extrication equipment
 - Communications for long-term field operation.
- 2. Develop special operations plans as necessary for individual disaster types. Stress command post operations, communications, triage and mutual aid.
- 3. Hold a functional disaster drill annually.

Response Phase

Implement disaster plan and conduct normal fire, police and rescue functions and adapt as the situation requires.

- 1. Establish clearly marked command post, staging areas, triage areas, etc.
- 2. Establish necessary communications links with support agencies.
- 3. Implement triage, emergency medical operations plan. Attempt to determine the number of victims and severity to alert local/regional hospitals.
- 4. Consider requesting assistance from state agencies, hazardous materials teams, American Red Cross, etc.
- 5. Respond the HFD multi-casualty response trailer if deemed appropriate
- 6. Establish well-controlled perimeter and restrict unauthorized entry. Is evacuation necessary?

- 7. Establish staging areas for mutual aid companies, helicopters, etc
- 8. Preserve evidence for National Transportation Safety Board (NTSB), Federal Aviation investigators, if determined necessary. Protect the scene for subsequent investigation.
- 9. Consider requesting the mayor and/or county to declare a local disaster to make state and federal resources available.
- 10. Assign a Public Information Officer and hold briefings for the media on a regular basis. Implement a plan for a onetime tour of the accident scene.
- 11. Consider restricting all non-emergency air traffic over the site
- 12. Maintain good field records, keep track of expenses, overtime, belongings of survivors, body part locations, etc.
- 13. Work with county coroner and other agencies (i.e. NTSB) to implement a body recovery plan for fatalities. Consider:
 - Additional body bags
 - Markers for body location, personal identification, investigation, morgue location
 - Temporary morgues, e.g., refrigerated vehicles, closed areas
 - Insect spray at the accident site during summer months
 - Protective garments, masks and gloves for all on-scene personnel
 - Limiting access to site to experienced personnel during body recovery operations to limit traumatic stress of rescuers

Recovery Phase

- 1. Evaluate supply levels and resupply as necessary.
- 2. Hold a post traumatic stress debriefing for emergency response personnel. Make psychological counseling available for all personnel who participated on the incident scene.
- 3. Conduct an After Action Review of operations and develop recommendations for improvement.
- 4. Arrange for safe removal of debris.

Hazardous Materials Incident Checklist

Pre-Disaster Mitigation Phase

- 1. Conduct hazard analysis. Survey:
 - Transportation modes
 - Air
 - Land
 - Water
 - Pipeline
 - Fixed facilities
 - Factories
 - Bulk storage
 - Shipping and transfer
- 2. Conduct a survey of hazardous materials:
 - Location
 - Type
 - Quantity
- 3. Implement an inspection program of facilities using, storing, or transporting Hazardous Materials to ensure compliance with Local, State and National regulations.
- 4. Review the designated hazardous materials transportation routes and revise as necessary.

Preparedness Phase

- 1. Evaluate resources available for dealing with specific locations and classes (flammable gases, corrosives, etc.) of hazardous materials.
- 2. Develop hazardous materials training program.
- 3. Develop standard operating procedures for hazardous materials incidents.
- 4. Determine deficiencies in individual department operating procedures.
- 5. Establish mutual aid agreements with industries for:
 - Special fire protection
 - Suppression agents
 - Special container patch kits
 - Technical experts
 - Spill control and clean-up equipment personnel.
- 6. Develop pre-emergency response plans for potential transportation incidents and fixed facilities. Consider:
 - Quantity of hazardous material involved
 - Health problems
 - Fire danger
 - Reactivity with suppression agents

- Potential dispersion areas
- Life and property and environmental exposures
- Control/shutoff valve locations
- Special equipment required

Response Phase

- 1. Establish an Incident Command Post at an appropriate location.
- 2. Secure the area surrounding the incident to prevent:
 - Any further entry into the area by non-response personnel.
 - Any non-essential emergency response personnel by establishing control zones (hot, warm, cold) to identify and limit entry to approved personnel only.
 - Any disturbance of the scene that could interfere with an investigation.
- 3. Determine the presence of hazardous materials. Identify the materials involved. Look for:
 - Use levels
 - Industrial sites (higher concentration potential)
 - Home use (weaker concentrations).
 - Containers
 - Sizes
 - Shapes
 - Configurations
 - Container marking systems
 - Special color codes
 - Placards/labels (D.O.T., NFPA 704, United Nations Number)
 - Stenciled tank identification numbers
 - Company signs, product names
 - Documents
 - Waybill
 - Consist
 - Invoices
 - Supply/Stock Inventory List
- 4. Estimate the potential harm to life, property and the environment. Consider:
 - Container size
 - Shape
 - Pressure
 - Quantity
 - Contents
- 5. Consider the need for evacuation:
 - Evacuate all walking wounded from the incident area to an identified safe area.
 - Assess the viability of treating non-ambulatory victims at the incident location or the need to evacuate them to an identified area off-site.
 - Consider shelter-in-place options when deemed appropriate.
 - When the hazard is growing in size, wind shifts are possible or new or greater hazards are identified.

- 6. Establish:
 - Decontamination areas.
 - Triage and treatment areas.
 - Designated entry teams into hot zone.
 - Designate one or more safety officers with gas/chemical monitoring capabilities.
- 7. Choose a response objective and consider options. Protect life exposure as necessary. Consider:
 - Intervention for immediate life-threatening rescue, if required and deemed appropriate.
 - Withdrawal from area for identification of material involved and further assessment.
 - Total withdrawal and evacuation of emergency response personnel to an estimated safe area.
- 8. Contact manufacturer, shipper, etc., as required by contacting the Chemical Transportation Emergency Center (CHEMTREC 800-424-9300).
- 9. Contact State Communications Center and brief them on any significant hazardous materials release
- 10. Reevaluate emergency with new information.
- 11. Monitor progress throughout the incident.
- 12. Maintain good communication with EMS branch to accurately track victims treated and locations transported to.
- 13. Consider activation of City EOC/County EOC if ongoing more than 12 hours or as necessary.
- 14. Identify contingencies.

Recovery Phase

- 1. Conduct medical evaluation of personnel as necessary.
- 2. Evaluate resources, inventory supplies, equipment damage.
- 3. AAR of emergency operations.
- 4. Review, revise, and update standard operating procedures, disaster plan mutual aid agreements as required.
- 5. Implement training program for correcting deficiencies.

Conflagration Checklist

Conflagration: A large uncontrollable fire, usually involving multiple city blocks or hundreds of acres of wildland.

Pre-Disaster Period

- 1. Conduct Hazard Analysis
 - Identify potential conflagration areas
 - Conduct conflagration analysis
 - Evaluate fire suppression capabilities
 - Evaluate water supplies, fire flow capabilities
- 2. Establish mutual aid agreements with:
 - Fire department personnel and apparatus
 - Water tankers such as tank trucks, cement mixers
 - Demolition teams
- 3. Review laws and ordinances for the authority to commandeer public property in emergencies
- 4. Develop emergency water drafting areas at parks and streams
- 5. Participate in long-range planning to eliminate conflagration hazards.
 - Construct fire breaks
 - Develop fire codes and ordinances for preventing conflagration hazards
- 6. Survey hose thread sizes and adapt as necessary
- 7. Develop partial and total community evacuation plans in addition to shelter-in-place options.
- 8. Compile pre-fire plans for all significant building and wildfire hazards

Conflagration Potential Period

During periods of prolonged hot, dry weather with high winds (red flag or critical fire weather days):

- 1. Restrict the issuing of burn permits.
- 2. Increase inspection in hazard areas.
- 3. Conduct additional training on potential hazards.
- 4. Use fire patrols in hazard areas.
- 5. Perform detailed inspection and maintenance of apparatus and equipment in preparation for response.
- 6. Increase response levels for reported fires in hazard areas.

Conflagration Period

First Hour:

- 1. Determine fire spread potential.
- 2. Call for mutual aid resources as required
- 3. Call for specialized skill personnel and/or equipment as required.
- 4. Maintain ingress and egress routes.
- 5. Evacuate affected areas and/or “shelter-in-place” as deemed appropriate.
- 6. Secure the perimeter of the incident and arrange for scene/crowd control of area.
- 7. Contact all utilities:
 - Idaho Power – 800-488-6151
 - Intermountain Gas – 877-777-7442
 - Hailey City Water and Wastewater – 788-4221
 - Qwest – 800-244-1111
 - Cox Communications – 726-4561
- 8. Establish medical unit at scene if prudent.
- 9. Activate emergency reserve pumper for additional fire response.

Hours 2 – 6:

- 10. Arrange for food and drink for all emergency personnel.
- 11. Arrange for relief of all emergency personnel.
- 12. Send out patrol with backpack pumps to extinguish small spot fires, if needed.
- 13. Arrange for emergency shelter for all displaced people affected by the fire (coordinate with county and Red Cross).
- 14. Obtain additional communication equipment as needed (fresh batteries for radios, etc.).
- 15. Arrange for refueling and maintenance of all vehicles on scene.

Hours 7 – 12:

- 16. Determine if fire suppression efforts will be needed for a second operational period (hours 13-24 or day two).
- 17. Consider utilizing replacement crews from outside areas/agencies.
- 18. Re-evaluate strategies and contingencies.

Hours 13+:

- 19. Notify the city administrator and mayor to consider activation of Emergency Coordination Center (ECC), Area Command or County Emergency Operations Center (EOC).
- 20. A Type III State Incident Management Team is available for deployment plan (1+ day to deployment. A local emergency must be declared).
- 21. An I.A.F.C. Disaster Response (Go Team) Advisory Team is available for assistance (up to 12 hour deployment. There is no charge for this team.)
- 22. Type I and II Incident Management Teams are available through federal agencies. Allow up to three days for deployment. A county and state disaster declaration must be made.

Post Conflagration Period

- 1. Complete all equipment, supplies and personnel documentation for cost recovery and investigation purposes.
- 2. Inventory resources and restock as necessary.
- 3. AAR operations
- 4. Review, revise and update disaster plan and standard operating procedures as required.
- 5. Participate in fire engineering and code review and adoption as required.

Terrorism, Bomb threats

OPERATIONAL CHECKLIST FOR TERRORIST/WMD EVENT

At the scene of a WMD disaster or unusual occurrence, the Police Department is assigned the following specific duties and responsibilities:

1. The protection of life and property.
2. The investigation of crimes
3. The maintenance of order in and around the emergency area.
4. The prevention of unauthorized entry into the area.
5. The control of traffic in and around the area and the maintenance of unimpeded access to, and egress from, the emergency area by authorized personnel.
6. The safeguarding of persons and property to include:
 - a. The dead and injured
 - b. Evacuated buildings
 - c. Abandoned property at the scene
 - d. Prevention of looting
 - e. Public utilities which may be at risk
 - f. Public facility and critical infrastructure security
7. The evacuation of unsafe buildings
8. The prompt notification of other governmental agencies, public utilities and related private agencies and companies.
9. The establishment of an Incident Command Post using the Incident Command System.
10. Cooperation and utilization of other agencies at the scene.
11. The maintenance of proper records.

Initial Patrol Response

The first members arriving at the scene of a disaster/event shall notify BC Comm the following:

1. The nature of the event
2. The exact location
3. The extent of damage or potential danger
4. The immediate assistance required
5. The necessary supervision required
6. Any suspect information
7. Other pertinent information as necessary

Supervisory Responsibilities

In the event of a significant event, the area supervisor will respond and further assess the need for additional resources. The supervisor will initiate the Incident Command System and update his direct supervisor and notifying the department command staff. In addition, he will:

1. Request additional personnel
2. Specify a protected area adjacent to the scene

3. Establish an incident command post
4. Notify BC Comm of the following:
 - a. The location of the incident command post and the staging area
 - b. The current status of the incident
 - c. The need to move operational radio frequencies
5. Establish perimeter assignments
6. Establish an emergency response route for additional units and equipment responding to the scene.

The first supervisor on scene will assume responsibility as Incident Commander for coordinating and managing the setup and initial activation of the incident command system. This responsibility will include the following issues:

1. Stabilization of the crime scene
2. Medical needs and treatment
3. Prisoner processing and detention, if necessary
4. Temporary shelter areas
5. Public Information area
6. Property recovery and disposition
7. Evacuations

BOMB THREAT RESPONSE CHECKLIST

A. Reported Bomb Threat

- Upon report of a bomb threat, the on duty supervisor should be notified.
- The responding unit should make contact with the reporting party or responsible party of the property and assess the threat.
- After evaluation of the threat, the decision to evacuate the building may be made by the property owner. The on duty supervisor may make the order to evacuate if there is a suspicious item located or the threat is otherwise proven to be valid and there appears to be imminent danger

1. Searching for Suspect Devices

Vehicles

1. Officers may check around and under vehicles, but will NOT attempt to search inside vehicles. If a vehicle is involved, the on duty supervisor will contact Blaine County Communications for assistance from a surrounding EOD team or an EOD canine team.

Buildings

1. Officers will refrain from initiating a search of the premises. The best practice is to have the occupants of the building perform a search of their immediate areas for suspicious items.

The following are guidelines officers should suggest to the owner or responsible party of the premises involved in a bomb threat:

- Persons who are familiar with the building are more likely than the police to spot foreign objects. The person in charge of the property will be asked to assist in coordinating the building search.
 - Floor monitors for each area may be designated.
 - Workers will search their own areas thoroughly. They will not handle any suspicious object, but will report its location to a responsible party.
 - Check the exterior of the building first, including the grounds adjacent to the building, window sill, stairs and fire escapes.
 - Execute the search from the lowest level first, working up. Search all areas available to the public including hallways, restrooms, stairways, elevators, and storage areas.
 - Once an area is searched it should be secured.
-
- After a thorough search, if no bomb a suspect bomb is found, these results will be reported to the owner/responsible party. Under no circumstances will any member of the HPD issue an “all clear” statement.

Locating Suspect Devices

- If a suspicious item or device is located, it will not be touched. Obtain an accurate description of the device and notify Blaine County Communications, who will locate and notify the appropriate EOD team.
- Conduct further evacuation of the area as necessary.
- Provide security for the area being mindful for secondary devices.

B. Explosions/ Bombing Incidents

- Assess the scope of the incident, including the number of victims and extent of injuries.
- Assist with first aid (Fire Department has primary responsibility)
- Assist with evacuation of victims (Fire Department has primary responsibility)
- Identify and take appropriate precautions to mitigate scene hazards such as collapsed structures, blood borne pathogens, hazardous materials and secondary explosive devices.
- Request additional resources as needed
- Identify witnesses

Preserve evidence and scene. The scene should be extended, taking into account that evidence may be embedded in items a considerable distance from the blast site.



CITY OF HAILEY

EMERGENCY OPERATIONS PLAN

Appendix C

ICS & SUPPORTING FORMS*

* A complete set of all ICS, damage assessment and other related forms are located in the accompanying electronic file CD & Flash Drive.

Prepared By:
City of Hailey
115 South Main Street
Hailey, ID 83333

SUMMARY OF MAJOR NIMS/ICS POSITIONS

This section lists the primary functions of each major ICS position.

Incident Commander or Unified Command

- Have clear authority and know agency policy.
- Ensure incident safety.
- Establish the ICP.
- Set priorities, and determine incident objectives and strategies to be followed.
- Establish ICS organization needed to manage the incident.
- Approve the IAP.
- Coordinate Command and General Staff activities.
- Approve resource requests and use of volunteers and auxiliary personnel.
- Order demobilization as needed.
- Ensure after-action reports are completed.
- Authorize information release to the media.

Public Information Officer

- Determine, according to direction from IC, any limits on information release.
- Develop accurate, accessible, and timely information for use in press/media briefings.
- Obtain IC approval of information released to the public and press.
- Conduct periodic media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident.
- Make information about the incident available to incident personnel.
- Participate in Planning Meetings.
- Implement methods to monitor rumor control.

Safety Officer

- Identify and mitigate hazardous situations.
- Create a Safety Plan.
- Ensure safety messages and briefings are made.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the IAP for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Review and approve the Medical Plan.
- Participate in Planning Meetings to address anticipated hazards associated with future operations.

Liaison Officer

- Act as a point of contact for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Assist in setting up and coordinating interagency contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in Planning Meetings, providing current resource status, including limitations and capabilities of agency resources.

- Provide agency-specific demobilization information and requirements.

Operations Section Chief

- Ensure safety of tactical operations.
- Manage tactical operations.
- Develop operations portions of the IAP.
- Supervise execution of operations portions of the IAP.
- Request additional resources to support tactical operations.
- Approve release of resources from active operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with the IC, subordinate Operations personnel, and other agencies involved in the incident.

Planning Section Chief

- Collect and manage all incident-relevant operational data.
- Supervise preparation of the IAP.
- Provide input to the IC and Operations in preparing the IAP.
- Incorporate Traffic, Medical, and Communications Plans and other supporting material into the IAP.
- Conduct/facilitate Planning Meetings.
- Reassign out-of-service personnel within the ICS organization already on scene, as appropriate.
- Compile and display incident status information.
- Establish information requirements and reporting schedules for Units (e.g., Resources Unit, Situation Unit).
- Determine need for specialized resources.
- Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Oversee preparation of the Demobilization Plan.

Logistics Section Chief

- Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food, and medical services for incident personnel, and all off-incident resources.
- Manage all incident logistics.
- Provide logistics input to the IAP.
- Brief Logistics staff as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Ensure and oversee development of Traffic, Medical, and Communications Plans as required.
- Oversee demobilization of Logistics Section and associated resources.

Finance/Administration Section Chief

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operational plan for the Finance/Administration Section and fill Section supply and support needs.
- Determine the need to set up and operate an incident commissary.

- Meet with assisting and cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to home agencies.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Provide input to the IAP.

INCIDENT COMPLEXITY ANALYSIS TO DETERMINE NEED FOR TYPE 3 MANAGEMENT TEAM

Incident Complexity Analysis (Type 3 Team)	YES	NO
Public Safety Personnel		
Performance of public safety resources affected by cumulative fatigue.		
Overhead extended mentally and physically.		
Communication ineffective with tactical resources or dispatch.		
Organization		
Operations are at the limit of span of control.		
Incident action plans, briefing, etc. missing or poorly prepared.		
Variety of specialized operations, support personnel or equipment.		
Unable to properly staff air operations.		
Limited local resources available for initial attack/response.		
Heavy commitment of local resources to logistical support.		
Existing forces worked 12 hours without success.		
Resources unfamiliar with local conditions and tactics.		
Values to be Protected		
Urban interface; structures, developments, recreational facilities, or potential for evacuation.		
Incident threatening more than one jurisdiction and potential for unified command with different conflicting management objectives.		
Unique natural resources, special-designation areas, critical municipal watershed, protected species habitat, cultural value sites.		
Sensitive political concerns, media involvement, or controversial policy issues.		

If you have checked “Yes” on 3 to 5 of the analysis boxes, consider requesting an Idaho State Type 3 Incident Management Team for assistance in managing a large scale incident.



City of Hailey Building & Safety Department

115 Main St. South, Hailey, ID 83333 (208) 788-9815 Fax (208) 788-2924

Initial Structural Damage Assessment Report (Aka Windshield Survey)

Address of Property:

Property owned by: Phone Number:

If owners do not live at address above or if they are relocated due to structure being uninhabitable, please indicate below an address they can be contacted at.

Owner(s) named above own: Contents Structure

BRIEF description of damage:

Structure Type: Business Single Family Multifamily Mobile Home

Damage Type: Destroyed Major Minor Affected Structure Inaccessible

Property Insurance: Business Property Homeowners/Renters Flood Insurance?
 None Unknown

Insurance Covers: Structure Contents

See reverse side of this form for damage category information

COMPLETE THIS BOX FOR ***FLOODING*** OF STRUCTURES ONLY:

Height of Water in INCHES Unknown Basement Below 1st Fl Level Above 1st Fl Level
Comments:

Form Completed By:

Title: Contact Number:

Date & Time Survey Completed:

Non-Flood Damage Category Definitions

- Affected**
 - Some shingles and/or siding missing
 - Ingress / Egress to residence may be hampered
 - Dwelling is livable without repairs
 - IE: Stone driveway is washed away due to heavy rains

- Damaged**
 - Property is usable, however repairs may be required
 - Critical components of the facility are inoperable (pumps, electric, etc.)
 - IE: Sewer Treatment is offline due to inoperable pumps

- Destroyed**
 - Property is no longer there
 - Property is structurally unsafe
 - All major structural systems are damaged and habitation is not possible
 - IE: Structure has partially collapsed

- Inaccessible**
 - Unable to access property
 - IE: Bridge out leading to property

- Major**
 - Large portions of roof missing
 - Structure or property cannot be used until repairs are made
 - IE: Roof blown off due to high winds

- Minor**
 - Property is damaged, but usable
 - Numerous broken windows
 - Minor structural damage
 - IE: Roofing shingles blown off due to high winds

Flood Damage Category Definitions

	AFFECTED	MINOR	MAJOR	DESTROYED
HOUSE				
Crawl Space	X			
Basement	Less than 1'	1' or more	Extensive found. damage	
First Floor	2" or less	Up to 2" but not affecting electric outlets	1' or more	Physically Destroyed
Slab House	2" or less	Up to 2" but not affecting electric outlets	1' or more	Physically Destroyed
Second Floor			X	Physically Destroyed
MOBILE HOME	No water into Belly Board	From Belly Board to 6" on floor	6" or more into mobile home	Physically Destroyed

Quick Guide to Determining Damage Category

<p>YES</p> <p>Does it need temporary repairs to be lived in now?</p> <p>Yes - Minor No - Affected</p>	<p>Is the <u>structure</u> usable as it is?</p>	<p>NO</p> <p>Can it be made usable again with extensive repairs?</p> <p>Yes - Major No - Destroyed</p>
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**NATIONAL INCIDENT MANAGEMENT SYSTEM
INCIDENT COMMAND SYSTEM**

**ICS FORMS BOOKLET
FEMA 502-2**

September 2010

INTRODUCTION TO ICS FORMS

The National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet, FEMA 502-2, is designed to assist emergency response personnel in the use of ICS and corresponding documentation during incident operations. This booklet is a companion document to the NIMS ICS Field Operations Guide (FOG), FEMA 502-1, which provides general guidance to emergency responders on implementing ICS. This booklet is meant to complement existing incident management programs and does not replace relevant emergency operations plans, laws, and ordinances. These forms are designed for use within the Incident Command System, and are not targeted for use in Area Command or in multiagency coordination systems.

These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities. Personnel using the forms should have a basic understanding of NIMS, including ICS, through training and/or experience to ensure they can effectively use and understand these forms. These ICS Forms represent an all-hazards approach and update to previously used ICS Forms. While the layout and specific blocks may have been updated, the functionality of the forms remains the same. It is recommended that all users familiarize themselves with the updated forms and instructions.

A general description of each ICS Form's purpose, suggested preparation, and distribution are included immediately after the form, including block-by-block completion instructions to ensure maximum clarity on specifics, or for those personnel who may be unfamiliar with the forms.

The ICS organizational charts contained in these forms are examples of how an ICS organization is typically developed for incident response. However, the flexibility and scalability of ICS allow modifications, as needed, based on experience and particular incident requirements.

These forms are designed to include the essential data elements for the ICS process they address. The use of these standardized ICS Forms is encouraged to promote consistency in the management and documentation of incidents in the spirit of NIMS, and to facilitate effective use of mutual aid. In many cases, additional pages can be added to the existing ICS Forms when needed, and several forms are set up with this specific provision. The section after the ICS Forms List provides details on adding appendixes or fields to the forms for jurisdiction- or discipline-specific needs.

It may be appropriate to compile and maintain other NIMS-related forms with these ICS Forms, such as resource management and/or ordering forms that are used to support incidents. Examples of these include the following Emergency Management Assistance Compact (EMAC) forms: REQ-A (Interstate Mutual Aid Request), Reimbursement Form R-1 (Interstate Reimbursement Form), and Reimbursement Form R-2 (Intrastate Reimbursement Form).

ICS FORMS LIST

This table lists all of the ICS Forms included in this publication.

Notes:

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

ICS Form #:	Form Title:	Typically Prepared by:
<u>ICS 201</u>	Incident Briefing	Initial Incident Commander
*<u>ICS 202</u>	Incident Objectives	Planning Section Chief
*<u>ICS 203</u>	Organization Assignment List	Resources Unit Leader
*<u>ICS 204</u>	Assignment List	Resources Unit Leader and Operations Section Chief
*<u>ICS 205</u>	Incident Radio Communications Plan	Communications Unit Leader
**<u>ICS 205A</u>	Communications List	Communications Unit Leader
*<u>ICS 206</u>	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
<u>ICS 207</u>	Incident Organization Chart <i>(wall-mount size, optional 8½" x 14")</i>	Resources Unit Leader
**<u>ICS 208</u>	Safety Message/Plan	Safety Officer
<u>ICS 209</u>	Incident Status Summary	Situation Unit Leader
<u>ICS 210</u>	Resource Status Change	Communications Unit Leader
<u>ICS 211</u>	Incident Check-In List <i>(optional 8½" x 14" and 11" x 17")</i>	Resources Unit/Check-In Recorder
<u>ICS 213</u>	General Message <i>(3-part form)</i>	Any Message Originator
<u>ICS 214</u>	Activity Log <i>(optional 2-sided form)</i>	All Sections and Units
<u>ICS 215</u>	Operational Planning Worksheet <i>(optional 8½" x 14" and 11" x 17")</i>	Operations Section Chief
<u>ICS 215A</u>	Incident Action Plan Safety Analysis	Safety Officer
<u>ICS 218</u>	Support Vehicle/Equipment Inventory <i>(optional 8½" x 14" and 11" x 17")</i>	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	Resource Status Card (T-Card) <i>(may be printed on cardstock)</i>	Resources Unit
<u>ICS 220</u>	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
<u>ICS 221</u>	Demobilization Check-Out	Demobilization Unit Leader
<u>ICS 225</u>	Incident Personnel Performance Rating	Supervisor at the incident

ICS FORM ADAPTION, EXTENSION, AND APPENDIXES

The ICS Forms in this booklet are designed to serve all-hazards, cross-discipline needs for incident management across the Nation. These forms include the essential data elements for the ICS process they address, and create a foundation within ICS for complex incident management activities. However, the flexibility and scalability of NIMS should allow for needs outside this foundation, so the following are possible mechanisms to add to, extend, or adapt ICS Forms when needed.

Because the goal of NIMS is to have a consistent nationwide approach to incident management, jurisdictions and disciplines are encouraged to use the ICS Forms as they are presented here – unless these forms do not meet an organization’s particular incident management needs for some unique reason. If changes are needed, the focus on essential information elements should remain, and as such the spirit and intent of particular fields or “information elements” on the ICS Forms should remain intact to maintain consistency if the forms are altered. Modifications should be clearly indicated as deviations from or additions to the ICS Forms. The following approaches may be used to meet any unique needs.

ICS Form Adaptation

When agencies and organizations require specialized forms or information for particular kinds of incidents, events, or disciplines, it may be beneficial to utilize the essential data elements from a particular ICS Form to create a more localized or field-specific form. When this occurs, organizations are encouraged to use the relevant essential data elements and ICS Form number, but to clarify that the altered form is a specific organizational adaptation of the form. For example, an altered form should clearly indicate in the title that it has been changed to meet a specific need, such as “ICS 215A, Hazard Risk Analysis Worksheet, Adapted for Story County Hazmat Program.”

Extending ICS Form Fields

Particular fields on an ICS Form may need to include further breakouts or additional related elements. If such additions are needed, the form itself should be clearly labeled as an adapted form (see above), and the additional sub-field numbers should be clearly labeled as unique to the adapted form. Letters or other indicators may be used to label the new sub-fields (if the block does not already include sub-fields).

Examples of possible field additions are shown below for the ICS 209:

- Block 2: Incident Number.
 - Block 2A (adapted): Full agency accounting cost charge number for primary authority having jurisdiction.
- Block 29: Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.).
 - Block 29A (adapted): Indicate specific wildland fire fuel model number.

Creating ICS Form Appendixes

Certain ICS Forms may require appendixes to include additional information elements needed by a particular jurisdiction or discipline. When an appendix is needed for a given form, it is expected that the jurisdiction or discipline will determine standardized fields for such an appendix and make the form available as needed.

Any ICS Form appendixes should be clearly labeled with the form name and an indicator that it is a discipline- or jurisdiction-specific appendix. Appendix field numbering should begin following the last identified block in the corresponding ICS Form.

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
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9. Current Organization (fill in additional organization as appropriate):

```
graph TD; IC[Incident Commander(s)] --- LO[Liaison Officer]; IC --- SO[Safety Officer]; IC --- PIO[Public Information Officer]; IC --- PSC[Planning Section Chief]; IC --- OSC[Operations Section Chief]; IC --- FASC[Finance/Administration Section Chief]; IC --- LSC[Logistics Section Chief];
```

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 3 Date/Time: _____

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

Block Number	Block Title	Instructions
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	<ul style="list-style-type: none"> • Resource 	Enter the number and appropriate category, kind, or type of resource ordered.
	<ul style="list-style-type: none"> • Resource Identifier 	Enter the relevant agency designator and/or resource designator (if any).
	<ul style="list-style-type: none"> • Date/Time Ordered 	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	<ul style="list-style-type: none"> • ETA 	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	<ul style="list-style-type: none"> • Arrived 	Enter an "X" or a checkmark upon arrival to the incident.
	<ul style="list-style-type: none"> • Notes (location/assignment/status) 	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

ICS 202 Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: <u>S</u> pecific – Is the wording precise and unambiguous? <u>M</u> easurable – How will achievements be measured? <u>A</u> ction-oriented – Is an action verb used to describe expected accomplishments? <u>R</u> ealistic – Is the outcome achievable with given available resources? <u>T</u> ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.

Block Number	Block Title	Instructions
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/ Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander <ul style="list-style-type: none"> • Name • Signature • Date/Time 	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____		Position/Title: _____ Signature: _____	
ICS 203	IAP Page _____	Date/Time: _____	

Medical Plan (ICS 206)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____
--------------------------	--

3. Medical Aid Stations:			
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Transportation (indicate air or ground):			
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS

5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					<input type="checkbox"/> Yes Level:____ _	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level:____ _	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level:____ _	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Special Medical Emergency Procedures:

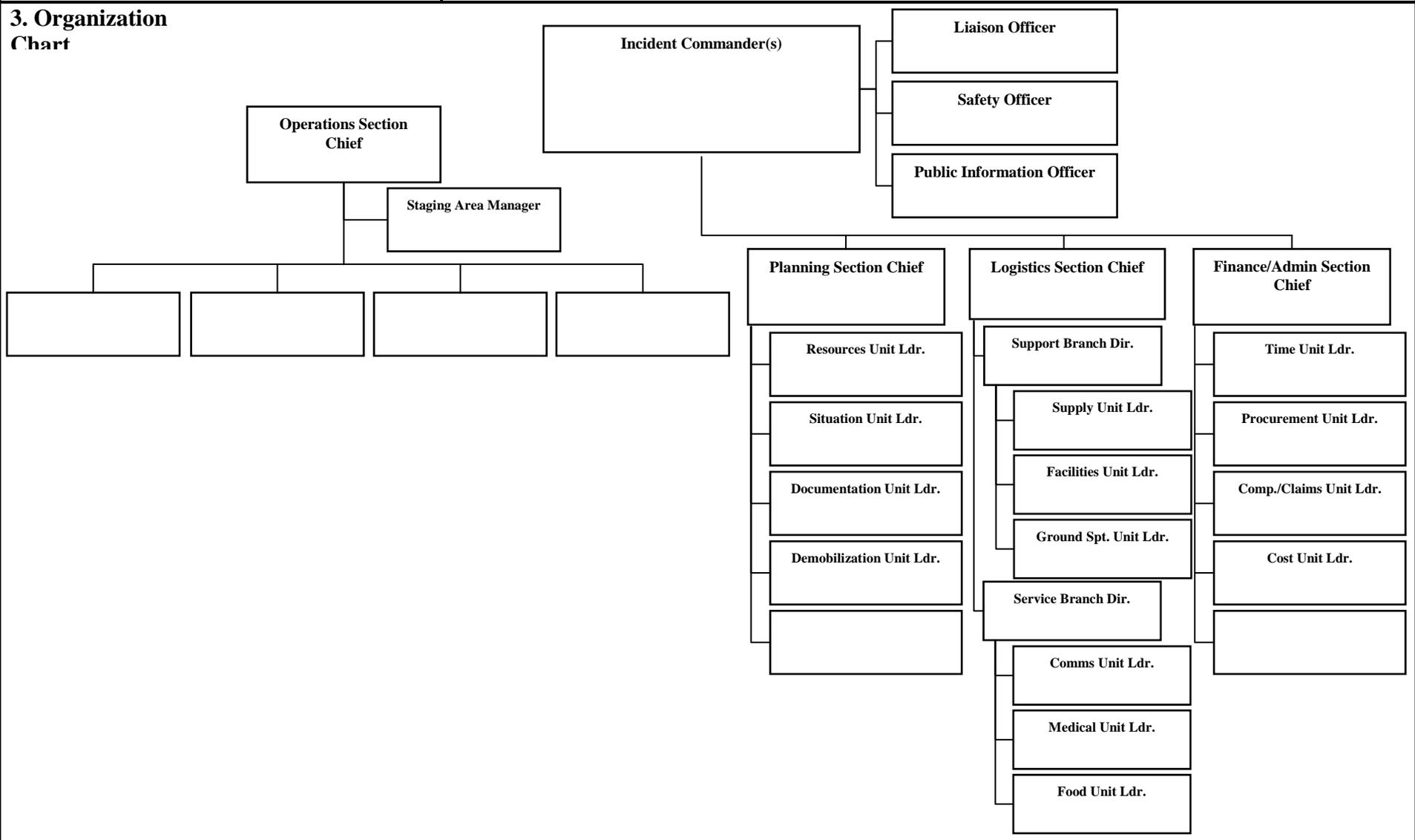
Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____

8. Approved by (Safety Officer): Name: _____ Signature: _____

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period:	Date From:	Date To:
	Time From:	Time To:	



ICS 207	IAP Page ___	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____
----------------	------------------------	--

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:		2. Incident Number:	
*3. Report Version (check one box on left): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> Final	*4. Incident Commander(s) & Agency or Organization:	5. Incident Management Organization:	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”):	8. Percent (%) Contained _____ Completed _____	*9. Incident Definition:	10. Incident Complexity Level:
		*11. For Time Period: From Date/Time: _____ To Date/Time: _____	

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone:
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			
ICS 209, Page 1 of ____		* Required when applicable.		

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:
---------------------------	----------------------------

Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (note if est.)					
M. In Quarantine					
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>		

33. Life, Safety, and Health Status/Threat Remarks:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%; padding: 5px;">*34. Life, Safety, and Health Threat Management:</th> <th style="width: 20%; padding: 5px;">A. Check if Active</th> </tr> <tr> <td style="padding: 5px;">A. No Likely Threat</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">B. Potential Future Threat</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">C. Mass Notifications in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">D. Mass Notifications Completed</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">E. No Evacuation(s) Imminent</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">F. Planning for Evacuation</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">G. Planning for Shelter-in-Place</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">H. Evacuation(s) in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">I. Shelter-in-Place in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">J. Repopulation in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">K. Mass Immunization in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">L. Mass Immunization Complete</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">M. Quarantine in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">N. Area Restriction in Effect</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	*34. Life, Safety, and Health Threat Management:	A. Check if Active	A. No Likely Threat	<input type="checkbox"/>	B. Potential Future Threat	<input type="checkbox"/>	C. Mass Notifications in Progress	<input type="checkbox"/>	D. Mass Notifications Completed	<input type="checkbox"/>	E. No Evacuation(s) Imminent	<input type="checkbox"/>	F. Planning for Evacuation	<input type="checkbox"/>	G. Planning for Shelter-in-Place	<input type="checkbox"/>	H. Evacuation(s) in Progress	<input type="checkbox"/>	I. Shelter-in-Place in Progress	<input type="checkbox"/>	J. Repopulation in Progress	<input type="checkbox"/>	K. Mass Immunization in Progress	<input type="checkbox"/>	L. Mass Immunization Complete	<input type="checkbox"/>	M. Quarantine in Progress	<input type="checkbox"/>	N. Area Restriction in Effect	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
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35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):																																							

<p>36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:</p> <p>12 hours:</p> <p>24 hours:</p> <p>48 hours:</p> <p>72 hours:</p> <p>Anticipated after 72 hours:</p>
--

<p>37. Strategic Objectives (define planned end-state for incident):</p>

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:
---------------------------	----------------------------

Additional Incident Decision Support Information (continued)

<p>38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.</p> <p>12 hours:</p> <p>24 hours:</p> <p>48 hours:</p> <p>72 hours:</p> <p>Anticipated after 72 hours:</p>		
<p>39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:</p> <p>12 hours:</p> <p>24 hours:</p> <p>48 hours:</p> <p>72 hours:</p> <p>Anticipated after 72 hours:</p>		
<p>40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:</p> <ol style="list-style-type: none"> 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. <p>Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.</p>		
<p>41. Planned Actions for Next Operational Period:</p>		
<p>42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):</p>		
<p>43. Anticipated Incident Management Completion Date:</p>		
<p>44. Projected Significant Resource Demobilization Start Date:</p>		
<p>45. Estimated Incident Costs to Date:</p>		
<p>46. Projected Final Incident Cost Estimate:</p>		
<p>47. Remarks (or continuation of any blocks above – list block number in notation):</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">ICS 209, Page 3 of ____</td> <td style="width: 60%; padding: 5px;">* Required when applicable.</td> </tr> </table>	ICS 209, Page 3 of ____	* Required when applicable.
ICS 209, Page 3 of ____	* Required when applicable.	

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:	2. Incident Number:	3. Check-In Location (complete all that apply):					4. Start Date/Time:
		<input type="checkbox"/> Base	<input type="checkbox"/> Staging Area	<input type="checkbox"/> ICP	<input type="checkbox"/> Helibase	<input type="checkbox"/> Other	Date: Time:

Check-In Information (use reverse of form for remarks or comments)

5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:							6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF											

ICS 211	17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____
----------------	---

OPERATIONAL PLANNING WORKSHEET (ICS 215)

1. Incident Name:					2. Operational Period:					Date From:	Date To:			
					Time From:					Time To:				
3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources								7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
			Req.											
			Have											
			Need											
			Req.											
			Have											
			Need											
			Req.											
			Have											
			Need											
			Req.											
			Have											
			Need											
ICS 215	11. Total Resources Required											14. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____		
	12. Total Resources Have on Hand													
	13. Total Resources Need To Order													

City of Hailey Action Plan

(Instructions for an Incident Action Plan)

1. OPERATIONAL PERIOD FOR THIS PLAN: (Insert the start and end time and date covered by the City Action Plan (CAP))

2. EMERGENCY SITUATION. (In this section, summarize the general picture, which is the basis of the City AP. City supervisors must understand the current situation, under the following headings.)

a. Situation Outside City Area. (Describe the situation outside the City area. Describe the impact of the situation on outside public and government communications, facilities, citizens, mutual-aid, or anything that may impact support to the City. Describe the Regional Weather situation and forecast.)

b. Situation Inside City Area. (Describe the situation in the City area. Describe the impact on City area governments/agencies. Describe the Regional Weather situation and forecast. Describe the impact of the situation on area public and government communications, facilities, citizens, mutual-aid, or anything that may impact response operations in the City. Include information that City employees supervisors need to know to accomplish their tasks.)

3. OVERALL CITY OBJECTIVE. (State clearly and concisely the task of the County/City and its purpose in one sentence. The level of the Objective should be jurisdiction wide in scope and related to the four emergency phases: 1) Life Safety, 2) Emergency Stabilization, 3) Property Conservation including environmental concerns, and 4) Recovery. The objective should be Realistic and Measurable. It should answer the question, "How will we know when we have accomplished the Objective?")

a. Area Command's Intent: (Describe the reason for the Overall City Objective. It should be stated in the Area Command's own words, so that City departments can handle events that are unanticipated in the Overall County Objective, or when communications breakdown. The Intent may include emergency declarations, critical public announcements and evacuations, curfews, policies affecting responder operations, and others)

4. EXECUTION OF THE OVERALL CITY OBJECTIVE. (This section summarizes the overall course of action intended, described as a concept of operations, City department assignments and coordinating instructions required to accomplish the City Objective.)

a. Concept of Operations. (Briefly describe how the Area Command or authorized representative visualizes the execution of the operation from start to completion. Incorporate the Area Command's intent so that Overall City Objective accomplishment is possible in the time available and in the absence of additional communications or further instructions. The concept should set forth the phases of the operation, general approach, or describe precisely what the Area Command expects to be done. The concept may include evacuations, curfews, policies affecting responder operations and restoring infrastructure such as power, roads, and air transportation, and others.)

b. Department Assignments. (List the City departments or organizations, and specific assignments for each City department or element of the task organization needed to accomplish the Concept of Operations. Start the description of assignments with a verb.

City of Hailey Action Plan

(Instructions for an Incident Action Plan)

Departments listed in alphabetical order will help City departments identify their assignments.)

c. Coordinating Instructions. (List the coordinating instructions needed to synchronize the efforts of multiple City departments or task elements. Typically, such instructions might include boundaries, start and end times of operations, operating or task priorities, a specific sequence of actions, primary or alternate use of critical resources to agencies, a hierarchy of multiple jurisdiction wide objectives, and other specifics needed to coordinate the activities of different City departments or task elements. Include other information such as reporting instructions and when the City AP becomes effective.)

5. ADMINISTRATION AND LOGISTICS. (In this section, summarize administrative and logistics arrangements applicable to the City AP in the sub paragraphs, below. Include enough information to make clear the basic concept for logistics support.)

a. Summary: (Describe the overall impact of the emergency on administration and logistics, both short and long term. Describe of role of the County or City ECC in coordinating support for the City AP. List materiel and services for supply, maintenance, transportation, and construction, and allocation of labor for logistics purposes. List the plans and policies for hospitalization and evacuation of County/City employees and the public. List the City department personnel and equipment capacities and the status of volunteers. Reference the administration and logistics policies and procedures that will be used to implement the City AP.)

b. Critical Resource Priorities: (List the critical resources that may impact achievement of the Overall City Objective. List the critical resource and priorities for their use. Critical resources may include supplies, facilities, personnel or organizations, or in the special resources that are critical to the achievement of the Overall City Objective.)

6. COMMAND AND COMMUNICATIONS. (The subparagraphs in this section include communications policy; command locations and facilities; and command structure.)

a. Command. (Emergency response operations can have complex command relationships when multiple County/City departments or other governments are affected. The City AP must be specific concerning these arrangements, including shifts that may take place as the operation progresses from one phase to the next. Clearly state the command structure including all command relationships. Include primary and alternate operations centers and command posts, along with their times of activation and deactivation.

b. Communications. (Describe communications networks, plans and policies. Describe how the Area Command and County/City departments will communicate with the City ECC.)

7. Annexes: (Attach details that support the City AP such as maps, routes, lists, diagrams, supporting plans in the City AP format, etc.)

-SEE ATTACHED SAMPLE ACTION PLAN ON THE FOLLOWING PAGES-

SAMPLE

City of Hailey Action Plan

(ICS Forms used in creating an IAP are ICS 202,203,204,205&206)

1. OPERATIONAL PERIOD FOR THIS PLAN: 10:00 AM - 4:00 PM, February 6, 2009

2. EMERGENCY SITUATION

a. Situation Outside the City Area

- i. Reports indicate widespread power outages throughout the South Central Idaho. National news media is reporting worldwide power outages and is speculating about the causes, including a powerful solar flare.
- ii. Regional Weather: A strong arctic air mass is expected to move south over the next three days and is expected to bring record low temperatures.
- iii. All major TV broadcasters are operational except for NBS TV. The only local TV broadcasters that are operational are Channels 14 and 9.
- iv. Most regional radio broadcasters are off the air, including National Weather Service Radio
- v. The State EOC reports widespread power outages in South Central and South Eastern Idaho cities and counties.

b. Situation Inside City Area

- i. All agencies within the City are reporting widespread power outages. Because backup power is intermittent, the City Administration Building has been evacuated and may not be available for several days.
- ii. The Hailey Fire Department and The Public Safety Facility (PSF) are operating on emergency generator power
- iii. Local Weather: A cold front is expected to drop temperatures well below zero by 7:00 PM, tonight, with colder temperatures along the river. Record-breaking low temperatures are expected when another cold front arrives in three days.
- iv. The County EOC is fully activating.
- v. Hailey, Ketchum & Sun Valley are operating an Area Command in their city

3. OVERALL CITY OBJECTIVE: Prepare the City government by 4:00 PM, today, to provide critical services for three extremely cold days & nights without power.

a. **Area Command's Intent:** Prepare the City for a frigid night without power. We are concerned for people's safety, considering the cold temperatures expected. People must know how to find safe shelter or to protect themselves from the cold without burning down or creating a Carbon Monoxide danger in their home. We are asking all members of the City council and other governments within the County to help get the information out. These efforts must be our highest priority. However, there is also the potential problem of property damage and looting when some of our citizens realize the opportunity to roam around the County and commit crimes during hours of total darkness. We want to use all special powers that may be granted us as Area Command under disaster conditions to protect citizens and property in the County, tonight.

4. EXECUTION OF THE OVERALL CITY OBJECTIVE

a. Concept of Operations

i. The City will accomplish the Overall City Objective in a twofold effort and in the following priority:

1. Provide information about safety and shelter to the public

2. Control public movement within the City limits.

ii. The City's Administrative Officer will head the city's coordination efforts through all possible channels of information to the public using all forms of electronic broadcasting including TV, radio, e-mail, and reverse 911, etc.

iii. The City Police Chief will lead operations to control public movement such as traffic within the County using law enforcement, fire, and any resources from all governments in the County.

1. The leaders of these two efforts should coordinate public safety resources to reinforce the distribution of emergency public information.

iv. The City's Legal Department will explore options and risks regarding curfews, forced evacuations, and special disaster declaration powers.

v. The City will provide any assistance possible to the County Emergency Manager to staff the County EOC, or co-locate the City ECC at a common location.

b. Department Assignments

i. Office of City Clerk: Support emergency public information efforts.

ii. Office of City Administrator: Advise the Area Command on emergency operations and coordinate support to implement the County Incident Action Plan.

iii. Offices of City Employee Relations: Prepare to support the needs of families of City employees.

iv. City Finance & Administrative Services Departments: Support continuity of finance and administrative services.

v. City Fire Department: Support Police Department efforts to control traffic and movement of the public within the County. Fire or Emergency Medical Service incidents will take priority over support to the Police Department.

vi. City Human Resources Departments: Prepare to support the needs of families of City employees and their families.

vii. City Legal Departments: Explore options and risks regarding curfews, forced evacuations, and special disaster declaration powers.

viii. City Public Works Departments: Support Police Department efforts to control movement of the public within the County. Provide assistance in maintaining and refueling emergency electrical generators for critical infrastructure.

ix. City Parks & Recreation Departments: Support Police Department efforts to control movement of the public within the City.

- x. City Community Development Department: Support the Area Command/ECC in locating available shelters and food for displaced residents.
- xi. Police Departments: Lead efforts to provide security and to control movement of the public within the County.
- xii. City Water Department: Support emergency public information efforts with emphasis on how to prevent pipes in their home from freezing/bursting.

c. Coordinating Instructions

- i. This City Action Plan is effective immediately for City department planning and/or execution.
- ii. Emergency operations within the City shall coordinate with the County EOC, by establishing an Area Command with liaison; or co-locating the city ECC with the County EOC.
- iii. Operating Priorities:
 - 1. Priority for public information operations is to high-density population areas.
 - 2. Priority for public movement control operations is to main traffic thoroughfares.
 - 3. Priority for security operations is to high-density retail business areas.
 - 4. Fire or Emergency Medical Service incidents will take priority over support to non-life threatening support functions.

d. Summary Because the power outages may be on a national scale, the City AC/ECC staff should not expect significant emergency assistance from other governments, including County, State and Federal, for several days.

e. City Departments

- i. Secure all supplies and materials stockpiles to operate on a self-sufficient basis for at least one week.
- ii. Recall all off-duty employees, immediately.
- iii. Consolidate operations and facilities where possible.

f. City ECC. The City ECC is the primary center for coordinating support for the city Area Command operations.

g. Critical Resource Priorities

- i. Secure long term fuel source for emergency response vehicles and power generators.
- ii. Activate Public shelters with feeding capability.
- iii. Food and water for responders and their families.
- iv. Shelter for families of essential government employees.
- v. Identify all resources that can broadcast/distribute information to the public.

vi. Identify all resources that have mobile communication capabilities to aid the public movement control effort. i.e. Portable radios with AC/DC chargers, Satellite Phones, Cell Towers with backup power

5. COMMAND AND COMMUNICATIONS

a. Command

- i. The City and major cities in the County have joined together and have established a Joint EOC.
- ii. The County Area Command is responsible for emergency response within the unincorporated areas of the County. The primary Situation-Status room for emergency is the County EOC.
- iii. City will establish an Area Command at a location of its choosing, and/or co-locate a City ECC with the County EOC.
- iv. Departments within the City with major response resources such as law enforcement, fire, Public Works, etc., shall provide staffing for an Area Command or ECC, and report their department status periodically to the City Area Command or ECC.
- v. The City Area Command or ECC shall maintain contact with the County and State EOC's and shall be prepared to relocate to an alternate ECC if necessary.

b. Communications

- i. City Area Command or ECC must have direct radio access to the County EOC.
- ii. The City/County Radio System Failure Plan is in effect.
- iii. The County EOC will establish a separate radio network (RACES) and station amateur radio operators at strategic locations in the County including city and town ECC's.
- iv. The public movement control effort should integrate all supporting resources onto one operating radio network.

Annexes: (Not shown in this example CAP)

A. Public Service Announcements and Schedule

B. Traffic Control Map

C. Security Sectors Map

D. Public Shelters List

E. Critical Contacts List

ICS 219

Resource Status Card (T-Card)

Purpose. Resource Status Cards (ICS 219) are also known as “T-Cards,” and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

Distribution. ICS 219s are displayed in resource status or “T-Card” racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

Notes. There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Acronyms. Abbreviations utilized on the cards are listed below:

- AOV: Agency-owned vehicle
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- ETR: Estimated time of return
- O/S Mech: Out-of-service for mechanical reasons
- O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- POV: Privately owned vehicle

1. Incident Name:		2. Incident Number:	
3. Planned Release Date/Time: Date: Time:	4. Resource or Personnel Released:	5. Order Request Number:	
ICS 221		Date/Time: _____	

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:			2. Date/Time			3. Resource Request Number:		
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):							
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time			Cost
					Requested	Estimated		
5. Requested Delivery/Reporting Location:								
6. Suitable Substitutes and/or Suggested Sources:								
7. Requested by Name/Position:				8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low			9. Section Chief Approval:	
10. Logistics Order Number:						11. Supplier Phone/Fax/Email:		
12. Name of Supplier/POC:								
13. Notes:								
14. Approval Signature of Auth Logistics Rep:						15. Date/Time:		
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC								

1. Incident Name:		2. Date/Time	3. Resource Request Number:
Finance	17. Reply/Comments from Finance:		
	18. Finance Section Signature:		19. Date/Time:
ICS 213 RR, Page 1			

EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES:

This section provides an overview annexes describing the roles and responsibilities of Federal departments and agencies as ESF coordinators, primary agencies, or support agencies. ***This document has been further amended to reflect the Various State, County and Local entities that provide a leadership role in smaller incidents such as countywide or local disasters. Please consult the Emergency Support Function Annexes located in the "Blaine County Emergency Operations Plan" for a complete description of functions, checklists and support materials provided for each separate ESF. (Copies of this and other supplemental information is included on the accompanying Flash Drive).***

Roles and Responsibilities of the ESFs

ESF	Scope
<u>ESF #1 – Transportation</u> Hailey Public Works County Road & Bridge State Dept. of Transportation Friedman Airport (Aircraft Related)	-Aviation/airspace management and control -Transportation safety -Restoration/recovery of transportation infrastructure -Movement restrictions -Damage and impact assessment
<u>ESF #2 – Communications</u> Blaine County Dispatch Wood River Amateur Radio Idaho "State Comm."	-Coordination with telecommunications and information technology industries -Restoration and repair of telecommunications infrastructure -Protection, restoration, and sustainment of national cyber and information technology resources -Oversight of communications within the Federal incident management and response structures
<u>ESF #3 – Public Works and Engineering</u> Hailey Public Works County Road & Bridge State Dept. of Transportation	-Infrastructure protection and emergency repair -Infrastructure restoration -Engineering services and construction management -Emergency contracting support for life-saving and life-sustaining services
<u>ESF #4 – Firefighting</u> Hailey Fire Department Mutual Aid Fire Departments State Firefighting – Department of Lands Federal Firefighting Agencies BLM & USFS	-Coordination of Federal firefighting activities -Support to wildland, rural, and urban firefighting operations
<u>ESF #5 – Emergency Management</u> Hailey City Administration County Disaster Services Coordinator State Type 3 Incident Management Teams (IMT)	-Coordination of incident management and response efforts -Issuance of mission assignments -Resource and human capital -Incident action planning -Financial management
<u>ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services</u> County Disaster Services Coordinator South Central Health Red Cross Salvation Army	-Mass care -Emergency assistance -Disaster housing -Human services

<u>ESF #7 – Logistics Management and Resource Support</u> Hailey City Administrator County Disaster Services Coordinator State Type 3 IMT	<ul style="list-style-type: none"> -Comprehensive, national incident logistics planning, management, and sustainment capability -Resource support (facility space, office equipment and supplies, contracting services, etc.)
<u>ESF #8 – Public Health and Medical Services</u> State Dept. of Health & Welfare South Central District Health	<ul style="list-style-type: none"> -Public health -Medical treatment -Mental health services -Mass fatality management
<u>ESF #9 – Search and Rescue</u> Hailey Fire Department Mutual Aid Fire Departments Blaine County Search & Rescue	<ul style="list-style-type: none"> -Life-saving assistance -Search and rescue operations
<u>ESF #10 – Oil and Hazardous Materials Response</u> Hailey Fire Department Blaine County Regional Haz-Mat Team Idaho Dept. of Environmental Quality US Coast Guard	<ul style="list-style-type: none"> -Oil and hazardous materials (chemical, biological, radiological, etc.) response -Environmental short- and long-term cleanup
<u>ESF #11 – Agriculture and Natural Resources</u> Idaho Department of Agriculture Idaho Fish & Game	<ul style="list-style-type: none"> -Nutrition assistance -Animal and plant disease and pest response -Food safety and security -Natural and cultural resources and historic properties protection and restoration
<u>ESF #12 – Energy</u> Idaho Power Intermountain Gas AmeriGas United Oil	<ul style="list-style-type: none"> -Energy infrastructure assessment, repair, and restoration -Energy industry utilities coordination -Energy forecast
<u>ESF #13 – Public Safety and Security</u> Hailey Police Department Blaine County Sheriff Idaho National Guard	<ul style="list-style-type: none"> -Facility and resource security -Security planning and technical resource assistance -Public safety and security support -Support to access, traffic, and crowd control
<u>ESF #14 – Long-Term Community Recovery</u> Hailey City Community Development County Disaster Services Coordinator	<ul style="list-style-type: none"> -Social and economic community impact assessment -Long-term community recovery assistance to States, local governments, and the private sector -Analysis and review of mitigation program implementation
<u>ESF #15 – External Affairs</u> Hailey City Administrator County Disaster Services Coordinator Idaho “State Comm.”	<ul style="list-style-type: none"> -Emergency public information and protective action guidance -Media and community relations -Congressional and international affairs -Tribal and insular affairs
<u>ESF #16 – Volunteer and Donation</u> Hailey Volunteer/Donation Coordinator County Disaster Services Coordinator	<ul style="list-style-type: none"> -Coordination of donated Clothing, Money & Items -Coordination of persons wanting to donate time or services wherever needed.
<u>ESF #17 – Animal Protection</u> County Animal Control	<ul style="list-style-type: none"> -Evacuation and sheltering of domesticated animals
<u>ESF #18 – Special Needs Populations</u> Hailey City Administrator County Disaster Services Coordinator State Health District	<ul style="list-style-type: none"> -Evacuation and sheltering of handicapped, physically challenged, behavioral or other special needs populations. -Vaccinations, disease control -Support of First Responder families
<u>ESF #19 – Pending</u>	



CITY OF HAILEY

EMERGENCY OPERATIONS PLAN

Appendix D

Personnel and Resource Contact Lists

Prepared By:
City of Hailey
115 South Main Street
Hailey, ID 83333

Blaine County/Sawtooth Region Radio Frequencies

			Rx	Tx	DPL/Tone
YELLOW 1	BaldMtnRptr	South County Fire Dispatch Bald Mtn Rptr	158.88	D174	155.595
YELLOW 2	Simplex	South County Fire Dispatch	155.595	155.595	D174
YELLOW 3	Bell Mtn Rptr	South County Fire Dispatch Bell Mtn Rptr	155.595	158.88	D412
GOLD 1	Bald Mtn Rptr	North County Fire Dispatch Bald Mtn Rptr	154.415	153.89	D174
GOLD 3	Simplex	Fire Tactical	154.205	154.205	D174
RED 1	Bell Mtn Rptr	Carey Fire Dispatch Bell Mtn Rptr	• 154.085	158.76	100
EMS1	Network	State Communications - Hospital	155.34	155.34	88.5
EMS-2	Network	State Communications - Operations	155.28	155.28	100
BLUE 1	Delia Mtn Rptr	Fire Tactical Delia Mtn Rptr	154.31	153.77	D174
BLUE 2	Simplex	Fire Tactical	154.31	154.31	D174
BLUE 3	Simplex	Fire Tactical	154.28	154.28	D174
GREEN 1	Simplex	Fire Tactical	153.95	153.95	D174
GREEN2	Simplex	Fire Tactical	154.175	154.175	D174
GREEN 3	Simplex	Fire Tactical	154.355	154.355	D174
RED3	BaldMtnRptr	Fire Tactical Bald Mtn Rptr	154.085	158.76	114.8
BCSAR2	Simplex	Blaine Co. Sheriffs Office - Search and Rescue Tactical	154.115	154.115	<i>Ncuw</i>
GOLD 2	Simplex	North County Fire Dispatch	154.415	154.415	D174
GOLD 4	Dollar Mtn Rptr	Fire Tactical Dollar Mtn Rptr	155.025	153.74	D174
RED 2	Simplex	Carey Fire Dispatch	154.085	154.085	D174
BCSAR1	Bald Mtn Rptr	Blaine Co. Sheriffs Office - Search and Rescue/Road Dept Bald Mtn Rptr	154.115	156.015	186.2
BCSAR3	Bell Mtn Rptr	Blaine Co. Sheriffs Office - Search and Rescue Bell Mtn Rptr	154.115	156.015	D546
BCSAR4	Mobile Rptr	Blaine Co. Sheriffs Office - Search and Rescue Mobile Rptr	154.115	156.015	162.2
HELISK1RP	Big PR Rptr	Sun Valley HeBSki - Big Peak Rptr	157.59	152.33	127.3
HELISKITA	Simplex	Sun Valley HefiSki - Talk Around	157.59	157.59	127.3
AIRPORT OPS	Simplex	Friedman Memorial Airport Fire - ARFF	151.805	151.805	D315
AIR GUARD	Simplex	Air Guardian - Common Aircraft Emergency Haiiing Frequency	168.625	168.625	None
NOAABOIWX	Receive Only	National Oceanic and Atmospheric Administration - Boise - Weather	162.55		
NOAATWNWX	Receive Only	National Oceanic and Atmospheric Administration - Twin Falls - Weather	162.4		
STANAMBRP	Basin Bute Rptr	Stanley Ambulance Service - EMS Dispatch Basin Bute Rptr	154.04	155.715	88.5
STANAMBTA	Simplex	Stanley Ambulance Service - Tactical	154.04	154.04	88.5
STANFIRE1	Simplex	Sawtooth Valley FPD - Fire Dispatch	153.785	153.785	<i>None</i>
STANFIRE2	Simplex	Sawtooth Valley FPD - Tactical	154.385	154.385	<i>None</i>

Blaine County/Sawtooth Region Radio Frequencies

STANLEY	Basin Bute Rptr	Custer Co. Sheriffs Office - Basin Bute Rptr	155.43	158.73	131.8
CLAYTON	Potaman Pk Rptr Ouster Co. Sheriffs Office - Potaman Peak Rptr		155.43	158.73	136.5
CHALLIS	Grouse Pk Rptr	Custer Co. Sheriffs Office - Grouse Peak Rptr	155.43	158.73	123
MACKAY	Windy Devil Rptr	Ouster Co. Sheriffs Office - Windy Devil Rptr	155.43	158.73	114.8
West Magic Fire	Simplex	Fire Tactical	154.01	154.01	D174
FSFRSTNET	Network	Sawtooth NF - Forest Service North Dispatch Network-SCIFC	172.25	172.25	None
FSBELLMTN	Bell Mtn Rptr	Sawtooth NF - Forest Service Bell Mtn Rptr	172.25	162.025	131.8
FS HORTON	Norton Pk Rptr	Sawtooth NF - Forest Service Horton Peak Rptr	172.25	162.025	136.5
FSBIGPK	Big Pk Rptr	Sawtooth NF - Forest Service Big Peak Rptr	172.25	162.025	146.2
FS STEEL MT	Steel Mtn Rptr	Sawtooth NF - Forest Service Steel Mtn Rptr	172.25	162.025	103.5
FSZUMWALT	MtZumwaKRptr	Sawtooth NF - Forest Service Mt Zumwalt Rptr	172.25	162.025	167.9
FS SHEEP MT	Sheep Mtn Rptr	Sawtooth NF - Forest Service Sheep Mtn Rptr	172.25	162.025	156.7
FSAIRIA	Simplex	Sawtooth NF - Forest Service Air Initial Attack Tactical	167.95	167.95	Atone
FSTAC1	Simplex	Sawtooth NF - Forest Service Fire Tactical	162.225	162.225	None
FSTAC2	Simplex	Sawtooth NF - Forest Service Fire Tactical	162.8	162.8	None
FSTAC3	Simplex	Sawtooth NF - Forest Service Fire Tactical	168.35	168.35	None
FSTAC4	Simplex	Sawtooth NF - Forest Service Fire Tactical	163.1	163.1	None
BLMSHOSHON	Network	BLM Upper Snake River Dist - Shoshone Direct Dispatch Network-SCIFC	166.85	166.85	None
BLMBURLEY	Network	BLM Upper Snake River Dist - Burley Direct Dispatch Network-SCIFC	168.5625	168.5625	None
BLM TONE 1	Magic Mtn Rptr	BLM Upper Snake River Dist - Burley Field Office Magic Rptr	168.5625	163.075	100
BLMTONE2	Bald Mtn Rptr	BLM Upper Snake River Dist - Shoshone Field Office Bald Mtn Rptr	166.85	163.025	107.2
BLMTONE2B	MtHarrisonRptr	BLM Upper Snake River Dist - Burley Field Office Mt Harrison Rptr	168.5625	163.075	107.2
BLM TONE 3	Davis Mtn Rptr	BLM Upper Snake River Dist - Shoshone Field Office Davis Mtn Rptr	166.85	163.025	114.8
BLMTONE4	Twin Peaks Rptr	BLM Upper Snake River Dist - Burley Field Office Twin Pks Rptr	168.5625	163.075	123
BLMTONE5	BeH Mtn Rptr	BLM Upper Snake River Dist - Shoshone Field Office Bell Mtn Rptr	166.85	163.025	131.8
BLM TAC 1	Simplex	BLM Upper Snake River Dist - Fire Tactical	172.775	172.775	None
BLM TAC 2	Simplex	BLM Upper Snake River Dist - Fire Tactical	173.8625	173.8625	None
BLM TAC 3	Simplex	BLM Upper Snake River Dist - Fire Tactical	164.55	164.55	None
BLM TAC 4	Simplex	BLM Upper Snake River Dist - Fire Tactical	172.625	172.625	None
BLMAIRIAN	Simplex	BLM Upper Snake River Dist - Air Initial Attack Tactical - North	170.05	170.05	None
BLMAIRIAS	Simplex	BLM Upper Snake River Dist - Air Initial Attack Tactical - South	171.675	171.675	None



CITY OF HAILEY

EMERGENCY OPERATIONS PLAN

APPENDIX E

REFERENCE LIBRARY

Prepared By:
City of Hailey
115 South Main Street
Hailey, ID 83333

Emergency Operations Plan Resource Library Contents

Agreements, Contracts & Rates

- 2010 Idaho Fire Service Organization Rate Book
- 2011 Blaine County Mutual Aid Fire Services Agreement

CONFIDENTIAL Emergency Contacts Lists

- 2009 Emergency Support Contact Information
- Hailey Employee Emergency Contact Lists

Disaster Response Guides

Emergency Preparedness Guide

Pandemic Info

- Idaho Influenza Pandemic Info – March 2006
- Is it a Cold or the Flu
- Maintaining Operational Capabilities During a Pandemic
- Municipal Pandemic Preparedness
- Pandemic Preparedness Checklist
- Preparing for a Pandemic
- Preparing Workplaces for a Pandemic

Red Cross Spanish Info

- Be Red Cross Ready (Spanish)
- Earthquake (Spanish)
- Fire Safety (Spanish)

Citizen Disaster Preparedness Guide

Disaster Preparations and Recovery Websites

Emergency Preparedness Guides for Elected Officials

Family Support Structure

FD Preparedness for Nat. Disaster

Guide for People with Disabilities in Disasters – 2005

Nuclear Response Planning Guide

Ready Responder

Hazard Specific Checklists

Drought

Drought and Public Health

Earthquake and Structural Collapse

Hailey Earthquake Analysis Data

Assessment of Damage to Masonry Building

Personal Protection Equipment for Structural Collapse Workers

Personal Protective Equipment Guidelines for Structural

San Francisco Earthquake SOP

Windshield Survey

General All Hazards Checklist

CDC Disaster Response Guidelines

General Recommendations for Working in All Impacted Areas

Police & EMT General Disaster Response Guidelines

Emergency Operations Plan Resource Library Contents

- The Disaster Dozen
- 📁 Hazardous Materials
 - Credible Threat Assessment
 - Explosion Response
 - Home Hazardous Waste Disposal
 - Shortcut to DOT-ERG Haz Mat Emergency Response Guide
- 📁 Landslides and Avalanches
 - Landslide Warning Signs
- 📁 Local Flood Documents
 - Flood Fight Methods
 - Flood Forecast Postings
 - Hailey Spring Flooding Preparation
 - How to Use Sandbags
 - Local Flood Awareness Letter
 - Sample Letter to Residents
- 📁 Power Outage
 - CDC – What You Need to Know When the Power Goes Out
- Fire & Rescue Field Guide
- Law Enforcement Field Guide
- Disaster Proclamation Guide
- Incident Complexity Analysis
- Managing Stress During a Crisis
- Shortcut to SAMPLE Hailey Proclamation
- Volunteer Coordination During Disaster Power Point

📁 **Forms and Charts**

- 📁 ICS Printable Forms
 - Area Command Forms Booklet
 - City of Hailey Action Plan Sample
 - ICS201 Incident Briefing
 - ICS202 Incident Objectives
 - ICS204 Work Assignment Roster
 - ICS204a Work Assignment
 - ICS205 General Communication List
 - ICS205 Radio Communication Plan
 - ICS206 Medical Plan
 - ICS209 Incident Status Summary
 - ICS211 Check-In List
 - ICS213 General Message
 - ICS214 Unit Log
 - ICS215 Hazard Analysis Worksheet
 - ICS215 Operational Planning Worksheet
 - ICS221 Demobilization Check-Out
 - ICS230 Daily Meeting Schedule

Emergency Operations Plan Resource Library Contents

- ICS232 Resources at Risk Summary
- ICS233 Open Action Planning
- ICS234 Work Analysis Tracking
- ICS207 Blank Organization Chart
- ICS Forms Booklet Part 1 of 3 (11-06)
- ICS Forms Booklet Part 2 of 3 (11-06)
- ICS Forms Booklet Part 3 of 3 (11-06)
- Incident Action Plan Instructions
- Incident Complexity Analysis

📁 Organizational Charts

- Area Command Org. Chart
- Basic ICS Chart
- EOC Flow Chart
- EOC Org. Chart 2
- ICS-207 Blank Organizational Chart
- Shortcut to SAMPLE Hailey Proclamation

📁 **Laws, Statutes, Authorities, Etc.**

📁 Federal Legal Info

📁 NIMS Info

- FY2009 NIMS Implementation Chart
- FY2008 NIMS Compliance Objectives
- Glossary of Terms
- NIMS 2008 Implementation
- NIMS Local Compliance
- NIMS Appendix B
- NIMS Core

- Federal Civil Defense Act of 1950 Summary
- FEMA CPG 1-34
- FEMA CPG - Animal
- The Disaster Relief Act (Stafford Act)

📁 Idaho Legal Info

- Attorney General Opinion 89-09
- Declaration of Disaster Emergency Sample
- EOPS Referenced Idaho State Statutes
- Idaho Emergency Statute Summary
- Proclamation of Emergency Guide
- SAMPLE Hailey PROCLAMATION

📁 **Local, State & Federal EOP Plans**

- 📁 Blaine County 2009 All Hazard Mitigation Study
- 📁 Blaine County 2009 EOP Revision
- 📁 Federal National Response Framework
- 📁 Idaho State EOPs

Emergency Operations Plan Resource Library Contents

Hailey Wildfire Mitigation Plan
South Central Health District Preparedness Plan

Maps

Hailey Fire Dept Map Book Binder 2009

NIMS-ICS Resource Typing Guides

 Electronic Resource Ordering Program
Animal Health Resource Typing Chart
Dispatch Resource Typing Chart
EMS Resource Typing Chart
Examples of Resource Typing
Fire & Haz Mat Resource Typing Chart
Incident Management Team Typing Chart
Law Enforcement Resource Typing Chart
Mass Care Resource Typing Chart
Medical & Health Team Resource Typing Chart
Mutual Aid Glossary
Public Works Resource Typing Chart
Search & Rescue Resource Typing Chart

Recovery Operations

 FEMA Public Assistance Files
 Idaho Disaster Cost Recovery Packet
BERKS County Damage Assessment Guide for FEMA
Debris Removal Worksheet
Emergency Chemical Release Reporting Guide
Federal Disaster Recovery Programs
Guide for Families of Emergency and Disaster Response Workers
Operating an Individual Assistance Center
Returning Home After Disaster Relief Work

Shelter and Mass Care Info

Emergency Shelter Checklist
Functional Needs of People with Disabilities
Oral Rehydration Solutions
Shelter Facility Survey

Software Programs

Computer Aided Management of Emergency Operations (CAMEO)
Adobe Reader 8.3
DOT Hazardous Materials Emergency Response Guide (ERG) 2008
Free GIS Mapping Viewer
ICS Fillable Forms

Emergency Operations Plan Resource Library Contents

MS Word, Excel and Power Point
Power Point Viewer

Training, Drills, Etc.

Creating and Exercising Your EOC