



Emergency Operations Plan

(Draft)

City of Star

June 2022

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HOW TO NAVIGATE THIS DOCUMENT

Adobe Acrobat has two search options:

1. Right-click the mouse and select “Search”.
2. Type the keyword and touch “Enter”. All occurrences will be displayed.
3. If there are too many results (such as searching the word Ada), try using a phrase or begin the search within a section of the document.

Option 2 (Applies to Adobe, Microsoft Word, and other programs)

4. An alternative is to hold the “Ctrl” key and touch the “F” key.
5. Type the keyword and touch “Enter”. You will be brought to the next occurrence of the searched word or term. Pressing “Enter” again will bring display the next occurrence of the term in the document.

Microsoft Word table of contents requires the following steps to jump to the desired section:

1. Proceed to the table of contents
2. Hover the mouse over the topic
3. Hold down the “Ctrl” key and left click with the mouse.



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CONTENTS

How to Navigate this document	Error! Bookmark not defined.
About this Plan	v
Promulgation	vii
Certification of Review	ix
Record of Changes	xi
Distribution List	xiii
I. Introduction	1
II. Purpose	1
III. Scope	1
IV. Situation	1
V. Assumptions	2
VI. Concept of Operations	3
VII. Organization and Assignment of Responsibilities	7
VIII. Communications	16
IX. Administration and Logistics	17
X. Continuity of Government	18
XI. Plan Requirements, Maintenance, and Distribution	21
XII. Authorities	21
 APPENDIX A – Acronyms	
APPENDIX B – Glossary	
APPENDIX C – Disaster Emergency Checklist and Disaster Declaration	
APPENDIX D – Ada County Emergency Operations Center	



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ABOUT THIS PLAN

This Emergency Operations Plan (EOP) contains a set of guidelines developed to assist in emergency response efforts to disasters occurring within the city. The plan was written in accordance with the Federal Emergency Management Agency's (FEMA) *Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans Version 2.0* and is intended to integrate with EOPs written for all levels of government, including cities within Ada County, the State of Idaho, and the National Response Framework (NRF). This process used guidance from FEMA (including the National Incident Management System [NIMS]), as well as lessons learned from disasters and emergencies that have threatened the City and Ada County in the past.

This document is promulgated with the understanding that major emergencies and disasters are unique events that have the potential to present the community and response personnel with extraordinary problems and challenges that cannot be adequately addressed within the routine operations of government. Because the size and scope of any imaginable disaster is impossible to predict, this Plan focuses on a streamlined, all-hazards preparedness approach to contingency planning rather than outlining highly detailed operational procedures.

Ada County is the most densely populated county in the State of Idaho. Even with its significant capabilities for emergency response, primary responsibility for preparedness lies with following entities, in order: (1) individuals; (2) families; (3) the City; (4) the county; and (5) the State of Idaho. While it is the intent of the city to prepare for, respond to, and mitigate all types of emergencies and disasters, the reality is that during a major disaster, **individuals and families should be prepared to care for themselves for at least the first 96 hours.**

The Plan provides fundamental guidance for emergency responders from all agencies assigned specific functional responsibilities within the response effort. It is based on the premise that agencies will respond within their current capabilities. When those capabilities are exhausted, additional capabilities will be requested through mutual aid organizations, state agencies, and finally federal agencies.

The development of the EOP and appropriate standard operating procedures is an ongoing process requiring annual review, training, and exercises. Implementation of the EOP will require extensive cooperation, collaboration, and training with government and non-government entities that are partners in disaster planning and response. Continued cooperation and assistance to implement this EOP is essential to improve the City's ability to protect its citizens.



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PROMULGATION

This plan was adopted by the Mayor and City Council, under resolution number _____ on _____ (date). It supersedes all previous plans. Approval of this plan remains in effect until a change to this plan is presented to and approved by the Mayor and City Council.

Maintenance of this plan is also hereby assigned to the mayor or their designee.

For the purpose of efficiently maintaining this plan and its associated appendices, the approval of the Mayor and City Council is required only for the basic plan, not associated plan appendices. Any changes to the basic plan or appendices must be cooperatively developed with and communicated to appropriate plan stakeholders.

City of Star Mayor

City Clerk

Star Joint Fire District Chair



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CERTIFICATION OF REVIEW

An annual review of this Emergency Operations Plan was conducted on the following dates and is hereby certified by the mayor.

Date	Signature



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RECORD OF CHANGES

The plan will be re-promulgated whenever major changes in the plan indicate that re-promulgation by the elected officials is necessary. Administrative changes do not require re-promulgation.

Change Number	Date of Change	Date Entered	Change Made By (Signature or initials)



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DISTRIBUTION LIST

Upon initial approval of this plan and completion of any subsequent change, the mayor or designee for the City of Star will transmit a copy of the plan to the following agencies:

Copy #	Organization	Individual Receiving Copy	Date



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I. INTRODUCTION

Several natural and human-caused hazards pose unavoidable risk to public health and safety in and around the City of Star. Preparedness for these threats and hazards of concern are high priority to ensure life safety and preservation of property during day-to-day activities as well as planned/special events and gatherings. One important role of the city is to anticipate hazards to minimize and otherwise manage risk; mitigate vulnerability; and prepare for, respond to, and recover from incidents as effectively and efficiently as possible. This emergency operations plan serves as the primary guide for conducting emergency management within the city. This plan integrates with the county, state, and federal plans.

II. PURPOSE

The purpose of this plan is to prescribe activities to be performed by the City and its officials to protect the lives and property of the citizens in the event of a natural or human-caused emergency or disaster. The Emergency Operations Plan (EOP) - Basic Plan is supported by other jurisdictional plans that outline the threats and hazards specific to each jurisdiction. This plan describes emergency operations for the City's Emergency Coordination Team (which will collaborate via an in-person or virtual city coordination center [CCC]) and a field response which integrates of various city emergency and administrative activities into a response effort based on the Incident Command System (ICS). The plan also describes the interface of the City of Star and the on-scene incident command with the Ada County Emergency Operations Center (EOC).

III. SCOPE

The provisions of this plan are applicable to all disaster emergencies that require a Proclamation of Disaster Emergency by the Mayor. This plan is applicable to all response organizations acting on behalf of the government and/or residents of the city.

Consistent with the "Whole Community" approach to emergency management, this plan provides a broad framework for coordination of any emergency management activity. Individuals, businesses, community-based organizations, and government agencies are encouraged to familiarize themselves with this plan and its use within the city. Incident- and/or hazard-specific plans may augment this plan if necessary to address specific hazards.

IV. SITUATION

The following information specific to the City of Star should be considered when addressing an emergency within the city:

- A. The CCC is located at 10769 West State Street, Star, ID 83669. The Emergency Coordination Team will convene in the City Council Chambers located at the fore mentioned address as the City Coordination Center (CCC).



- B. The City of Star along the Boise River and is approximately 15 miles west of the City of Boise. The City of Star has a total area of 5.86 square miles and is part of the Boise City, Idaho Metropolitan Statistical Area. As of April 2022, the population estimate is approximately 14,950¹.
- C. The city is governed by a mayor-city council form of government, with four-elected City Council members and the mayor. The city consists of 6 departments, including: the Building Department, City Clerk-Treasurer Department, the Maintenance Department, the Planning and Zoning Department, the Recreation Department, and the City of Star Police Department. Additionally, the following agencies, departments, or entities provide services to the city via contract or other legal obligation: Ada County Sheriff's Office and the Star Joint Fire District.
- D. When a local disaster emergency has been proclaimed, the mayor may govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the city.
- E. The city is subject to a variety of hazards. The most likely and damaging hazards faced by the city include flooding, severe weather and high winds, hazardous materials incidents, wildfires, and earthquakes. The current Ada County All Hazard Mitigation Plan and Hazard Vulnerability Assessment contain additional information.

V. ASSUMPTIONS

The following assumptions were made for the preparation of this plan:

- A. "Disaster" means occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made incident, including but not limited to fire, flood, earthquake, windstorm, wave action, volcanic activity, explosion, riot, or hostile military or paramilitary action, including acts of terrorism.
- B. All jurisdictions, agencies, and personnel responding to an emergency will do so in a manner consistent with National Incident Management System (NIMS) and the incident command system (ICS).
- C. Adjacent cities and other government entities will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- D. When city resources are fully committed, and mutual aid from surrounding jurisdictions is exhausted, Ada County Emergency Management and Community Resilience (EMCR) is available to coordinate assistance and help satisfy unmet incident needs through the Ada County Emergency Operations Center (EOC) – a facility maintained and operated by EMCRC and staffed by personnel from area emergency management partners throughout the County.

¹ COMPASS Population Estimates by City Limit Boundaries (April 2022)



EMCR can call for mutual aid from adjacent counties or from the Idaho Office of Emergency Management Office. Ultimately, the State can ask the federal government for assistance for major disasters or emergencies.

- E. Whenever warranted, the mayor may declare a disaster emergency for the City in accordance with the provisions in Title 46, Chapter 10 of the State Disaster Preparedness Act. In the event of any emergency requiring evacuation or sheltering, the mayor or designee will communicate the information to the public by appropriate means, including the Emergency Alert System (EAS), route alerting, or other technologies.
- F. In the event of an evacuation of the City or any part thereof, evacuees will use their own transportation resources, when available. Additionally, those with companion or service animals will also provide transportation for their animals.
- G. In the absence of personal transportation, the City will coordinate a means of evacuation from the impacted area(s) to pre-determined shelters and/or safe zones in accordance with the City of Star evacuation plan and in coordination with all relevant emergency support functions (ESF) from the Ada County Emergency Operations Center (EOC)
- H. Emergency shelters may be activated using pre-designated locations such as public schools, churches, or other locations that have been established prior to the incident. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD), such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, and basic medical care and supplies, and will maintain a registration of individuals housed in the shelter.
- I. Special facilities such as educational facilities or custodial care centers will be encouraged to develop, coordinate, and furnish emergency plans to the emergency services organizations of the City and the county, and other government agencies as applicable and required by codes, laws, regulations, or requirements.
- J. Facilities covered by the Emergency Planning and Community Right to Know Act (EPCRA) must annually submit an emergency and hazardous chemical inventory form to the State Emergency Response Committee (SERC), the Local Emergency Planning Committee (LEPC), and the jurisdictional fire department. The inventory forms (TIER II Forms) require basic facility identification information, employee contact information (both emergency and non-emergency), and information about chemicals stored or used at the facility.

VI. CONCEPT OF OPERATIONS

The following factors make up the concept of operations for emergency management within the city:

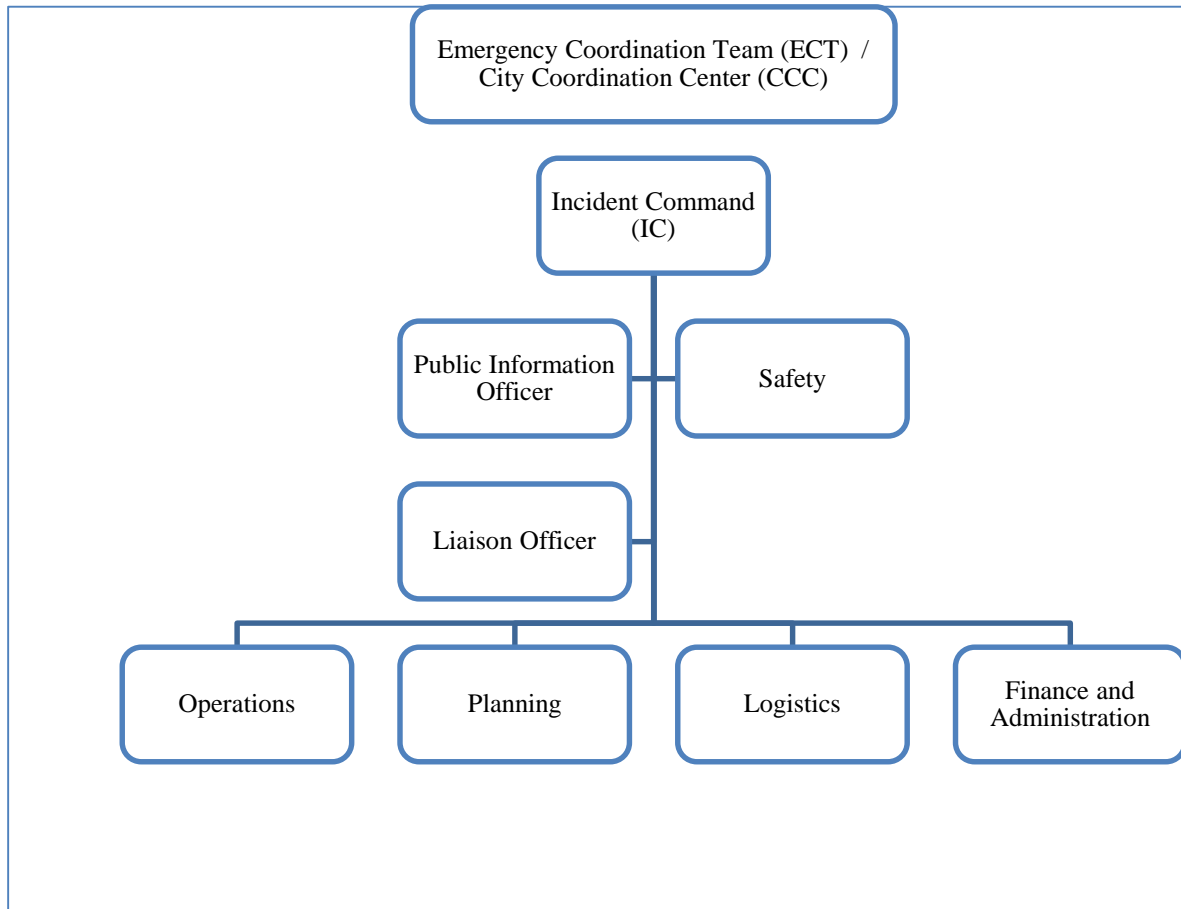
- A. This plan embraces the “all-hazards” principle that most emergency response functions are similar, regardless of the hazard.



- B. The Mayor and the City Council are responsible for the protection of the lives and property of the citizens. The mayor exercises primary supervision and control of emergency management activities within the city.
- C. The city will embrace and utilize NIMS and ICS to support response activities on-scene and in the City Coordination Center (CCC).
- D. The city will maintain an Emergency Coordination Team (ECT). Members of the ECT will convene in the City Coordination Center to receive updates from field response Incident Command and address legal, fiscal, and other matters of concern related to a present or imminent threat or hazard. This Team may encompass the city attorney, police chief, fire chief, city clerk, and other department heads/personnel deemed necessary by the mayor to address the disaster emergency.
- E. First response agencies (Fire, Law Enforcement, Emergency Medical etc.) may activate and employ the Incident Command System in response to either a planned or emergency events. Dependent on incident requirements, the ECT may activate to advise incident response, serve as liaisons or operationalize based on their areas of expertise and responsibility.
- F. A sample ICS response structure is presented in Figure 1. The city may activate positions as necessary and as requested by incident command to work within the ICS organization and respond to the incident.



FIGURE 1. CITY COORDINATION CENTER EXAMPLE



The Incident Commander (IC) and CCC staff will be trained according to NIMS requirements and jurisdictional policies.

The ICS structure should have:

1. A manageable span of control for each position or organizational element in the ICS structure (3 to 7 staff; optimum is 5)
2. Unity of Command (each person reports to only one person in the chain of command)



3. Positions are staffed only when needed. Responsibilities for any positions that are not staffed remain with the next-higher filled position.
-
- G. Emergency events may be managed solely by first responders using ICS from a Command Post. Once city resources are required for the response, the Incident Commander may request them from the ECT. If resources outside of those available to the ECT are required, the IC may make requests to the County EOC.
 - H. The mayor may appoint a liaison or designee to provide coordination services to an Incident Command structure operating out of a Command Post on behalf of the mayor and other city officials.
 - I. The mayor, their designee, or IC will mobilize resources and personnel as required by the emergency situation.
 - J. The appropriate officials will develop and maintain mutual aid agreements with adjacent cities, districts, and the county for reciprocal emergency assistance as needed.
 - K. Emergency response personnel and equipment of a responding mutual aid organization remain under the administrative and policy procedures and control of their respective organization, including medical protocols, standard operating procedures, and other personnel policies. Personnel of the responding organization shall maintain direct and overall control of vehicles and equipment to ensure these items are used within the intended specifications.
 - L. The CCC functions as the meeting location of the ECT and can also house specific ICS structures, sections, or elements, such as the finance and administration section, public information officer (PIO), etc., as necessary to support the incident.
 - M. The mayor can establish a public information officer (PIO) to handle media inquiries and releases of public information; the Mayor's PIO will function as part of a Joint Information System (JIS) with the incident PIO and other PIO's assembled in collaboration with the County EOC.
 - N. When the CCC is activated, the center and appropriate elements of the incident command structure will communicate and coordinate their activities related to response and matters of policy and/or authorities. The mayor or designee will assume the role of ECT Leader and assign responsibilities for ECT participants in the CCC consistent with their training and experience to meet the needs of IC and response priorities.
 - O. When the Ada County EOC is activated, the CCC will communicate and coordinate with the County EOC. **Note:** Information about the Ada County EOC operation is located in Appendix D.



- P. Positions may be staffed as needed in both the incident command post and the CCC, depending on the incident and the resource requirements necessary for the city officials to address the emergency.
- Q. After receiving notice of a potential emergency from the National Terrorism Advisory System, the National Weather Service watches and warnings, or other reliable sources, consideration should be given to increasing the readiness posture of the city by ensuring appropriate personnel are monitoring the potential event or by activating the ECT in the CCC. Readiness postures include:
1. **Monitoring Status** – Conditions exist where an event or emergency may threaten the jurisdiction; however, the consequences of the event have not yet impacted the city. Key emergency response personnel and the mayor are aware of a developing situation and receiving situational reports from field elements (fire, police, public works, etc.) and/or Incident Command as needed. An individual may be assigned to perform liaison duties with the EMCR and brief other key city personnel.
 2. **Activation** – The effects of the emergency are expanding, and all appropriate personnel are present in the CCC as directed by the mayor or mayor's designee per the demands of the incident. Since the situation during each incident is different, staff will be activated as necessary to address the demands of the response and recovery efforts.
- R. Communication, Alert and Warning may be provided to the public through a variety of methods, including National Weather Service NOAA Weather Wire System and NOAA Weather Radio; The Emergency Alert System (EAS); Wireless Emergency Alerts (WEA); local Broadcast Media; and Emergency Vehicles/Door-to-door. Newsletters, brochures, and other publications will be used for less time-sensitive emergency preparedness messaging.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Idaho State Disaster Preparedness Act, as amended by the Homeland Security Act of 2004, requires that states and counties develop plans to prepare for disasters and emergencies from natural or man-made causes, including enemy attack, acts of sabotage, or other hostile action (Idaho Code §46-1001). General roles and responsibilities of state agencies are outlined in Governor's Executive Order 2010-09, "Assignment of All-Hazard Mitigation, Preparedness, Response, and Recovery Functions to State Agencies in Support of Local and State Government Relating to Emergencies and Disasters."² The responsibilities of federal, state, county, and local government are provided in the sections below as they are described in the Idaho Emergency Operations Plan, promulgated November 2012.

² Idaho Emergency Operations Plan, p. 10, (December 2019)



A. Federal Government

When an incident occurs that exceeds or is anticipated to exceed local or state resources, or when an incident is managed by federal departments or agencies acting under their own authorities, the federal government uses the National Response Framework to involve all necessary department and agency capabilities, organize the federal response, and ensure coordination with response partners.³

B. State Government

Governor - “During the continuance of any state of disaster emergency the Governor is commander-in-chief of the militia and may assume command of all other forces available for emergency duty. To the greatest extent practicable, the Governor shall delegate or assign command authority by prior arrangement embodied in appropriate executive orders or regulations, but nothing herein restricts his authority to do so by orders issued at the time of the disaster emergency.”⁴

Bureau of Homeland Security - (1) coordinates state and federal emergency response, recovery, and mitigation operations during emergencies and disasters; (2) provides technical support to local jurisdictions involved in local emergencies and disasters that do not require state resources; (3) coordinates collaborative efforts with other state governments and federal agencies; and (4) coordinates all requests from state and local governments for disaster emergency assistance.⁵

C. Ada County

Each county shall maintain a disaster agency or participate in an intergovernmental disaster agency, “which...has jurisdiction over and serves the entire county, or shall have a liaison officer appointed by the county commissioners designated to facilitate the cooperation and protection of that subdivision in the work of disaster prevention, preparedness, response, and recovery.”⁶ “Each county and/or intergovernmental agency shall prepare and keep current a local or intergovernmental disaster emergency plan for its area.”⁷

D. City of Star

“A local disaster emergency may be declared only by a mayor or chairman of the county commissioners within their respective political subdivisions. It shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the local county recorder.”⁸

³ Idaho Emergency Operations Plan, p. 10 (December 2019)

⁴ Idaho Emergency Operations Plan, p. 12 (December 2019)

⁵ Idaho Emergency Operations Plan, p. 13 (December 2019)

⁶ Idaho Title 46-1009(2)

⁷ Idaho Title 46-1009(4)

⁸ Idaho Title 46-1011(1)



“The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local or intergovernmental disaster emergency plans and to authorize the furnishing of aid and assistance thereunder.”⁹

The city has three primary roles in a disaster:

- Manage emergency response policy-level processes, including:
 - Declaration of a disaster emergency
 - Prioritization of limited resources
 - Coordination of multi-agency integration
- Share information with emergency organizations and the public
- Perform emergency response activities

The CCC plays an important role in managing emergency policy. Assigning ICs, issuing formal declarations of emergency, supporting evacuations, and determining priorities are all activities that fall within the domain of the mayor and the policy group.

Emergency priorities and incident objectives, in decreasing order of importance, are typically to:

- Protect life safety, including first responders
- Stabilize the incident
- Protect property, especially critical infrastructure
- Protect the environment

Individuals assigned to work in the CCC should receive ICS training to a minimum level that includes ICS 100, 200, 700, and 800. Jurisdictional staff will complete additional ICS training (such as ICS 300 and 400) consistent with the training programs developed by their respective agency or department. The training of jurisdictional personnel should conform to the U.S. Department of Homeland Security National Incident Management System guidelines.

The Ada County EOC may provide services if the city is unable to accomplish activities and objectives due to the scope and magnitude of the incident.

The mayor, designee, or IC assigns individuals to positions according to operational need, individual capability, and experience. Detailed descriptions and responsibilities for specific positions and departments are presented in the sections below.

1. Mayor and the Mayor’s Policy Group

The Mayor of the City is responsible for establishing the policy for operations under their authority. The mayor will also coordinate appropriate policy-level stakeholders during disaster emergencies. The mayor will provide for continuity of operations and the establishment of lines of succession for key positions. The mayor may convene the Emergency Coordination Team (ECT) at the CCC where appropriate personnel will

⁹ Idaho Title 46-1011(2)



gather to address the emergency within the city. An emergency operations plan for the City, that integrates with the Ada County EOP, will be updated and reviewed by the mayor's designee.

The Idaho Disaster Preparedness Act of 1975 stipulates that the mayor is responsible for the declaration of a local disaster emergency. The mayor, his designee, or the IC may recommend protective actions (such as evacuation or shelter in place) if the situation warrants. This local disaster emergency shall expire within 7 days unless the City Council expressly authorizes the continuance of such declaration.

The ECT is responsible for setting emergency response policy and providing guidance and resources to ICs. The policy decisions and activities this group may have to consider, and support include, but may not be limited to:

- Deciding how to allocate limited physical, financial, and personnel resources to support competing incident priorities.
- Considering the legal and moral implications of initiating an activity or not initiating any action.
- Recalling city personnel to support activities of the incident command structure in the field, the CCC or the Ada County EOC.
 - Recalled employees may be assigned tasks outside of their normal, daily activities according to the terms of union agreements.
 - No employee may be assigned a task they have not been trained to accomplish in a safe and competent manner.
- Waiving the normal procurement process, as allowed under a disaster emergency, and engaging in contracts outside of the formal bidding process.
 - These activities must comply with any relevant state and federal guidance.
- Deciding whether to issue of a Delegation of Authority.
 - A Delegation of Authority is a statement provided to the Incident Commander by the Mayor delegating authority and assigning responsibility.
 - A Delegation of Authority should contain objectives, priorities, expectations, constraints, and other considerations as needed. It should be prepared by senior agency personnel and signed by the mayor or designee.
 - All Delegations of Authority should be reviewed by legal counsel.
- Developing a plan to conduct preliminary damage assessment activities and report the findings to the Ada County EOC.
 - Information gathered will be passed along to the State EOC and used to justify a request for a federal disaster declaration, as appropriate.

2. Incident Commander, Command Staff, and General Staff

In most situations, the Incident Command Staff will be in a Command Post located separately from the CCC. The incident commander (IC) is responsible for all aspects of an



emergency response—including quickly developing incident objectives, managing all incident operations, and applying resources—and is responsible for all persons involved. The IC implements policy and decisions provided by the ECT. The IC provides information and recommendations to the ECT for consideration.

The IC sets priorities, based on policy decisions received from the Mayor/ECT and defines the organization of the incident response teams and the overall Incident Action Plan (IAP). Senior or higher-qualified officers may assume the role of IC upon their arrival on scene, or as the situation dictates. Even if subordinate positions are not assigned, the IC position will always be designated or assumed. The IC may, at their own discretion, assign individuals who may be from the same agency or from assisting agencies to subordinate or assume specific positions for the duration of the emergency response. The IC is assisted by the Command Staff and the General Staff.

3. Command Staff

The Command Staff is assigned to carry out staff functions needed to support the IC. These functions include interagency liaison, incident safety, and public information. Command Staff positions are established to assign responsibility for key activities not specifically identified in the general staff functional elements. These positions (described below) include the Public Information Officer (PIO), Safety Officer, and Liaison Officer, in addition to various other positions as required and assigned by the IC.

a. Public Information Officer (PIO)

The PIO is a member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements. They serve as the conduit for information to and from internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event. The PIO is also responsible for ensuring that members of an incident's Command Staff are kept apprised of information reported publicly about the incident.

b. Safety Officer

The Safety Officer is a member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.

c. Liaison Officer

The Liaison Officer is a member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. They serve as the primary contact for agencies responding to the situation. Liaison Officers often provide technical or subject-matter expertise of their parent organization.

4. General Staff Functions

Operations, planning, logistics, and financial/administrative section functions are described below.



a. Operations Section

The Operations Section is responsible for managing all tactical operations at an incident. The IAP provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved in the incident response and is influenced by span-of-control considerations.

Assets from City departments and jurisdictional entities/authorities, such as police, fire, Ada County Paramedics, public works, Ada County Highway District, performing field emergency response operations typically answer to the operations section. Additional functions may include shelters, reception centers, or points of distribution centers.

b. Planning Section

The Planning Section is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects, evaluates, and processes situation and resource status information for use in developing action plans. Dissemination of information can be accomplished through the IAP, in formal briefings, or through map and status board displays.

Planning functions and plan implementation may occur at several levels simultaneously. It is critical that entities such as the CCC, the incident command post, and the Ada County EOC communicate to ensure a common operating picture. The Mayor and the ECT may have to consider the expenses related to long term operations.

c. Logistics Section

The Logistics Section provides all incident support needs, with the exception of logistics support to air operations. The Logistics Section is responsible for providing:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fueling
- Food services (for responders)
- Medical services (for responders)
- All off-incident resources

The need for logistics considerations and planning exists at multiple levels. The CCC must account for emergency power, food, water, communications, and other needs of operating the center. The on-scene incident command post must account for staffing to ensure the rotation of personnel through safe rest/work cycles; shelter, feeding, and restroom facilities for personnel; acquisition of proper equipment for performing operations during the day and at night; etc. The coordination of resource requests must be funneled through a singular process to eliminate duplicative asset requests and account for payment of the resources requested.



d. Finance/Administration Section

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require the activation of a Finance/Administration Section during response operations; however, appropriate documentation and payment to resource vendors will still be required. It is imperative that ICs and other city personnel are familiar with the resource request process and follow the proper procedures for requesting a resource that will require payment by the city.

5. City Departments and Allied Partners

The city departments and allied partners perform the daily functions to support operations. In addition to city departments, several organizations provide services, either through statutory authority, contract, or other form of agreement. During a disaster emergency, these organizations may be called upon to perform duties at:

- The scene of disaster emergency
 - An incident command post
 - The Emergency Coordination Team (ECT) and CCC
 - The Ada County EOC
-
- a. The Building Department – responsible for reviewing the integrity of city owned assets and facilities, including any city buildings or structures and structures within the jurisdiction, etc.
 - b. City Clerk / Treasurer’s Office – responsible for tracking disaster related expenses, including overtime, supplies, contractor expenses, etc.; maintaining disaster declaration documents, developing emergency contracts; and protection of vital records.
 - c. Star Fire Protection District – responsible for fire suppression, search and rescue, provision of medical treatment (within their level of training and authorization) and mitigation of other hazards.
 - d. Parks, Recreation, and Facilities Department – The Facilities Department is responsible for the care and maintenance of all City parks and pathways, buildings and facilities and other appropriate tasks as assigned by the mayor.
 - e. The Planning and Zoning Department is responsible for assisting in disaster response activities, as directed by the mayor.
 - f. Police Department – responsible for law enforcement duties, including access and traffic control around an incident, enforcement of any curfews, scene security, investigation of criminal activities, and providing other assistance as appropriate to the IC.

6. Emergency Coordination Team Roles and Responsibilities

The following table contains examples of the types of duties performed the Emergency Coordination Team before, during and after an emergency event. Those listed and other responsibilities may be assigned during an incident as part of the city’s response or in support of an incident command structure responding to an emergency event.



Department/Office	ECT Roles and Responsibilities
Office of the Mayor	<ul style="list-style-type: none"> • Coordinate with appropriate policy-level stakeholders (both public and private sector) during disaster emergencies to establish policies for operations under their authority. • Serve as or designate a leader for the ECT that assigns city departments as required to complete support and response activities within the scope of departmental capabilities. • Work with the city PIO to develop and deliver consistent messaging in coordination with other PIOs involved with the event. • As required, declare a Disaster Emergency for the City. • As required and consistent with policies established for the incident, issue a Delegation of Authority to an Incident Management Team that has been deployed to assist with response operations of a major disaster event. • Attend and or facilitate public meetings as needed. • Review recommendations for short- and long-term recovery. Implement as appropriate.
City Attorney	<ul style="list-style-type: none"> • Provide legal counsel as needed in support of proclamations and response/recovery operations.
City Clerk/ Treasurer	<ul style="list-style-type: none"> • Manage the financial systems, procurement practices and contracts to support the response to and recovery from an incident. • Procure resources required for response and support efforts being managed by the city. • Administer all time keeping, compensation and claims for staff and volunteers. • Maintain records of all event related expenditures and provide updates to the mayor regarding these expenses. • In the case of a Presidential Declaration of Disaster within city limits, maintain and provide all required financial documentation of expenses that could result in potential reimbursement. • Assist with planning efforts for short and long-term recovery.
Building Department	<ul style="list-style-type: none"> • Identify and document any historic structures within city limits. • Assess city owned buildings to ensure safety and functionality of structures post-incident. • Lead community damage assessment efforts post-incident. • Establish re-entry standards for damaged structures, perform inspections as required. • Assist with planning efforts for short and long-term recovery.
Public Works/ Building Facilities	<ul style="list-style-type: none"> • Conduct infrastructure protection/mitigation activities prior to the onset of an event to minimize damages. Continue these efforts during response as needed and as possible.



*Emergency Operations Plan
City of Star, Idaho*

	<ul style="list-style-type: none"> • Provide engineering services. • Maintain/repair city facilities in order to provide essential services to the public. • Conduct damage assessment of all city owned facilities including parks and pathways. • Assist with debris removal operations.
Department/Office	ECT Roles and Responsibilities
Star Sewer and Water District	<ul style="list-style-type: none"> • Conduct infrastructure protection/mitigation activities prior to the onset of an event to minimize damages. Continue these efforts during response as needed and as possible. • Coordinate with PIO to provide accurate, timely information on the status of the water system post-emergency event. • Restore damaged infrastructure after an emergency event. • Coordinate the procurement of emergency water supplies if the water system is offline. • Pre-identify and facilitate as needed points of distribution for emergency water supplies. This could include finding locations for containerized units and providing power and security on-site. • Assist with planning efforts for short and long-term recovery.
Parks and Recreation	<ul style="list-style-type: none"> • Facilitate the use of parks for public meetings or points of distribution as required. • Assist with planning efforts for short and long-term recovery.
Economic Development	<ul style="list-style-type: none"> • Participate in community-based recovery planning prior to an emergency event. • Lead the city's planning efforts for short and long-term recovery. • Coordinate with governmental and non-governmental organizations that provide post-disaster programs for economic recovery. • Coordinate with PIO to get accurate and timely information regarding post-disaster programs to the public.
Information Technology	<ul style="list-style-type: none"> • Protect and restore as needed the city's information technology resources and telecommunications infrastructure. • Mitigate against natural, manmade and cyber-threats. • Provide IT support as required which could include the facilitation of the City Coordination Center or a Command Post set-up to respond to an incident within city limits.
Planning and Zoning	<ul style="list-style-type: none"> • Coordinate with the Mayor and City Council to identify and employ codes and ordinances that mitigate risks to the known hazards of concern identified in the City of Star Annex of the Ada County Multi-Hazard Mitigation Plan.



- | | |
|--|---|
| | <ul style="list-style-type: none">• Provide GIS support to emergency event response and recovery efforts.• Facilitate the permitting and inspection processes as required for mitigation, response and recovery efforts.• Assist with planning and facilitation of projects for short and long-term recovery. |
|--|---|

VIII. COMMUNICATIONS

Delivery of emergency information to responders and the public is important during a disaster emergency. Communications between the CCC, on-scene incident command, the Ada County EOC, and the Sheriff's Communications Center may occur via different methods, depending on the situation. Information may be transmitted to emergency responders via the following methods:

- County-wide 700MHz radio system

Emergency public information is information provided to the general public. Information and guidance released must describe the basic emergency situation and provide specific expected actions for the public. These actions may include shelter-in-place, evacuation recommendations, shelter locations, or other incident-specific information. Methods for delivering emergency public information available to the city include:

- Route alerting via police and fire apparatus
- Local media outlets, including television and radio
- Emergency Alert System (EAS)
- Wireless Emergency Alerts (Ada County 911 Dispatch)
- National Weather Service NOAA Weather Radio and Weather Wire Services
- Text messages via the County Community Mass Notification software (Ada County 911 Dispatch)

EMCR can accept notifications and requests for assistance through the Ada County Sheriff's Office 9-1-1 Emergency Communications Center. EMCRC can interface with the Idaho Office of Emergency Management Office of Emergency Management (IOEM) to request additional support and resources for local emergencies.

Additional communications methods available to through the County include:

- County-wide 700MHz radio system
- Cellular phones
- Land-line telephone connection



- Satellite Telephone
- Facsimiles
- E-mail communication
- Auxiliary Communications Services (ACS)

Specific situations may require additional radio network operators and capability. Ada County ACS, available through EMCR, may be activated to provide communication capabilities between shelters, hospitals, or other facilities that require assistance for emergency information flow.

IX. ADMINISTRATION AND LOGISTICS

The following administrative measures will be taken during disaster response activities:

- A. During a disaster, appropriate city representatives will submit reports, requests for assistance, and damage assessments to the Ada County EOC when requested.
- B. The Ada County EOC will receive all requests for assistance via a standardized Ada Co. 213RR form. Based on availability of resources, the EOC may forward reports and requests for assistance to the Idaho Office of Emergency Management (IOEM).
- C. The city and all other agencies/jurisdictions responding to an event within city limits will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
- D. The city will keep narrative and written log-type records of response actions. These records will form the basis for status reports to be submitted to the EMCR and IOEM, when requested.



X. CONTINUITY OF GOVERNMENT

Disasters can have an adverse impact not only on the residential population, but also the local government. This impact may disrupt the ability of the city government to carry out executive, legislative, and other jurisdictional functions required to sustain operations. Continuity of Government (COG) planning is essential to ensure that the city can support the functions required throughout the response and recovery phases of a disaster. COG programs include, but are not limited to:

- Order of Succession
- Identification of alternate facilities
- Identification of critical tasks
- Protection of vital records/information systems

Order of Succession

Disasters can have an adverse impact not only on the residential population, but also the local government. This impact may disrupt the ability of the city government to carry out executive, legislative, and other jurisdictional functions required to sustain operations. Continuity of Government (COG) planning is essential to ensure that the city can support the functions required throughout the response and recovery phases of a disaster. COG programs include, but are not limited to:

- Order of Succession
- Identification of alternate facilities
- Identification of critical tasks
- Protection of vital records/information systems

Order of Succession

There may be instances when an individual who is designated as a leader may be unable to fill their leadership role. When the role is essential to the City's ability to complete its critical missions, a successor must be named to assume the duties and responsibilities of that role. In the event that any official of any political subdivision is unavailable, the powers of the position shall be exercised, and duties shall be discharged by the designated emergency interim successors in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes or until the official (or their deputy or a preceding emergency interim successor) again becomes available to exercise the powers and discharge their duties. Table 1 and 2 are the order of succession for specific positions in the city.

Table 1: The City of Star Elected Officials Order of Succession



*Emergency Operations Plan
City of Star, Idaho*

Key Position	Primary Successor	Secondary Successor
Mayor	Council President	Council Vice President
Council President	Council Vice President	Council Member
Council Members	Appointment by Governor	

Table 2: The City of Star Appointed Officials Order of Succession

Key Position	Primary Successor	Secondary Successor
City Clerk-Treasurer	Trevor Chadwick, Mayor	
Recreation Department	Trevor Chadwick, Mayor	Jacob Qualls, City Clerk-Treasurer
Human Resources Director	Trevor Chadwick, Mayor	Jacob Qualls, City Clerk-Treasurer
Maintenance Supervisor	Trevor Chadwick, Mayor	Jacob Qualls, City Clerk-Treasurer
Purchasing Director	Trevor Chadwick, Mayor	Jacob Qualls, City Clerk-Treasurer
Zoning Administrator	Trevor Chadwick, Mayor	Jacob Qualls, City Clerk-Treasurer

Identification of Alternate Facilities

During a disaster, the normal place(s) where city operations occur may not be available. In this event, city personnel and activities will be conducted at the pre-identified back up facility. The city will conduct emergency and critical functions at the following alternate location(s):

Table 3: Alternate Facilities

Critical Facility	Alternate Site
City Hall 10769 West State Street Star, ID 83669	Star Elementary School 700 N. Star Road Star, ID 83669

Identification of Critical Tasks

Each city has critical tasks to complete daily. This may include collection of tax revenues, generation of payroll, maintenance of facilities, or other required tasks. Identification of the most critical tasks or processes in advance of a disaster will provide guidance to personnel in an emergency.

The top 3 or 4 critical tasks necessary for the city to reconstitute during a disaster:



1. Maintain or restore communications and information technology infrastructure.
2. Ensure all employees and their families are provided with appropriate support, including shelter, food, prophylaxis, and critical incident stress debriefing.
3. Restore functionality to critical city facilities, including City Hall and other critical facilities.
4. Develop cost tracking for time and materials for employees, contractors, and materials.

Protection of Vital Records/Information Systems

City leadership will require certain vital records during a disaster. Protection of, and access to, these records requires planning. Vital Records are the documents required to continue the mission of the city departments and agencies during and after a disaster. The records will assist in providing services both to internal city departments and external customers, such as citizens, contractors, other government entities. Example documents may include:

- This EOP
- Any other Continuity of Government / Continuity of Operations Plan
- Computer system back-ups/servers
- Order of Succession Ordinances or Resolutions
- Plans, policies, and procedures for critical processes
- Payroll information
- Emergency contact lists
- Contracts and leases
- Legal and financial records
- Insurance documents

Each city department's functional responsibilities and business needs are different. Department heads must document which records are vital and assign responsibilities for record preservation to appropriate staff.

Vital Records Coordinator

The city has assigned the role of Vital Records coordination to the City Clerk. The coordinator shall develop and deliver a brief report to the Mayor and City Council annually. The report should list the Vital Records identified by department, the responsible individual within the department charged with record preservation, and the method or plan for record availability in a disaster.

Role of Department Heads

Each department head shall create a list of Vital Records and develop an action plan to ensure availability of records during a disaster. Records may be available via hard copy or electronic media. Any electronic media containing personally identifiable information shall be encrypted using current standards and policies.



XI. PLAN REQUIREMENTS, MAINTENANCE, AND DISTRIBUTION

The maintenance and implementation of the City of Star EOP is the responsibility of the mayor (who may delegate authority to make changes, but not the responsibility to affect those changes). The plan components will be reviewed and updated by the appropriate personnel annually or as significant changes are noted within the city. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes. Changes to the hazards and vulnerabilities of the City shall also warrant a review of this plan.

Annual training will be provided to appropriate City staff expected to participate in an emergency response. A record of this training will be retained by the city at the CCC. A just-in-time training should be available to personnel that may be assigned to the CCC outside of the annual training cycle.

This plan and its supporting materials are controlled documents. While distribution of the “Basic Plan” is allowable, additional supporting documentation that has been developed (such as notification lists, hazard-specific annexes, or personal information listings) are not considered to be available to the public. Distribution is based on a regulatory or functional “need to know”. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the mayor or the designee. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” page near the front of this EOP. A receipt system will be used to verify the update process.

XII. AUTHORITIES

The following state and federal laws authorize emergency management activity and form the legal basis for activities described in this plan.

A. State of Idaho

- Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004, Idaho Title 46-10
- Post-Attack Resource Management Act, Idaho §67-55
- Idaho Emergency Operations Plan, November 2019
- Idaho Fire Code 2009, 104.11 and 104.11.1
- Idaho Stream and Channel Protection Act, PL 92-500
- Idaho Title 31 – 14, Fire Protection Districts
- Idaho Title 31 – 20, County Officers In General
- Idaho Title 31 – 22, Sheriff - Search and Rescue
- Idaho Title 38 – 1, Forestry Act
- Idaho Title 42 – 3808, Irrigation and Drainage - Emergencies



- Idaho Title 46 – 1008, Evacuations
- Idaho Title 59 – 14, Emergency Interim Executive and Judicial Succession Act

B. Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended
- Flood Control and Coastal Emergency Act, PL 84-99
- Emergency Management and Assistance, Code of Federal Regulations (CFR) 44
- Post-Katrina Emergency Management Reform Act of 2006
- Homeland Security Act of 2002
- Federal Land Policy & Management Act of 1976, 43 USC 1701
- Flood Disaster Protection Act of 1972, (as amended) PL 93 234
- National Flood Insurance Act of 1968, PL 90-448, as amended
- USA Patriot Act PL 107-56, USA Patriot Act, October 2001 (as amended)
- Pandemic and All-Hazards Preparedness Reauthorization Act of 2013, PL 113-5
- Pets Evacuation and Transportation Standards Act of 2006
- Americans with Disabilities Act of 1990, as amended
- National Dam Inspection Act of 1972, PL 92-367
- Dam Safety Act of 2006, PL 109-460 (pending reauthorization)



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APPENDIX A: ACRONYMS

ACEMCR	Ada County Emergency Management and Community Resilience
ACS	Auxiliary Communications Services
CCC	City Coordination Center
COG	Continuity of Government
EAS	Emergency Alert System
ECT	Emergency Coordination Team
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IOEM	Idaho Office of Emergency Management
NIMS	National Incident Management System
PIO	Public Information Officer
VOAD	Volunteer Organization Active in Disasters



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APPENDIX B: GLOSSARY

COMMAND POST (CP) – The facility established at a safe distance from an incident site where the IC and the Command and General Staff, and technical representatives can make response decisions, deploy personnel and equipment, maintain contact with the media, and handle communications.

EMERGENCY ALERT SYSTEM (EAS) – Consists of broadcast stations and interconnecting services which have been authorized by the Federal Communications Commission to operate in a controlled manner during war, state of public peril or disaster, or other national emergency.

EMERGENCY OPERATIONS CENTER (EOC) - A location from which centralized emergency management can be performed, generally by civil government officials (municipal, county, state, and federal). The Ada County EOC is located in the basement at 7200 Barrister Drive, Boise, ID.

GEOCAST – An emergency reverse telephone notification system that allows users to geographically define notification areas and automatically call the homes and businesses in that area.

IDAHO STATE ALERT AND WARNING SYSTEM (ISAWS) – The Idaho State Alert and Warning System is a modernization and integration of the nation's alert and warning infrastructure.

INCIDENT COMMANDER (IC) – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering 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. This IC must be appropriately trained in the Incident Command System.

MITIGATION – Mitigation activities are those that eliminate or reduce the probability of disaster occurrence. They also include those long-term activities that lessen the undesirable effects of unavoidable hazards.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) – A system described in Homeland Security Presidential Directive – 5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity.



PUBLIC INFORMATION OFFICER (PIO) – The person responsible for the transfer of information to other agencies, the public, and/or the news media during the response phase of an incident. The PIO may be the IC or their designee.

RESPONSE – The efforts to minimize the hazards created by an emergency by protecting the people, the environment, and property and returning the scene to normal pre-emergency conditions.

UNIFIED COMMAND (UC) – An incident command system composed of designated agency officials, representing different legal authorities and functional areas of responsibility. UC uses a collaborative process to jointly determine incident objectives, priorities, and a single Incident Action Plan. One member of the UC is designated as spokesperson.



APPENDIX C: DISASTER EMERGENCY CHECKLIST AND DISASTER DELCARATION

Elected Official Emergency Checklist

- Contact/locate Command Post/Incident Commander
- Assess the situation – size of affected area, property/infrastructure damage, number of dead or injured, and incident status
- Ensure staff & response force needs are met
- Prepare for convergence of media and spontaneous volunteers
- Ensure public is receiving accurate and timely information
- Ensure log of actions & financial transactions are kept
- Contact legal counsel, dept. heads, & ACDEM if necessary
- Declare Disaster Emergency if required (see below for declaration process)
- Request activation of Emergency Operation Center if necessary
- Report to Emergency Operation Center when activated
- Receive briefing for elected officials, agency/jurisdiction heads, and PIO
- Provide strategic guidance – focus on broad situation
- Set priorities between incidents and associated resource allocations
- Authorize overtime & emergency expenditures as required
- De-conflict agency policies
- Delegate necessary authority to Incident Commander

Disaster/Emergency Declaration Guide

- Idaho Statutes, Title 46, Chapter 10
- Declaration must be signed by jurisdiction Chief Elected Official, and expires within 7 days unless renewed by governing body. Declaration template on following pages.
- Must be given prompt and general publicity & filed with local county recorder
- Provides limited immunity for emergency actions of public employees
- Authorizes issuance of orders and regulations to protect life and property (e.g., establish curfews, suspend public events, ration water, etc.)
- Activates emergency plans
- Eases purchasing and contracting restrictions, removes requirement to seek competitive bids.
- Allows jurisdiction to suspend non-emergency functions and fully commit resources and personnel to the disaster
- Allows critical equipment to be commandeered
- Declaration is required for reimbursement of extraordinary emergency costs & funds to repair damaged public facilities



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MAYOR'S LOCAL DISASTER EMERGENCY DECLARATION OF IMMINENT THREAT

WHEREAS, Idaho Code § 46-1011 allows the mayor of a city to declare a local disaster emergency; and

WHEREAS, Idaho Code § 46-1002(3) defines disaster as the “imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade 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;” and

WHEREAS, the imminent threat of widespread and severe damage or loss of property in the city as a result of a _____ constitutes a “disaster”; and

WHEREAS, a declaration activates the response and recovery aspects of applicable local or intergovernmental disaster emergency plans for the furnishing of aid and assistance; and

WHEREAS, Idaho Code § 46-1002(4) provides that an “emergency” includes the imminent threat of a “disaster” or condition threatening life or property which requires state emergency assistance to supplement local efforts to protect property or avert or lessen the threat of “disaster;” and

WHEREAS, an emergency exists because a _____ disaster is imminent and threatens life and property in the City of Star and requires state emergency assistance to supplement local efforts to protect life and property; and

WHEREAS, Idaho Code § 67-2808 authorizes the Council of the City of Star to declare an emergency and that the public interest and necessity demand the immediate expenditure of public money without compliance with formal bidding procedures; and

WHEREAS, an emergency declaration must be filed with the county recorder’s office and “given prompt and general publicity.”

NOW THEREFORE, the Mayor of the City of Star does hereby declare:

That a local disaster emergency exists and that all efforts will be made to protect the citizens and property of the City of Star through activation of all local disaster emergency plans and state emergency assistance; and

That this Local Disaster Emergency shall expire within seven (7) days unless the City Council expressly authorizes the continuance of such Declaration; and



*Emergency Operations Plan
City of Star, Idaho*

That this Declaration of Local Disaster Emergency Declaration of Imminent Threat (“Declaration”) shall be promptly filed with the Ada County Recorder’s Office; and

That prompt and general publicity shall be given by a press release notifying the public of this Declaration.

APPROVED AND ADOPTED this _____ day of _____, 20____.
(date) (month) (year)

Mayor

ATTEST:

City Clerk



APPENDIX D: ADA COUNTY EMERGENCY OPERATIONS CENTER

Ada County Emergency Operations Center (EOC)

Ada County maintains an emergency operations center (EOC), located at 7200 Barrister Drive, Boise. Ada County Department of Emergency Management (ACDEM) manages the EOC. The facility is in the same building as the Ada County Sheriff's Office. The EOC may be activated to support a city response, an event that affects multiple jurisdictions, a county-wide event, or an event that affects the region or state. Employees and volunteers from various local, county, regional, and state entities are called upon to staff the County EOC.

The Ada County EOC supports emergency and disaster response preparation, response activities, information coordination, and recovery actions. The EOC uses the emergency support functions (ESF) format employed by the state and federal government to group common activities and tasks in appropriate groups. The ESF format allows for easier integration into the state and federal emergency response system.

Emergency Support Functions (ESF)

ACDEM uses the following ESFs for operations within the Ada County EOC. The information below describes the ESF positions that may be used when the Ada County EOC expands to meet the coordination needs of an incident. Until the time when an ESF is activated, the responsibility of that position falls to the appropriate ICS Section Chief or the EOC Manager.

a. Transportation (ESF # 1A and 1B):

The ESF 1 Transportation positions provide coordination for all aspects of transportation-related support as it relates to an incident. This includes support for evacuation, coordination, and prioritization for transportation-related infrastructure; restoration and equipment support; and coordination for the movement of large numbers of people from point to point.

b. Communications (ESF # 2):

The ESF 2 Communications position supports a variety of communications functions within the jurisdiction. These functions may include radio systems, telephone, computer networks, satellite communications, and critical data links.

c. Public Works and Engineering (ESF # 3):

The ESF 3 Public Works and Engineering position provides coordination for engineering and public works support services. These tasks include (but are not limited to) engineering evaluations for infrastructure, damage assessments, repair of essential services, planning, and repair and restoration of sewer and water services.

d. Firefighting (ESF # 4):



The ESF 4 Firefighting position coordinates all firefighting activities within the jurisdiction in response to an incident or event. Activities may include operational coordination of fire department assets, route alerting, coordination with evacuation, and the tracking of incident-specific equipment and needs.

e. Emergency Management (ESF # 5):

The ESF 5 Emergency Management position coordinates the collection, analysis, and distribution of information pertaining to a potential or actual emergency or disaster to enhance preparedness, response, and/or recovery. In addition, the role of the ESF 5 position is to support and coordinate field response units prior to, during, and following an incident.

f. Mass Care, Housing, and Human Services (ESF # 6):

The ESF 6 Mass Care, Housing, and Human Services position supports the delivery of programs that provide sheltering, feeding, and emergency aid distribution following an incident. The position supports both the residential population impacted by the disaster and the first responders mobilized to support the disaster response.

g. Resource Support (ESF # 7):

The ESF 7 Resource Support position supports agencies in the coordination of logistical needs including equipment, services, personnel, and facility needs. The position also provides resource support prior to, during, and following an incident.

h. Health/Medical (ESF # 8A and 8B):

The ESF 8 Health/Medical positions support the health and medical assistance functions for residents and responders within the jurisdiction. Assistance may include medical care, disease prevention, and psychological support.

i. Urban Search and Rescue (ESF # 9):

The ESF 9 Urban Search and Rescue position supports the search and rescue functions in all phases of emergency management in response to all hazards throughout a jurisdiction.

j. Oil and Hazardous Materials Response (ESF # 10):

The ESF 10 Oil and Hazardous Materials Response position provides coordination for the management of any emergent hazardous materials spill and/or any other unanticipated release of product.

k. Agriculture and Natural Resources (ESF # 11):

The ESF 11 Agriculture and Natural Resources position coordinates jurisdictional, regional, state, and federal responses to incidents that impact or potentially impact animals, crops, and (in specific instances) the water supply. Responsibilities include response coordination for disease outbreaks within animal populations, plant disease outbreak response coordination, and the safety and security of the commercial food and water supply.

l. Energy (ESF # 12):



The ESF 12 Energy position coordinates the effective and efficient use of available electrical, telecommunications, gas, petroleum, Internet, and water resources to meet the needs of the first responders, residents, and the businesses within a jurisdiction.

m. Public Safety and Security (ESF # 13):

The ESF 13 Public Safety and Security position provides coordination and support for law enforcement, public safety, and security resources.

n. Long-Term Community Recovery and Mitigation (ESF # 14):

The ESF 14 Long-Term Community Recovery and Mitigation position coordinates a community recovery process following adverse physical, economic, and/or environmental impacts of a disaster. This recovery may be short- or long-term.

o. External Affairs (ESF #15)

The ESF 15 External Affairs position coordinates the release of public information to minimize the loss of life and property before, during, and after an incident. This position coordinates with the ESF 15 staff members at the EMCR EOC as well as public information officers in surrounding cities, states, and private agencies.



Emergency Operations Plan
City of Star, Idaho



APPENDIX E: COUNTY EOC 213RR – RESOURCE REQUEST FORM

Instructions for filling out the Ada County EOC 213RR Form
REQUESTOR fills in blocks 1 through 15, excluding 5f -5g.

Block # 1	Incident name is the same as the name stated on the ICS-201 Form and Incident Action Plan (IAP).
Block # 2	Name of Jurisdiction/Agency initiating request.
Block # 3	The date (month/day/year) and the time (using the 24-hour clock) when submitting the request.
Block #4	Jurisdiction or agency generated tracking number.
Block # 5a-c	Items requested: Must include quantity; Include Kind and Type <i>if applicable</i> .
Block # 5d	The detailed description of requirements. (<i>Be as specific as possible</i>).
Block # 5e	Time resource is needed.
Block # 5f	Estimated time of arrival (<i>to be filled out by the Logistics Section</i>).
Block # 5g	Cost of resource (<i>to be filled out by the Logistics Section</i>).
Block # 6	List additional support needed; driver, fuels, etc.
Block # 7	How long do you need the resource (number of hours, days etc.).
Block # 8	Location: Where the requesting jurisdiction/agency wants the items delivered to (a specific staging area, address, latitude & longitude, etc.).
Block # 9	Point of contact at the delivery location.
Block # 10	Enter information if known. A suggested source may be a known contract in place or verbal (not written & signed) agreement with a local vendor.



*Emergency Operations Plan
City of Star, Idaho*

Block # 11	<p>Lifesaving- This includes rescuing endangered civilians, treatment of the injured, and provisions for the safety, accountability and welfare of response personnel.</p> <p>Incident Stabilization-To keep the incident from escalating and bring it under control to limit the negative consequences.</p> <p>Property Preservation- Protection of property, infrastructure, evidence, economy and the environment.</p>
Block #12	<p>Full = Requestor will pay the complete cost of the resource.</p> <p>Cost Share = Requestor will pay the pre-determined share of the cost as documented in the cost share agreement approved by the Elected Officials /Agency Administrators.</p> <p>None = Resource is either available through a mutual aid agreement at no cost or Requestor does not have funding available for either full or cost share payment.</p>
Block #13	For Cost Share, list Agreement Number. For None, specify reason.
Block # 14	Name and contact information of requestor.
Block #15	This must be approved by the appropriate Section Chief or Authorized spending agent.



Instructions for filling out the Ada County EOC 213RR Form

Blocks 16 through 24 and blocks 5f- 5g to be filled out by the Logistics Section.

Block # 16	EOC/ECC Logistics Tracking Number.
Block # 17	Supplier Point of Contact, Phone Number and/or email address.
Block # 18	Actions taken in processing resource request.
Block # 19	Usually the signature of the Logistic Section Chief or Deputy Logistics Section Chief.
Block # 20	Date & Time of Signature.
Block # 21	Ordering Unit (ORD) or Procurement Unit (PROC). Other block is checked if ORD/PROC positions are not filled. If Other block is checked, fill in position.
Block # 22	If checked, request has been elevated to IOEM for processing.
Block # 23	IOEM assigned tracking number.
Block # 24	Mutual Aid tracking #: Assigned by IOEM for Resources obtained by state.

Blocks 25 through 27 are filled out by the Finance Section

<u>Block # 25</u>	Comments from Finance Section Chief, Deputy Finance Section Chief, or Procurement.
<u>Block # 26</u>	Approval: This must be approved in accordance with Jurisdiction/Agency internal procurement policies.
<u>Block # 27</u>	Date & Time of Signature

Requestor is responsible for supervision, tracking and demobilization of the resource once it arrives at the requested location.



Emergency Operations Plan
City of Star, Idaho

Requestor will provide resource tracking documentation to EOC Logistics when the resource is no longer in use.



Emergency Operations Plan
City of Star, Idaho



RESOURCE REQUEST FORM (Ada Co. EOC 213 RR)

Requestor	1. Incident Name:		2. Requesting Agency:		3. Date & Time: (mm/dd/yy - 00:00)		4. Requester Tracking Number:		
	5. Order						SHADED AREA TO BE FILLED BY LOGISTICS SECTION		
	a. Qty.	b. Kind (if known)	c. Type (if known)	d. Detailed item description and/or of task to be accomplished: (<i>Vital characteristics, brand, specs, experience, size, etc.</i>) and, if applicable, purpose/use, diagrams and other info.			g. Cost		
							e. Requested		
							f. Estimated		
	6. Personnel/Additional Support Needed: (<i>Driver/Fuel Etc.</i>)						7. Duration needed:		
	8. Requested Delivery/Reporting Location: (<i>Address/landmarks etc.</i>)				9. Delivery/Reporting Location POC: (<i>Name & Contact info</i>)				
	10. Suitable Substitutes and/or Suggested Sources: (if known)				11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation				
	12. Requestor Provides Funding: <input type="checkbox"/> Full <input type="checkbox"/> Cost Share <input type="checkbox"/> None				13. If requestor is unable to provide (full/partial) funding for the resource, specify reason:				
14. Requested by Name/Position & phone/email:				15. Request Authorized by:					
Logistics	16. EOC/ECC Logistics Tracking Number:		17. Name of Supplier/POC, Phone/Fax/Email:						
	18. Notes:								
	19. Approval Signature of Authorized Logistics Representative:						20. Date & Time: (mm/dd/yy - 00:00)		
	21. Order placed by (check box): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER _____								
	22. Elevate to State: <input type="checkbox"/>		23. State Tracking #:		24. Mutual Aid Tracking #:				
Finance	25. Reply/Comments from Finance:								
	26. Finance Section Signature:						27. Date & Time: (mm/dd/yy - 00:00)		
Original to: Documentation Unit									
Copies to: Logistics Section, originating ESF/agency, and Finance & Administration Section									

Requestor is responsible for supervision, tracking and demobilization of the resource once it arrives at the requested location. Requestor will provide this documentation to EOC Logistics once the resource is no longer in use.