

LETTER OF PROMULGATION

The Latah County Emergency Operations Plan dated April 1, 2008 is hereby authorized to be the official plan for Latah County intergovernmental emergency operations. This is an updated version in a succession of plans designed to provide coordinated city, county, highway, school district, fire protection, and other governmental agencies, and volunteer organizations' efforts prior to, during, and after a threat or actual occurrence of a natural or man-made technological disaster, including hostile attack. This plan is applicable to all elements of county and city governments; cooperating separate governmental entities; and commercial, industrial, and private/non-profit organizations assigned responsibilities hereunder or engage in, or in support of emergency operations under this plan. Periodic exercises will be scheduled to provide familiarity with emergency functions.

The signatories to this Emergency Operations Plan concur with the concepts, requirements, and assignments of the basic plan, to include all procedural appendices and Standard Operating Procedures found therein.

The Latah County Emergency Operations Plan is intended to and shall be interpreted to give effect to the purposes of the Idaho Disaster Preparedness Act of 1975, as amended, Chapter 10, Title 46, Idaho Code, and shall not be interpreted to increase liability for Latah County or any signatory.

This plan supersedes the Latah County Emergency Operations Plan dated November 2003.

Any signatory may withdraw its acceptance and participation in the plan by giving a 30-day written notice filed with the County Clerk.

Tom S. Stroschein
Chairman, Latah Board of County Commissioners

Date

John A. "Jack" Nelson
Latah Board of County Commissioners

Date

Jennifer Barrett

Date

Latah Board of County Commissioners

Adopted by the Latah Board of County Commissioners on _____.

Attest:

Deputy Clerk

Table of Contents

PREFACE	4
SIGNATURE PAGE / DISTRIBUTION LIST	5
RECORD OF CHANGES	7
ACRONYMS	8
PURPOSE	10
CONCEPT OF OPERATION	12
PLAN ORGANIZATION	13
POLICY STATEMENT	14
PLANNING ASSUMPTIONS	18
RESPONSE CAPABILITY	19
RESPONSE OPERATIONS	20
OPERATIONS AND ORGANIZATION	21
EMERGENCY OPERATIONS CENTER	22
INCIDENT COMMAND SYSTEM	27
TASK AND EXECUTION	30
SUSTAINMENT TRANSITION AND RECOVERY	34
TRANSITION OPERATIONS	35
COMMUNICATIONS	37
LATAH COUNTY MOBILE COMMAND CENTER	39

PREFACE

Large disasters affecting Latah County population centers are relatively infrequent. This plan is predicated on the assumption that the County may well experience a disaster that will require the combined relief efforts and resources of local, state and federal organizations and agencies. The procedures and guidelines described on the ensuing pages reflect how the “all-hazard” Emergency Operations Center and Incident Command System used in Latah County will interface during a disaster. Life safety, property conservation, and incident stability are the founding priorities of this plan. When realistic procedures and resources are known, exercised and used, reaction times are reduced, coordination is improved and overall response and recovery measures become more efficient and effective. To this extent, the Latah County Emergency Operations Plan has been developed as a living document, designed for future improvement as laws and regulations change, procedures are streamlined and improved upon, and technology is advanced.

In accordance with Title 46, Chapter 10, “State Disaster Preparedness Act of 1975, as amended,” and Latah County Ordinance No. 251 (July 2004), Latah County is required to plan and prepare for disasters and emergencies for all hazards: natural, man-made, and technological.

This plan endorses and uses many of the recommendations and models provided by the Idaho Emergency Operations Plan and Federal Emergency Management Agency.

SIGNATURE PAGE / DISTRIBUTION LIST

The following entities are committed to the Emergency Operations Plan effective implementation as so noted by their authorized signature and date of receipt.

Agency	Signature	Date	Number of Copies	
			Disk	Paper
Bovill Rural Fire District				
City of Bovill				
BHS N Central Area Field Officer				
City of Deary				
City of Genesee				
City of Juliaetta				
City of Kendrick				
City of Moscow				
City of Moscow Public Works				
City of Onaway				
City of Potlatch				
City of Troy				
Deary Rural Fire District				
Genesee Rural Fire District				
Gritman Medical Center				
Idaho Bureau of Homeland Security				
Idaho Department of Lands				
Idaho State Police				
Juliaetta Volunteer Fire Dept				
Kendrick Volunteer Fire Dept				
KRPL Inc Radio Station				
Latah County Assessor				
Latah County Clerk/Recorder				
Latah County Coroner				
Latah Board of County Commissioners				
Latah County Disaster Services				
Latah County Planning and Building				
Latah County Prosecuting Attorney's Office				
Latah County Search and Rescue				
Latah County Sheriff's Office				
Moscow City and Rural VFD				
Moscow Police Department				
North Central District Health				
North Latah County Highway District				
Potlatch Rural Fire District				
Short's Funeral Home				
Rathbun Communications				

South Latah Highway District				
Troy Police Department				
Troy Rural Fire District				
University of Idaho Campus Police				
University of Idaho Physical Plant				
University of Idaho Risk Manager				
University of Idaho Safety Officer				
Latah County Treasurer's Office				

ACRONYMS

ARC	American Red Cross
BOCC	Board of County Commissioners
BHS	Bureau of Homeland Security
CB	Citizen's Band
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
DEQ	Department of Environmental Quality
DSB	Disaster Services Board
DSC	Disaster Services Coordinator
DSO	Disaster Services Office
EAS	Emergency Alert System
ECC	Emergency Communications Center
EHS	Environmental Health and Safety
EMP	Electromagnetic Pulse
EMS	Emergency Medical Service
EMT	Emergency Medical Technicians
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Functions
FEMA	Federal Emergency Management Agency
GMC	Gritman Medical Center
HAZMAT	Hazardous Materials
IC	Incident Commander
ICS	Incident Command System
ILETS	Idaho Law Enforcement Teletype Systems
ISP	Idaho State Police
ITD	Idaho Transportation Department
JIC	Joint Information Center
LCSO	Latah County Sheriff's Office
LERAA	Local Emergency Response Authority
LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreements
MAP	Mission Assignment Process
MTN	Mission Task Number
MOU	Memorandum of Understanding
MCC	Mobile Command Center
MPD	Moscow Police Department
NAWAS	National Warning System
NOAA	National Oceanic Atmospheric Agency
NWS	National Weather Service
OSCCR	On Scene Command and Coordination Radio
PIER	Public Information Emergency Response
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
RC&D	Resource Conservation and Development
RRT	Regional Response Teams
SAR	Search and Rescue
SOG	Standard Operating Guidelines

SOP	Standard Operating Procedures
U of I	University of Idaho
USDA	United States Department of Agriculture
USDOE	United States Department of Energy
WMD	Weapons of Mass Destruction
WSU	Washington State University

PURPOSE

This Emergency Operations Plan (EOP) is the basic component of the Latah County, State of Idaho Emergency Response System. The Latah County Disaster Services Office (DSO) has overall responsibilities for ensuring that a coordinated disaster response and relief effort is provided to the citizens of the County.

Written as the base document for use by Latah County officials, government agencies, emergency response elements, and disaster relief entities, it outlines and describes:

The overall goal of the Latah County EOP is to be user friendly. Its objectives:

- Comprehensive and concise as possible.
- Useable for elected officials who hold the legal responsibility of providing emergency services to save lives and property in emergency situations.
- Useable for the First Responders that provide emergency services
- Useable for the citizens for whom emergency services are provided.
- A catalyst and framework for cooperative emergency management by Latah County.
- County, cities within the County, University of Idaho (UofI), special districts, and other government and private organizations.
- Guidelines and procedures for implementation of this plan.
- The interface between the ICS (Incident Command System) and the Emergency Operations Center (EOC).

Coordination of resources and personnel in response to:

- Local and countywide disasters.
- Adjoining counties, where mutual aid agreements exist.

The roles and responsibilities of essential elements in the EOC organization for supporting, coordinating and implementing an immediate and effective disaster response in support of the Incident Command (IC) within Latah County.

Standardized procedures and guidelines for EOC and field sustained operations, transition to and from State or Federal assisted operations, and recovery operations.

Implementing the Latah County Mission Task Numbers (MTN) to manage and account for assistance requests, assignments to public and private agencies, and establish projected estimated costs for each assigned mission.

Organizing the County response assistance options to utilize Emergency Support Functions (ESFs) will help identify primary and supporting agencies and associated responsibilities in responding to emergency disasters.

Scope

This plan applies to all emergency response elements, government agencies, and disaster relief organizations and agencies supporting Latah County emergency operations.

CONCEPT OF OPERATION

The initial response to a disaster, or to the threat thereof, will generally be in accordance with the measures outlined in this plan. The County concept of operations is based on ICS. The IC will implement ICS, including establishment of an Incident Command Post (ICP), and filling personnel positions necessary for command and control of an incident.

The IC is the first responder on the scene until relieved by higher authority or by mutual agreement. The IC is responsible for the immediate tactical actions to control the incident. The ICS will be utilized at every response event.

Upon activation of the EOC the Disaster Services Coordinator (DSC) assumes the role of the EOC Director. The EOC is made up of personnel from county, city and private organizations and groups, managed by the EOC Director. The EOC is set in motion only in those events that exceed the normal capabilities of responding agencies. The EOC is activated in coordination with the DSO, the IC, and Latah Board of County Commissioners (BOCC).

The success of the County's emergency response is dependent upon teamwork, training, and agency coordination.

Under the National Incident Management System (NIMS) criteria Latah County has:

- Adopted ICS as the standard for incident management.
- Implemented formal recommendations for IS700 for managers and response supervisors as well as IS800.
- Approved, by formal resolution of the Latah BOCC, the local adoption of NIMS.
- Improved and updated the resource directory.
- Provided opportunities for training for the NIMS Awareness Course. (IS700)
- Determined which NIMS requirements already have been met for the EOP.
- Developed a strategy and timeframe for full NIMS implementation by the end of FY 2007, which is:
 - To eliminate, where possible the use of "ten codes" and other communications codes in joint local, state and federal responses.
 - Complete transition of *all* local response services to ICS and continue to train personnel (ICS 200, 300, 400, IS700 and IS800.A).
 - Implement improved resource inventory along with typing and accountability.
 - Assign jurisdictional ICs whenever possible or practical based on ICS principals.
 - To follow the guidelines published by the NIMS Integration Center.

PLAN ORGANIZATION

This plan consists of the Basic Plan, Emergency Support Functions, and Procedural Appendices.

Basic Plan

As the basic component, the plan provides details and policies of the EOC's operations in support of IC during emergency tactical operations in the field. It identifies the responsibilities of key EOC officers, certain elected officials, and the general staff of IC.

Emergency Support Functions

There are currently 13 Latah County Emergency Support Function (ESF) Annexes in this plan. The term, "Latah County Emergency Support Function (LC-ESF)" is used to delineate between the State Response Plan's use of the term "Emergency Support Function (ID-ESF)". Each LC-ESF annex has at least one agency assigned as the primary agency. In addition to the primary agencies, several departments, agencies, volunteer organizations, or private enterprises are designated as support agencies. In coordination with IC the primary agencies have the ultimate responsibility for accomplishing the tasks specified in the LC-ESF, and may call upon any or all of the assigned support agencies for assistance. It will be the supporting agencies responsibility to support the tactical operations upon request, conducting operations using its authorities, expertise, capabilities, or resources.

Primary and support agencies, as appropriate, should prepare Internal Operating Procedures designed to accomplish the task designated by the LC-ESF.

Each organization shall be prepared to provide qualified representation in the Latah County EOC and a liaison to coordinate with IC on an as-needed basis.

Procedural Appendices

Procedural appendices describe the County's exposure and risk to potentially disastrous occurrences that could lead to extreme stress on the County's essential services and emergency response capabilities and/or the possibilities of mass casualties. Procedural appendices contain certain assumptions and concepts relating to the response expectations of the County.

POLICY STATEMENTS

Citizen Preparedness

Latah County will not substitute government services for individual responsibility during a threatened or actual disaster. Accordingly, citizens are expected to be aware of developing or occurring hazardous events and respond in a safe, responsible manner. Citizens are also encouraged to be self-sufficient for at least 96 hours.

Management Priorities

Emergency management priorities will be based on the prevailing situation and on-scene circumstances. However, for planning and conceptualization purposes, the following priorities are established with the understanding that they may change during a disaster event.

- Protect human life and public health.
- Protect public property and infrastructure.
- Provide reasonable assistance to individuals to protect private property consistent with constitutional requirements, city/county functions and funding.
- Protect the environment.

General Organizational Responsibilities*

The head of each primary, support, county, and/or private agency/company is responsible for the following:

- Appointing a liaison and alternates to work with the DSO in a given emergency.
- Making staff available at the request of DSO for appropriate training and emergency assignment. All costs for these activities will be borne by the respective parent organization.
- Establishing policy and procedures for damage assessment and the provision of that information to the DSO/EOC.
- Establishing policy and procedures for the identification and preservation of essential records to facilitate the re-establishment of normal operations.
- Establishing policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate expenditure records.
- Maintaining a current inventory of key organizational personnel, facilities and equipment resources.

- Designating primary and alternate locations from which to establish direction and control of organizational activities during a disaster.
- Establishing policy and procedures for organizational chain of command and succession of authority.
- Developing organizational disaster mitigation, preparedness, response, and recovery plans.

**These responsibilities should be included in the respective job description of each Department Head/Elected Official.*

Finances

Expenditures necessary for the immediate survival of persons endangered by an emergency or that may be incurred as a result of a disaster may exceed the legal limitations of the budget. Volunteer organizations along with mutual aid agreements/memorandums of understanding (MAA/MOUs) with adjoining counties and/or state aid may be necessary to maintain emergency response, mitigation and recovery operations.

Safety of Employee's Immediate Family

It is anticipated that governmental employees will not be at peak efficiency or effectiveness during a disaster if the status of their household is unknown or in doubt.

Accordingly, governmental employees assigned disaster response functions are encouraged to make arrangements with other employees, friends, neighbors and relatives to check on their immediate families' welfare and, if necessary, relay that information to the employee's immediate supervisor, DSO, or other appropriate party.

As feasible, and consistent with other disaster management activities, EOC staff will assist employees in determining the status of their immediate families.

Nondiscrimination

It is the policy of Latah County that no services will be denied on the basis of race, color, religion, national origin, age, gender, marital status, veteran status, or the presence of any sensory, mental, or physical disability.

Public Information

It is essential that accurate, timely and consistent information be disseminated to the public. Latah County departments and offices will coordinate the development and dissemination of all disaster related public information through the Public Information Officer (PIO).

Suspension of Day-To-Day Activities

Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of the public emergency. The efforts that would normally be required for these functions will be redirected to accomplish disaster management tasks.

Maintenance, Training, and Exercises

Latah County Emergency Management personnel will, in coordination with other county agencies, review this plan and revise/update it as needed. Each county/state agency and local government should review this plan and communicate to the Latah County DSO any recommended changes.

The DSO will help coordinate and/or provide training, advice, and technical assistance to county, private, and volunteer agencies participating in preparedness activities. It is a function of the DSO to facilitate, partially fund, and organize such training exercises. The plan encourages coordination between agencies in order to pool financial resources that would facilitate multi-agency training exercises. Annual fiscal accounting that allows for emergency preparedness is encouraged by all government agencies. Training may also be funded by grants sponsored by the Idaho Bureau of Homeland Security (BHS), other sponsoring agencies, or private industry.

Mutual Aid Agreements/Memorandums of Understanding

Latah County recognizes that MAAs/MOUs among signatory agencies, counties and states, are a critical component of interagency cooperation. These documents will identify and coordinate the use of resources and personnel between agencies during an emergency incident. Coordination with the DSO, Local Emergency Planning Committee (LEPC), and other agencies identified in the ESFs of this plan will assist agencies in identifying collaborative partners. It is the responsibility of an agency to identify where resource shortfalls may be expected within their organization during an extended emergency event. When appropriate, these agreements should address the unique response requirements and resource needs associated with response to weapons of mass destruction that include chemical, biological, radiological, nuclear, and explosive weapons (CBRNE).

MAAs/MOUs should be examined on an annual basis to determine the types and capabilities of support the signatories are prepared and able to provide. For this to be effective, primary and support agencies should maintain an updated inventory of resources and provide the inventory information to the DSO as necessary. This inventory should be 'typed' as to its' capability and function, in a common language understood between county/state and federal agencies.

An effective MAA/MOU should address the issues of liability and reimbursements to the signatories, and have the ability to accurately track the obtained resources from request through return.

Copies of the MAAs/MOUs should be provided to the DSO where they will be kept to assist IC and with the EOC planning and coordinating efforts during an emergency incident.

Resource ‘Typing’

Latah County recognizes the necessity for response agencies to maintain a detailed inventory of real and possible response resources. These assets need to be ‘typed’ in a common and universal language that can be used among responding agencies. It is assumed this ‘typing’ would clarify the differences in capacity and function of the resources, i.e. bulldozers size, capacity and intent. The criteria for typing these assets are ongoing and developing as this EOP is being written; therefore concerned agencies will remain attentive of changes in the typing criteria as the language is clarified.

The Idaho Department of Lands (IDL), fire protection districts, U.S. Forest Service (USFS), and municipal fire departments of the five north central counties use the same common language of ‘typing’ response resources that are used for emergency operations.

Limitations

No guarantee of a perfect system is implied by this plan. As resources and personnel may be overwhelmed, Latah County can only endeavor to make a reasonable effort to respond to each emergency based on the situation, and on information and resources available at the time.

PLANNING ASSUMPTIONS

Latah County will have the unified capability and desire to save life and protect property in the event of a major disaster.

The present government structure will be preserved during a disaster or emergency condition.

Severe weather conditions, flooding, earthquake, debris, and road distance between population centers will extend response time and relief efforts during an emergency or disaster.

Use of outside resources will require additional coordination and response time.

Volunteer organizations, private enterprise, MAAs/MOUs, and State and Federal resources will be used as required to augment county disaster assistance and relief efforts.

Mutual aid and support relationships will continue between Latah County, disaster relief agencies and organizations, and surrounding counties.

Latah County's limited inventory of disaster operations material resources will affect the timeliness and consistency of disaster response countywide.

Gritman Medical Center (GMC) and other local supporting medical facilities may well become overloaded; a shortage of medical supplies will exist; and clogged transportation arteries may delay delivery of the injured to other area medical facilities.

Latah County's current emergency radio communication system is inadequate to handle multiple and varied government agency traffic. County, State, and Federal radios are incompatible.

Hazardous material (HAZMAT) and technological incidents can occur at any time. Normal emergency responders will provide initial response to these incidents; however, initial responders are ill equipped and often inadequately trained to manage incidents of this nature.

A nuclear, biological, or chemical attack in Latah County is unlikely. In the event of such an attack, State and Federal assistance would be required. Elected Officials/DSO would coordinate with Idaho BHS and follow protocol to secure necessary resources and funds to mitigate the situation. Federal guidelines will be issued using the Emergency Alert System (EAS).

RESPONSE CAPABILITY

General

A basic premise of the Idaho disaster management program is that each county be self-sustaining in coping with its disasters whenever possible. The ability of Latah County to cope with disasters within its boundaries is dependent on the following factors:

- Availability of sufficient numbers of trained and paid volunteer staff members and field operations workers.
- Adequately equipped and trained disaster responders.
- Availability of DSO material, supplies, and equipment.
- MAAs/MOUs among County, State and other regional governments in place with the DSO.

Discussion

Day-to-day community emergencies, not requiring county assistance, will be handled using local paid and volunteer disaster response units.

The Latah County Emergency Operations System has been designed and organized to respond, at the request of local community officials, to any emergency or disaster that exceeds city, town, municipality, or community capabilities.

The Latah County DSO and the EOC have been organized to provide a 24-hour, continuous, coordinated support effort to support IC during field operations as necessary. Under the guidance and direction of the Executive Group, the DSO has the power and authority to mobilize sufficient personnel, material, supplies, and equipment resources to provide immediate disaster relief and assistance to the appointed IC and the citizens of Latah County. When disaster operations exceed the capabilities of county assets, the DSO has the authority to request and coordinate external assistance. To aid the EOC Director, the EOC organization has been functionally aligned to:

- Direct, support, and coordinate internal administrative, legal, and communication services.
- Coordinate fire, law, public works, analysis, damage assessment, and aviation operational support for tactical operations.
- Coordinate, procure and manage material, personnel, equipment, medical, shelter and fiscal support for tactical operations. Organize the provision of food service support for field and EOC personnel.
- Provide a coordinated, single source response to citizen and media requests for information.

RESPONSE OPERATIONS

General

Local community response units will handle normal day-to-day emergencies. At the direction of the BOCC, the DSO will respond to all disasters in the County exceeding the capabilities of local community response units.

Upon declaration of a disaster, the level of response will be determined by the DSO and approved by the BOCC.

The DSO, with the approval of and at the direction of one or more of the County Commissioners, activate all or part of the EOC to assist in coordination and support of tactical operations. Activation of the EOC shall not be continued for a period in excess of seven (7) days except by or with a quorum of the BOCC.

Purpose

To provide a system within the County for managing and coordinating disaster and emergency relief efforts involving single or multiple jurisdictions with multiple response agencies in support of tactical operations.

OPERATIONS and ORGANIZATION

Management System

The Emergency Management System, consisting of an IC, an EOP, single points of contact within each level of government and within each department, and the EOC located in the basement of the Court House, is used in Latah County whenever an incident occurs requiring the coordination of local agencies. Designation of a county level IC, the extent of expected coordination required, and activation of the Latah County EOC will depend on the nature and severity of the incident.

The BOCC is ultimately responsible for coping with incidents that can affect the health, safety and environment of the County.

The Latah County DSO assists the BOCC in meeting their responsibilities.

The Latah County BOCC may appoint the Latah County Sheriff as the designated IC for all county level incidents. The IC works within this Emergency Management System in implementing this operations plan and in responding to the immediate scene.

Agency Coordination

Key agencies within Latah County will have a designated representative to coordinate agency activities. These individuals are also responsible for coordinating with the activities of other agencies within their designated EOC section.

All work will be performed in the Latah County EOC when practical. From the EOC all representatives will receive direction and will coordinate with other sections and agencies in implementing assigned tasks.

Each representative will have two other persons designated to function in his/her absence. This will allow for 24 hour EOC coverage as long as the response requires.

Representatives will receive continuous situation updates at scheduled staff briefings and through the use of section status boards.

EMERGENCY OPERATIONS CENTER

Seven Basic Functions of the EOC

1. Start-up: full or partial staff activation and set-up of the facility.
2. Administration and event documentation: administrative support for EOC operations and documentation of all routine and non-routine events and actions occurring in the EOC.
3. Information management: record-keeping systems designed to support and document the receipt and dissemination of internal and external information.
4. Resource management and procurement: implement the MTN to coordinate, procure and manage resource support for agencies requesting logistical support during emergency tactical operations. Response assets such as personnel, equipment, medical supplies, etc. will be procured and tracked with a mission assignment number unique to the incident. Also procures and provides food service support for EOC and field personnel.
5. Disaster analysis: determination and evaluation of disaster effects and analysis of future effects and probable courses of action.
6. Decision-making: in coordination with the IC and based on sound accurate data and input utilize the ESFs system to properly coordinate response, mitigation and recovery to a given emergency/disaster.
7. Recovery: those actions required after the threat has passed, including but not limited to citizen re-entry into homes, restoring utilities and roads, debris clean up, and rebuilding.

The Latah County EOC is the centrally located, primary location where the County government is able to gather, receive, maintain, and process information relative to disasters and major emergencies occurring within the boundaries of the County. Its prime mission is to provide interagency coordination and decision-making in support of IC for managing disaster response and recovery.

All functions performed in the EOC will be in accordance with current Standard Operating Procedures (SOP) or at the special direction of EOC Director.

The EOC may be fully or partially activated as agreed upon by the IC and DSO or designee and with the approval of the Latah Board of County Commissioners.

In cases where the situation is countywide or involves several jurisdictions, or municipalities, the EOC will most likely be activated. It is capable of operating on a continuous or intermittent basis as conditions dictate.

The EOC staff will be mobilized as required using the call-out procedures described in the EOC SOP. The DSO/EOC Director will notify each required section chief of EOC

activation and reporting requirements. The four section chiefs will request the same notification of required functional area officers through the services section. The functional area officers will request the same notification of required specialty area officers through the services section after section chief approval.

In the event the primary EOC is or becomes unavailable for operations, the DSO/ EOC Director will designate an alternate EOC location. When it becomes necessary to move from the primary to the secondary EOC, staff sections will relocate by thirds using the following system:

- One-third of the section will maintain current operations. This one-third will be last to relocate and will be responsible for closeout of the primary facility.
- One-third will be responsible for packing and preparing for transport all equipment and supplies not required for current operations. This one-third will relocate "on order" and prepare for operations at the new location.
- One-third will relocate immediately to the new location and set-up sufficient supplies and equipment to temporarily assume control of operations. Once established, this one-third will notify the primary EOC that it is prepared to take control and that the second one-third should begin relocation.

Emergency Operations Center Staff

Key agencies and county departments sending representatives to the EOC are organized into four distinct and interactive sections. The staff, under the direction and control of the DSO/EOC Director, will implement policy, priorities, coordination and support directed by the executive group.

General Staff

The general staff of the ICS is made up of incident management personnel who report to the IC. The General Staff consist of the **Operations, Plans, Finance/Administration, and Logistics Chiefs.**

Operations Section

The Operations Section Chief coordinates EOC fire, law, public works, analysis, and aviation assets in support of tactical operations. Internal liaison assets also fall under the auspices and control of this section.

The Operations Section Chief is second in command of EOC operations during limited absences of the DSO/EOC Director (when called to field or other locations for short durations).

The Operations Section of the Latah County EOC will use the Mission Assignment Process (MAP) to manage requests for logistical assistance during disaster emergencies.

Mission Assignment Process

- The Operations Section is responsible for coordinating requests for resource support from all levels of county government.
- A Mission Assignment will list a detailed scope of work or specific resource request.
- Each Mission Assignment will be assigned a unique MTN to facilitate tracking of the request and identification of the specific incident or disaster emergency.
- As requests for resources or assistance (Request for Assistance) are received from an agency, the Operations Section will document and evaluate the request to determine the appropriate LC-ESF that is best suited to support the request. A Mission Request with MTN will be issued to the respective LC-ESF primary agency. It will be essential for the Operations Chief to work closely with the Logistics Section for the procurement of essential resources and or private contractors/vendors assistance.
- The ESF agency receiving the Mission Request will evaluate their agency's ability to provide the requested resources and respond back to the LC-EOC with their determination.
- The Operations Section notifies the requesting agency that their Request for Assistance is being filled and provides the estimated time of delivery with an agency point of contact.
- Any part of a mission request that is not filled by the assigned LC-ESF agency may be redirected, in coordination with the EOC Operations Section, to another ESF support agency for evaluation and assignment.
- Mission requests that cannot be filled by a county agency are redirected by the Operations Section to the Logistical Section Chief for procurement from private vendors or contractors.
- Mission assignments and MTNs are uniquely identified and tracked. They allow reimbursement for extraordinary costs incurred by the supporting agency(s) or payment to vendors that contract with the County to provide materials or services.

The Operations Section should maintain continuous contact with the IC(s).

Plans Section

The Plans Section Chief reports directly to the IC and is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Planning must include an assessment of the present and projected situation, while constantly considering contingencies. Proactive incident management depends on an accurate assessment of the incident's potential and a prediction of likely outcomes.

Finance Section

The Finance Section Chief provides and documents personnel and equipment time, commissary, and cost analysis for the incident.

Logistics Section

The Logistics Section Chief coordinates, procures, and manages material, personnel, equipment, medical, shelter, food, and fiscal support for tactical operations in the field.

The Logistics Chief oversees operational supply functions and maintains contact between government and various private, commercial and industrial organizations that participate in the emergency operation. He/she will work closely with the Operations Chief assisting with the Mission Assignment Process and providing logistical support to the IC, including all actions necessary to ensure the availability of resources required to support the operation.

Command Staff

The Command Staff of the ICS is made up of incident management personnel who report to the IC. The Command Staff consist of the **Public Information, Liaison, and Safety Officers**.

Public Information Officer

The PIO provides a coordinated, single source response to citizen and media requests for information. The PIO heads this section. The PIO, representing the Executive Group and under the discretion of the DSO/EOC Director, may provide support to the EOC or a combination of the EOC and IC as required.

Public information requirements will be coordinated through the PIO or through the Joint Information Center (JIC) when activated. Responsibility for this coordination within the public information area is the responsibility of the PIO at the EOC.

Safety Officer

The Safety Officer function is to develop and recommend measures for ensuring personnel safety and to assess and/or anticipate hazardous and unsafe situations, and to

ensure that working conditions are monitored and work/rest guidelines are adhered to.
Ensure identified resources are in place to meet the mental health needs of the EOC staff.

Liaison Officer

The Liaison Officer maintains a list of assisting and cooperating agencies, including contact names and contact information.

INCIDENT COMMAND SYSTEM

The ICS will be used in Latah County.

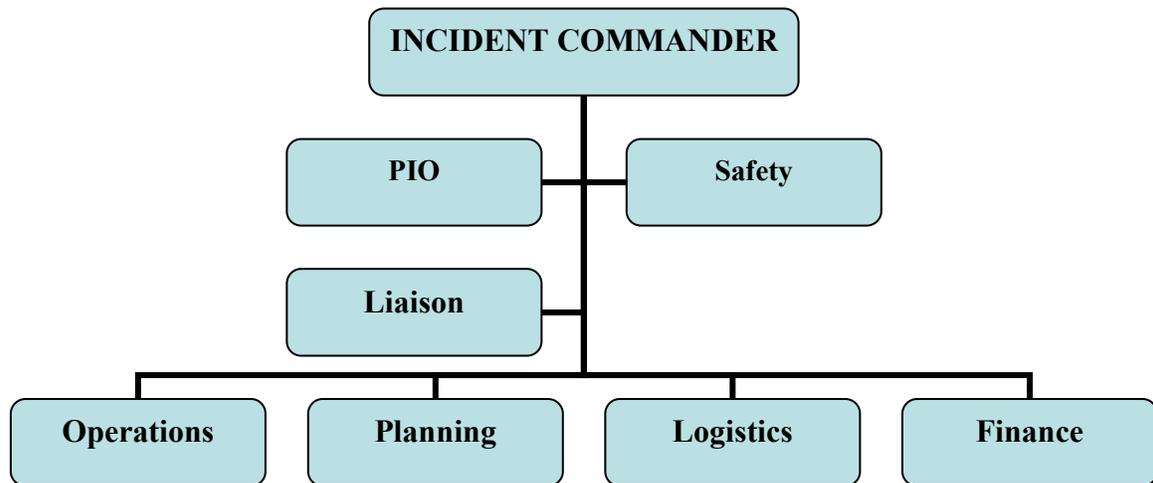
All incidents will have an IC or Unified Command designated.

The ICS will be implemented immediately by the agency with the greatest jurisdictional responsibility as directed by local municipality policy.

When an emergency/disaster is elevated to county control at the request of a local municipality or at the direction of the BOCC, the delegation of authority will go to the Latah County Sheriff or his/her designee.

The IC will direct response efforts at the scene and will establishment of an ICP. If desired, the on-scene IC may request use of the Latah County Mobile Command Center (MCC) for operations.

Communications will be clear text and established using law enforcement and fire response frequencies. As the situation matures, telephones will become the primary means of communication between the ICS staff and the EOC.



Unified Command

The Latah County Sheriff will assume IC for county level incidents.

As other agencies or levels of government need to be involved due to jurisdictional responsibility, a Unified Command System may be enacted at the direction of the BOCC.

Guidelines for establishing a Unified Command structure for incidents in Latah County are as follows:

- Each agency with responsibility for the incident, either geographical or functional, will designate one individual to represent them on the Unified Command.
- The Unified Command will assume the roles and responsibilities normally associated with the IC.
- The Unified Command will establish a common set of incident objectives and strategies in the Incident Action Plan (IAP).
- An ICS Operations Section Chief will be designated and become responsible for implementing the IAP.
- Other command and general staff sections, as described in the ICS, may be established as necessary to implement the plan.

County Level IC

Implement the ICS, including establishment of an ICP and filling personnel positions necessary for command and control of the incident.

Develop a written IAP that describes strategic goals, tactical objectives, and resource requirements.

Coordinate the actions of field personnel in response to the immediate scene, including, but not limited to, rescue efforts, population protection, and mitigation of the incident, access control, and communications.

Assess the emergency or disaster in coordination and cooperation with the Latah County DSO and determine appropriate actions.

If the EOC is requested and activated, designate a liaison representative who can assist DSO in coordinating the functions of planning, finance, logistics, operations, and public information.

Designate necessary staging areas for emergency response agencies and citizen evacuation.

Provide periodic situation information updates to the BOCC and local municipal leaders as necessary.

For a period up to seven days without the consent or vote of the BOCC, provide aid to other communities as provided for in mutual aid and support agreements.

EOC/ICS Interface

An on-scene Command System will be implemented immediately by the agency with the greatest jurisdictional responsibility (as directed by local municipality policy).

The responding agency will immediately notify the Latah County Sheriff's Office/EOC Director in all cases where hazardous materials are involved, the emergency or disaster is beyond the capabilities of local response units, and where multiple agencies are required for response to the scene and for providing relief to affected citizens.

When an emergency or disaster is elevated to county control at the request of a local municipality or at the direction of the BOCC, the Latah County Sheriff is designated IC.

Once notified, the DSO/EOC Director and the IC will make a coordinated assessment to determine what services the EOC/DSO can provide in support of the IC. These services may include, but are not limited to:

- Public information support, procurement of material, supplies, and services, collecting and providing incident data, and interface with government authorities.
- The DSO/EOC Director will provide an immediate situation update and make a recommendation on the need for EOC activation to the BOCC.
- The EOC will be activated if the incident is such that the ICS needs to be expanded or if the BOCC and the DSO deem it necessary.
- If and when the EOC is activated, it will be done so to support the IC in the overall management of the incident.
- Once activated, the ICS functions of planning, logistics, public information, and finance (at the discretion of the IC) may be supported by the EOC.

TASKS AND EXECUTION

The following is a compendium of tasks to be accomplished by designated members of the Latah County Emergency Management System. Tasks and their execution for specific types of emergencies or disasters are described in the Incident Appendices of this plan.

Latah County Board Of County Commissioners

- Declare a County emergency or disaster as necessary.
- Relieve county employees of normal duties and temporarily reassign them to emergency duties as required; employ temporary workers as necessary.
- Make, amend, or rescind local ordinances or rules necessary for expediting emergency operations.
- Activate MAAs/MOUs necessary to support emergency operations.
- Determine and authorize allocation of critical resources.
- Appropriate and expend funds and enter into contracts as deemed necessary.
- Provide aid to other communities as provided for in mutual aid and support agreements.
- Ensure all county resources are made available for emergency/disaster operations.
- Coordinate with the DSO to determine if a temporary flight restrict (TFR) is necessary over and around the incident site.
- If the Governor makes a State level disaster or emergency declaration, assign and make available for duty the employees, property, or equipment of the County as requested by the governor or his designated representative.
- Provide for the health and safety of the citizens and property of Latah County including recommending and/or approving protective measures.
- Convene a meeting of the BOCC and other elected officials as necessary and practical for situation up-date briefings.

Latah County Disaster Services Coordinator

- Respond to all emergencies or disasters in the County at the request of local municipal officials or direction of the BOCC.
- Provide support to the IC as required.

- Maintain continuous communication with the Idaho BHS as required and in accordance with established protocols.
- Advise the BOCC on the need to declare a local emergency or disaster.
- When TFRs have been deemed necessary in consultation with BOCC, a temporary flight restriction will be requested through Idaho Transportation Department (ITD) Bureau of Aeronautics.
- At the direction of the BOCC, forward an emergency or disaster declaration to the State.
- Ensure necessary emergency response staff notification.
- Fully or partially activate the Latah County EOC; provide for long term EOC operation as necessary.
- Coordinate all activities within the EOC to ensure all functions are performed as planned.
- Provide periodic EOC situation updates to the BOCC and Sheriff as necessary.
- Maintain liaison with adjacent counties and municipalities as required by the situation.
- Forward reports and damage and injury assessments to State as required.
- Recommend to and assist the BOCC in prioritizing work and allocating scarce resources.
- Recommend release of information to the news media and public through the PIO.
- Coordinate with the Sheriff's Office and implement EAS as deemed necessary.

Local Municipal Chief Executives

- Provides response to all day-to-day emergencies.
- In the event of a major emergency beyond the capabilities of local responders, immediately notify the Latah DSO.
- Declare a local disaster emergency.
- Assist Latah County DSO in coordinating emergency response within the municipality or the County as required.

- Designate a municipal emergency management liaison as required.

Municipal Emergency Management Liaison

- Function as the principal point of contact between his/her municipal emergency response agencies and the EOC Director.
- Coordinate all municipal actions in conjunction with the information and coordination received from the Latah County EOC.
- Obtain and provide to the EOC Director initial damage assessment information to be used in reporting requirement to the Idaho BHS.

Legal Advisor

- Provide advice and assistance to the Latah BOCC, EOC Director, and the IC on legal operating procedures.
- At the direction of the BOCC, respond to other requests for legal advice and assistance as necessary.

Municipal Coordination

All municipalities in Latah County have been asked to be part of the County Emergency Management System.

In the event of a major disaster or emergency that affects multiple municipalities or areas, available assets in the County may be used to reduce its effects.

Some municipalities may elect to establish their own EOC or ICP if they are heavily affected by the incident. If this occurs, the following guidelines and procedures are provided to ensure a coordinated effort throughout the County:

- Municipalities establishing their own emergency coordination facility separate from the County EOC will notify the Latah County DSO immediately.
- A listing of municipal resources to be coordinated from the municipal facility should be provided to the County EOC within two hours of establishing the separate facility. All municipal assets not listed as controlled by the municipality will be assumed to be available for county use.
- A municipal liaison will be appointed to maintain a continuous line of communication with the County EOC. This will ensure uninterrupted, two-way information exchange as to what the municipality and the County are doing.

- Primary communication between the two emergency command facilities will be telephone. In the event that telephone communication is disrupted, the following will be used in order:
 - Amateur radio
 - Courier
 - Law enforcement radio net

For municipalities not electing to establish a separate emergency coordination facility, a designated liaison representative will be sent to the County EOC for coordination of municipal assets.

SUBSTAINMENT, TRANSITION and RECOVERY

Sustainment Operations

The EOC Director will ensure sufficient Emergency Operations Center personnel, equipment, and supplies to maintain continuous 24-hour support of tactical operations.

A system of positive control and tracking of personnel, equipment, and supplies will be coordinated and maintained by the EOC in concert with supporting agencies, emergency responders, and the IC.

Commitment of Latah County funds in support of operations must receive prior approval and be assigned a purchase order number by the EOC Finance Officer.

Comprehensive resource management will be adhered to at all levels. The EOC (when activated), with input from the IC, will maintain a current status condition on all single and unit resources in the field. All responding resources will be assigned a current status condition using the following Categories:

- Performing active function
- Available -- ready for assignment
- Out of service (not ready for available or assigned status)

The IC will ensure personnel and equipment in the field are accounted for at all times and that crew rest and equipment maintenance is programmed into operational schedules. Information on crew and equipment status change will be transmitted to the EOC within one hour of the occurrence.

TRANSITION OPERATIONS

From Municipal to County Oversight

The municipality chief executive officer will make requests for county assistance and declarations of an emergency or disaster to the BOCC.

The BOCC will direct the DSO/EOC Director to provide support as deemed necessary to protect life and property and to support the IC as required.

The designated IC for Latah County will conduct an on-sight assessment of the situation with the DSO and the municipality designated IC. During the assessment, the municipality IC will provide the following information to the County IC:

- Identity and condition status of all responding units in the field.
- Actual location of the incident.
- Description of the incident.
- Known injuries, deaths and property damage.
- Current conditions and assessment of tactical operations.
- A reversal of these procedures will be used when returning incident control to municipal authorities.

From County to State/Federal Assisted Operations.

The BOCC will formally request resource assistance from the Idaho BHS through the DSO/EOC Director.

Resources requested from, or through Idaho BHS may include, but are not limited to the following:

- Financial
- Single resource
- A task force
- A strike team

When a task force, strike team, or single resource is requested and received it will be:

- Given a staging area or location to report to;
- Briefed on the current command structure;
- Briefed on the current tactical situation and future plans;
- Given a mission and operational schedule;
- Given instructions for logistical support.

Continuity of Government

An integral part of this plan is the preservation of the continuity of government. In the event of a major disaster in Latah County, and specifically in the City of Moscow, provisions for relocating the County seat are therefore made.

Continuation of essential executive and legislative duties will be accomplished in the following manner:

- The line of succession of the Latah BOCC is from the Chairman through the members of the board in order of their seniority and in compliance with Idaho Code; emergency interim successors for the commissioners will be the following county officials in order: **County Assessor; Treasurer; Clerk; Prosecuting Attorney; Sheriff**

The line of succession of a City Mayor is from the Mayor to the President of the City Council, and through the City Council in their order of seniority and in compliance with Idaho code.

Preservation of county records is paramount to the continued operation of government in Latah County. Vital records will be stored in various county facilities. To ensure reconstitution of records, if required, vital records are also scanned electronically and stored off site.

Recovery Operations

- May last only a few hours or go for weeks, months, or years before completion.
- Will generally begin before tactical operations are complete.
- Will include all necessary steps required to return the incident site(s) to as near "pre-disaster/emergency" status as possible.
- May include assistance from local, state, and federal agencies, and private organizations.
- Will include recommendations and procedures required to mitigate future occurrence of the emergency/disaster.
- Will be completely documented in accordance with established procedures.

COMMUNICATIONS

The Latah County DSO recognizes that clear and concise communications among all government agencies, elected officials, ICS and EOC personnel could be the most crucial part of any emergency response. Accurate and timely communications with the public is necessary in the resolve to save lives and protect property. Should normal channels of communication be overwhelmed, the Radio Amateur Civil Emergency Services (RACES) and the Amateur Radio Emergency Service (ARES) can be activated by the DSO.

Warning Systems:

- EAS activation
- Public Address Systems (law enforcement, fire & Emergency Medical Services)
- Media Outlets (radio/television)

The PIO will perform the responsibilities described in the EOC and General Staff section of this plan; other functions that facilitate communication would include:

Liaison

Effective liaison among first responders, IC, county/state/federal government, the DSO/EOC, support agencies, private industry, and elected officials is essential for coordinating effective tactical operations. The IC will provide liaison personnel to assist and coordinate planning and execution of disaster mitigation in coordination with the EOC and support agencies when necessary. Liaison personnel serve to expedite the exchange of information between appropriate organizations and agencies. These individuals may be trained liaison officers or simply the assigned contact for any given organization/agency during an emergency response.

Preparation

Develop a good knowledge of the organization being represented.

Be cognizant of basic emergency operations functions.

Response

Act as the point of contact for various agencies and organizations until services are no longer needed.

Assist with resolving interagency conflicts when subject matter falls within personal expertise.

Work with private contractors and organizations to address their needs.

Coordinate with the PIO to reassure the public that officials are working to resolve the situation.

Radio Support Group

Latah County RACES/ARES

This plan provides for the operation of the RACES/ARES to support Latah County officials, DSO and other organizations listed in this plan, during certain programs, exercises and emergency conditions.

Emergency Operations

When a member of the RACES/ARES group has knowledge of, or is notified by the DSO that an emergency situation is imminent or foreseeable, they should notify key operators within RACES/ARES for establishing a formal traffic net.

The DSO Communication Coordinator at the request of the EOC Director will assign radio operators to their support roles in an emergency or exercise. The communications Coordinator has overall leadership of the RACES/ARES group in an emergency.

When an emergency or potential disaster exists; Latah County RACES/ARES activates to augment or assist various existing agency communications or county government in establishing additional communications capabilities, per the RACES/ARES Administrative Plan (Revised and Adopted May 2002).

Licensing Authentication and Activation

Latah County RACES/ARES members are certified and identification cards are issued at the direction of the DSO.

The DSO is the only county official authorized to activate RACES/ARES for emergency communication support.

LATAH COUNTY MOBILE COMMAND CENTER

When requested to support county or local municipality operations, the MCC will be dispatched with a trained MCC Manager to the scene.

The MCC Manager is well versed on the capabilities and resources of the MCC that are available to the IC. Personnel staffing of the MCC will be at the discretion of the IC. The IC may require an agency representative for one or all of the following functions: operations, planning, logistics, and administration/finance. Additional personnel may also be required to handle other staff functions including: Safety, liaison, public information, and emergency communication (amateur radio operators).