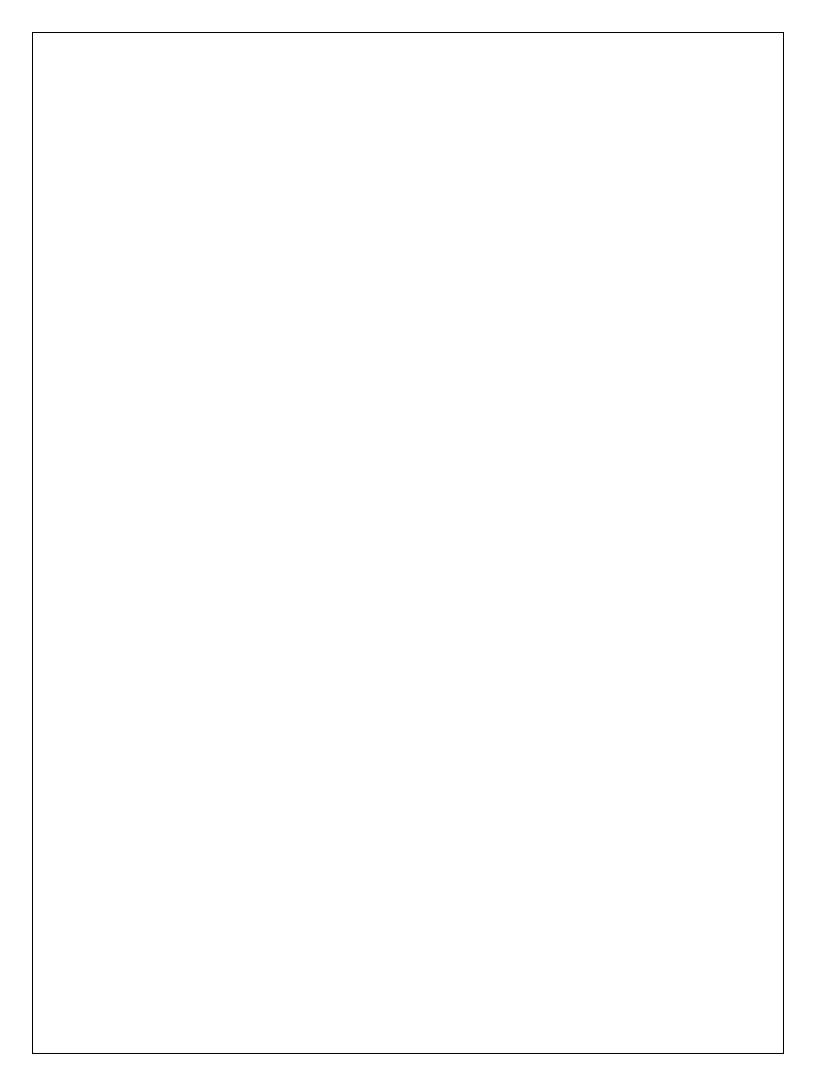# BONNER COUNTY



# Emergency Operations Plan

## February2018

# Letter of Promulgation

I am pleased to promulgate the 2018 Bonner County Emergency Operations Plan (BCEOP). This Plan provides the framework for countywide coordination throughout all phases of emergency management from prevention, protection, mitigation, response, and recovery. Every effort has been made to ensure that the Bonner County EOP is compatible with the National Response Framework (NRF), the National Incident Management System (NIMS), State of Idaho EOP, and other county as well as Federal regulations. This Plan is written, in accordance with Title 46, Chapter 10 of the "Disaster Preparedness Act of 1975, as amended by the Idaho Homeland Security act of 2004", which requires jurisdictions to plan and prepare for disasters and emergencies resulting from natural or man-caused events, enemy attack, terrorism, sabotage, or other hostile actions.

The Bonner County EOP provides a structure for plan standardization among county agencies and facilitate interoperability between neighboring jurisdictions, tribal, volunteer, private and public-sector organizations, state and federal governments. A proponent of the "whole community approach" to emergency management, this plan is a significant tool for saving lives, protecting property, preserving the environment, and sustaining the economy by minimizing the impact of disasters and emergencies in Bonner County.
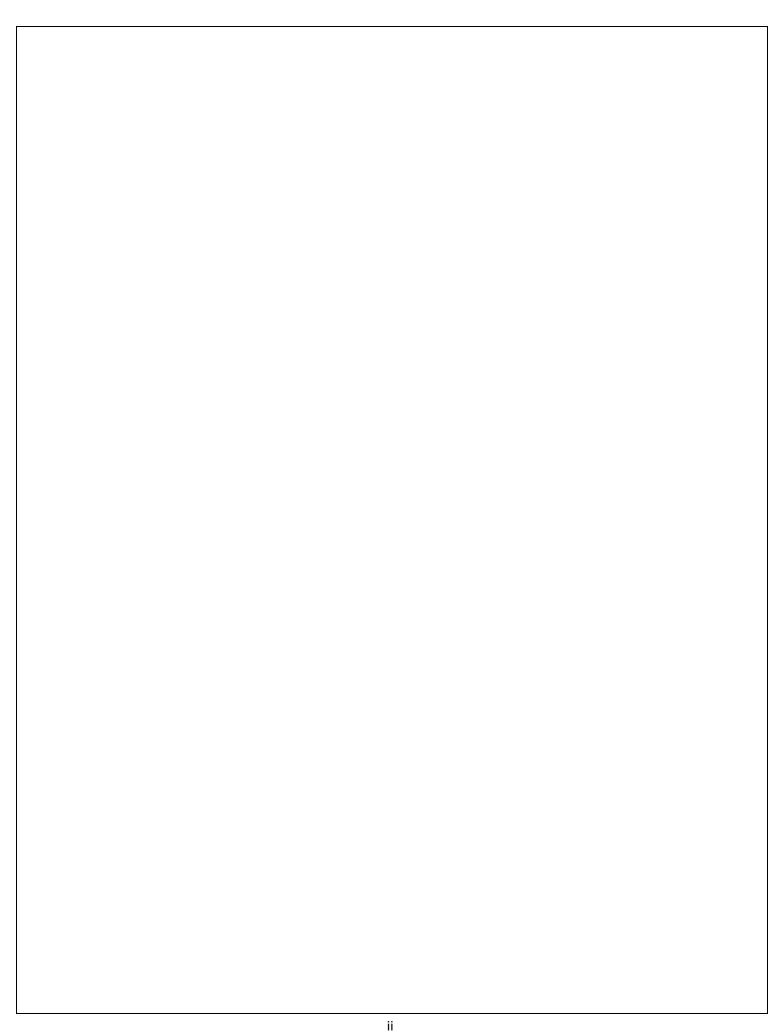
Pursuant to the authority contained in the Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004 and Governor's Executive Order 2014-07, the head of each designated department or agency shall take necessary actions to implement this plan by developing written internal procedures that details support required by the plan and shall be prepared to put their plan into action with this notice.

It is my expectation that agencies, divisions and departments identified as being tasked with the development and maintenance of standard operating procedures and checklists in the plan operations, actively participate in the planning process with Emergency Management to ensure that their assigned responsibilities actively support implementation of this Plan.

Finally, the EOP is a reminder to department directors, agencies, commissions, and councils of their two primary goals in emergency management: to support Bonner County through the Emergency Operations Center, and to establish and maintain a comprehensive internal process for conducting daily business before, during, and after an emergency or disaster event.

This Plan is a dynamic document. It will be tested, revised and updated as required. An annual assessment process, accompanied by rigorous testing and review, through progressive training exercise and evaluation program (TEEP) will ensure that this Plan does not become another "manual on the shelf."

Thank you for your involvement in this endeavor.

Approved by: Official's Name_____ Title _____

Signature_____ Date_____

## *Record of Revision*

| Revision No. | Date of Revision | Revision Title | Date Added | Initials |
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# *Foreword*

The Bonner County EOP is the official Plan for providing emergency management services when life-saving and property protection services cannot be accomplished as a normal daily function of County Government departments and agencies. The EOP is intended as a comprehensive emergency management framework for countywide operations through the various phases of emergency management namely: prevention, protection, mitigation, response, and recovery activities. This Plan brings us one step closer to being able to minimize the impacts of emergencies and disasters on people, property, the economy, and the environment.

The BCEOP is one of the many efforts of Bonner County to engage all its societal capacity, both within and beyond Bonner County Government to work together as a team through engaging all its citizen consistent with the "whole community" approach. Former FEMA Director, Craig Fugate believes that the "whole community" approach to emergency management is a valuable efficiency and critical to our collective effectiveness to succeed in preparing for, protecting against, responding to, recovering from, and mitigating all hazards.

This BCEOP is compatible with the National Response Framework (NRF), the National Incident Management System (NIMS), State of Idaho EOP, and is written, in accordance with Title 46, Chapter 10 of the "Disaster Preparedness Act of 1975, as amended by the Idaho Homeland Security act of 2004" requiring jurisdictions to plan and prepare for disasters and emergencies resulting from natural or man-caused events, enemy attack, terrorism, sabotage, or other hostile actions. The Plan uses the Incident Command System (ICS), a federally mandated command and control structure implemented during an incident. It is compliant with FEMA's Comprehensive Preparedness Guide for uniformity with local and federal government with every effort made to standardize plans to provide interoperability between local, state, and federal levels of government.

Bonner County Emergency Management sincerely appreciates the cooperation and support of all jurisdictions, agencies, schools, volunteer groups and non-government organizations who contributed to the publication of the 2018 Bonner County Emergency Operations Plan (BCEOP). The Plan demonstrates the ability of multiple departments and agencies to work together to achieve a common goal through a strong commitment and united effort to the management of emergencies.
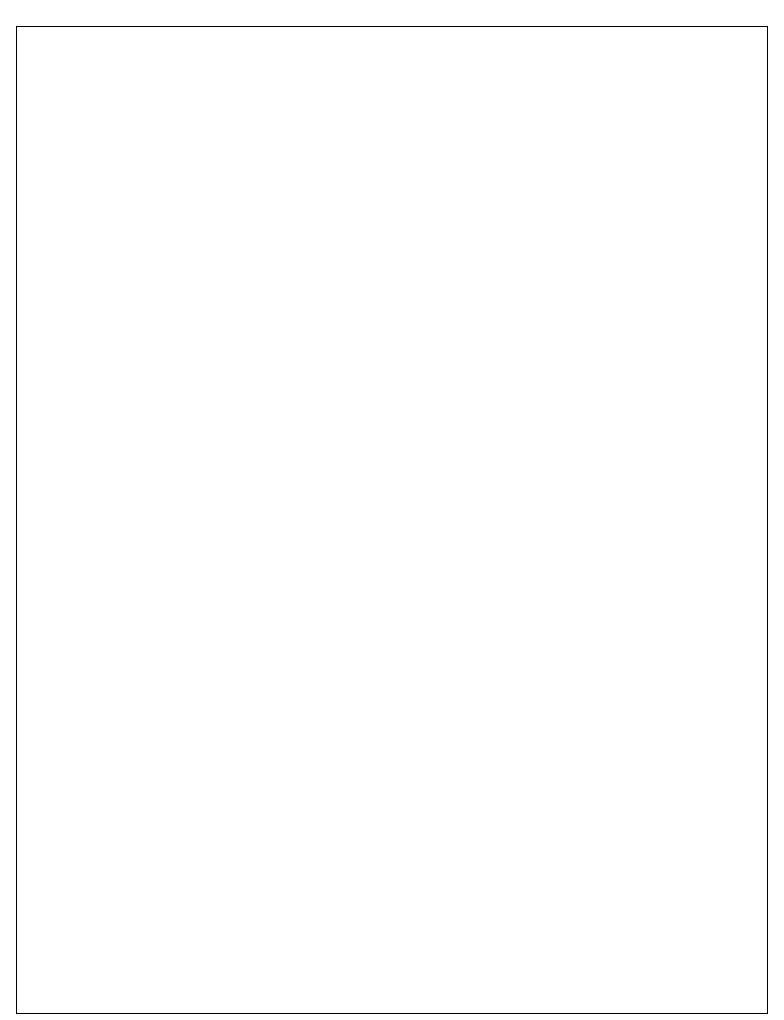
Our sincere thanks and congratulations to all who have made this Plan possible. This plan provides guidance to Bonner County agencies, in preparing for, responding to, and recovering from an incident. It discusses guidelines on how each department or agency will organize, direct, control, and coordinate their actions to continue essential functions during incidents.

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# I.  INTRODUCTION

The Bonner County Emergency Operations Plan (EOP) is the official plan for providing emergency management services when lifesaving, property protection services and jurisdictional protection from all-hazard threats cannot be accomplished as a normal daily function of City and County Government departments.

A.  MISSION

Bonner County is dedicated to protecting the community by providing overall coordination and support to on-scene command, and the education and support necessary to reduce the loss of life and human suffering. To minimize property damage, protect environmental sensitive areas from all types of disasters through a comprehensive, risk-based, all-hazard emergency management program.

B.  VISION

The goal of Bonner County Emergency Management is to coordinate warnings/public information, maintain situational awareness during an emergency, coordinate proclamation of emergencies, carry out legally mandated responses, prepare, plan and mitigate against threats, natural disasters, acts of terrorism, or other man-made disasters. To educate the whole community about their ongoing role in preparing for emergencies through education, community outreach and training.

Under the Disaster Preparedness Act, and in accordance with the National Response Framework (NRF), it is the responsibility of Bonner County to protect, prevent, mitigate, respond to, and recover from all natural and technological emergencies and disasters. The Plan discusses guidelines on how County departments organize, direct, control, and coordinate their actions to continue essential functions during incidents. Additionally, Bonner County Departments and agencies will work with other communities in the region to share resources in a spirit of cooperation and collaboration to protect county resources and community members. Because of the nature of disasters, it is also the policy of Bonner County to encourage citizens to be self- sufficient should an emergency or disasters occur.

C.  PURPOSE

The Bonner County Emergency Operations Plan establishes the framework for an effective emergency response for Bonner County. The Plan designates responsibility during an incident and for the sustainment of essential functions and encourage departments and agencies to have a viable plan for Continuity of government (COG) and continuity of operations (COOP). This EOP also contains policies, guidelines, and tasks as they relate to departments and agency roles and responsibilities.

The different County Departments and Agencies in Bonner County should have a thorough understanding of this Plan particularly their roles and responsibilities in the preparedness, response, and recovery process. The Plan will be reviewed and implemented by every County Department and Agency to support restoration of county operations following disasters and intended for the following:

- Establish who is in command in case of a disaster in accordance with ICS structure
- Clearly designate disaster related functions assigned to government agencies based upon capabilities and mandated responsibilities
- Identify available sources of equipment and manpower in government agencies to utilize before, during, and after disaster events
- Identify resources, manpower and equipment available from the private sector and public to provide assistance during disaster events
- Identify and clarify funding sources of manpower and other resources during disaster events
- Provide coordination between agencies to achieve assigned function
- Organize volunteers when it is determined that there is a need

The plan in whole or in part, as well as the County Emergency Operations Center (EOC), may be activated by the Emergency Management Director or designee or the Incident Commander at the direction of the County Executive to coordinate and support:

- County continuity of government (COG) and continuity of operations (COOP)
- Multi-agency management of the incident or Unified Command in accordance with the National Incident Management System (NIMS)
- Local communities that are overwhelmed or formally requesting assistance from the next level or next tier of government including State and Federal level.

This Emergency Operations Plan (EOP) describes programs and activities that promote:

- Individual, family, business and community vigilance and resiliency
- Information sharing and cooperation between all levels of government
- Public and private partnerships
- Preparedness and inclusion planning for mass care, sheltering and transportation of people with disabilities, and others with access and functional needs.
- Evacuation reception and re-entry procedures.

D.  SCOPE AND APPLICABILITY

This Emergency Operations Plan is a county level emergency management plan designed to describe the emergency/disaster response for Bonner County which includes:

- Emergency Management
- 911 Communications Center
- Sheriff's Office
- Emergency Medical Services
- Road and Bridge
- GIS
- Cities
- Independent Highway District
- Solid Waste
- Parks, Facilities and Waterways
- Police Departments
- Clark Fork Fire Department
- Coolin/Cavanaugh Bay Fire District
- North of the Narrows Fire District
- Northside Fire District
- Sam Owen Fire District
- Selkirk Fire District

- Sandpoint and Priest River Airport
- Schweitzer Fire/Rescue District
- Spirit Lake Fire Protection District
- Timberlake Fire Protection District
- Volunteer Organizations
- West Pend Oreille Fire District
- West Priest Lake Fire Department

This EOP is an all-hazard plan, covering the entire range of emergency and disaster situations from the natural disasters to the technological hazards in today's environment. It takes into consideration the fact that emergencies and disasters are likely to occur as described in the Bonner County Hazard Identification and Vulnerability Assessment, as well as describe functions and activities necessary to implement the five phases of emergency management: prevention, protection, mitigation, response, and recovery. It also covers responsibilities as identified in County ordinances and other applicable laws, as deemed appropriate.

The Plan, including its supporting documents, gives guidance for the coordination of operations during incidents, and the proper utilization of resources available for use within Bonner County and those that may come available from other jurisdictions. The capacity to prevent, protect, mitigate, respond, and recover from an incident is dependent on a whole-community approach to emergency management.

The Plan supports and is compatible with the Emergency Management Plan of the State of Idaho, as well as the National Response Framework.

E.   Planning Process

The process of developing and maintaining the Bonner County EOP involves several principles and methods to include:
- Community-Based Planning
- Risk-Based Planning
- Capabilities-Based Planning

The plan relies upon:
- Continuous hazard analysis and capability assessment
- Conducting training and scenario-based exercises
- Focusing on strategies and resources needed for addressing target or core capabilities
- Planning response and recovery based upon priorities and objectives; and
- Engaging the whole community to include a proactive partnership with other public-sector stakeholders, non-government organizations, and the private sector.

F.   Policy

The premise of the National Response Framework (NRF), the Idaho Emergency Operations Plan and this Emergency Operations Plan is that all levels of government share the responsibility for working together in mitigation, prevention, protection, prepare for, responding to, and recovering from the effects of an emergency or disaster event.

State government has resources and expertise available to assist with emergency or disaster related problems that are beyond the capability of the County government or region.

Life-saving and life-protecting response activities have precedence over other emergency response activities, except when national security implications are determined to be of a higher priority.

Private and volunteer organizations, i.e., Citizens Corps, CERT, NIMRC, ARES etc. may provide immediate life-sustaining relief to individuals and families, not normally available from government resources. Local and/or State governmental agencies will assist these organizations by providing information, guidance, and coordination of their relief efforts.

Government at all levels must continue to function under all-hazard, emergency, and disaster conditions. Continuity of Operations/Continuity of Government (COOP/COG) plans must be developed in to ensure the continuance of essential functions.

G.  NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) INTEGRATION

NIMS is a system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, county, local, and tribal governments; the private sector; and NGOs to effectively and efficiently together to mitigate, prevent, protect or prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology.
It is the policy of Bonner County that all emergency management activities will be conducted in accordance with NIMS.

H. KEY CONCEPTS

All disaster operations will be conducted by County personnel using the Incident Command System (ICS) which is a federally mandated command and control structure implemented during an incident. These efforts will be supplemented as necessary by trained volunteers and by the workforce available within the local area. When local resources have been or will be exhausted or overwhelmed, the Bonner County Board of Commissioners, or designees may request State and Federal resources through the State of Idaho. Resources may also be shared among all Idaho State cities and counties through Mutual Aid Agreements or Memorandum of Understanding.

All County departments are designated the responsibility for providing personnel and equipment in support of disaster prevention, protection, mitigation, response, and recovery as directed by the Board of Commissioners.

It is the policy of Bonner County that no services will be denied based on race, color, national origin, religion, sex, age, or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of services. Local activities pursuant to the Federal and State Agreement for major disaster recovery will be carried out in accordance with Title 44, CFR 205.16, and Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code. To carry out the responsibilities identified above, all department directors are directed to establish emergency procedures within their respective departments, ready and capable of fulfilling disaster missions, as specified in this plan.

The Plan is compliant with FEMA's Comprehensive Preparedness Guide for uniformity with local and federal government and the National Response Framework.

## II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

A. DISASTER ASSUMPTIONS

Through hazard and vulnerability identification, risk ranking, and risk assessment in the Hazard Mitigation Plan (HMP), it has been determined that Bonner County is vulnerable to numerous natural, technological, and man-made hazards. These hazards may include: severe storms (wind, rain, snow, ice, and lightning), earthquakes, floods, landslides, common and private carrier accidents (vehicular, train, and aircraft), search and rescue emergencies, civil disturbances, cybersecurity attacks, terrorist activities and other intentional events, explosions, structural collapses, hazardous material incidents, major fires (including wild land and urban interface fires), pandemics, and energy and utility systems failure.

In addition to these hazards, the potential exists for emergencies occurring outside of the jurisdiction that may negatively affect our jurisdiction.

B. PLANNING ASSUMPTIONS

As described in the National Response Framework (NRF) and the Idaho Comprehensive Emergency Management Plan (ICEMP) most emergency and disaster situations are handled at the local level. Most emergencies are handled by local response organizations often utilizing automatic or requested mutual aid by neighboring jurisdictions and multi-jurisdictional special operations teams.

Situations noted may create significant property damage, injury, loss of life, and disruption of essential services, both inside and outside Bonner County. These situations may also create significant financial, psychological and sociological impacts on Bonner County and its citizens.

It is assumed that some incidents may allow sufficient warning so that appropriate notification may be issued by the Bonner County Sheriff's Office providing some level of preparation. Other incidents will occur with no advanced warning.

It can also be assumed that a major, widespread incident may isolate Bonner County, and any significant assistance from nearby communities, counties, state or federal agencies would not occur for an undetermined amount of time. Bonner County will need to rely on available county resources and those of the whole community (private organizations, businesses, and individuals) within Bonner County for the initial response to an incident that is widespread in the region.

If a disaster situation is wide-spread or has overwhelmed the response capability of a local community, Bonner County may activate this plan and the Bonner County Emergency Operations Center (EOC) to coordinate and support relief efforts.

Bonner County shall activate all plans and systems to effectively respond and eventually return to normalcy. Public safety, health and welfare including property and environment are always priorities. Bonner County and local communities have a "do the most good and do what has to be done" approach.

Plans are dependent on primary and supporting agencies implementing standard operating procedures and protocols, statutory or regulatory responsibilities, and the potential for improvisation or modification if it becomes necessary based on the situation.

Severe weather incidents such as microburst, severe thunderstorms with damaging winds, flooding, and ice storms often result in blocked roadways, power outages, and property damage (that is often covered by insurance). Some incidents such as a train derailment with a hazardous materials release or an oil and gas pipeline leak will require a major response and recovery effort by the responsible party or owner of the private sector infrastructure.

Disasters are likely to have a cascading effect. Any natural, technological or human-caused incident may lead to mass casualties, impact drinking water, or interrupt essential services. While most emergencies are handled within hours (one or two operational periods) some may take several days to handle. A major disaster may take several weeks to achieve response objectives and transition to recovery.

A major incident or disaster may have significant impact on senior citizens, the poverty-stricken, and persons with access and functional needs. An incident that requires a mass evacuation and care of large displaced population will require assistance from regional and State partners to include the private sector, non-government organizations (NGO), and private non-profit (PNP) organizations.

During a major disaster or catastrophic event county and local government resources may be limited and infrastructures may fail. This plan does not guarantee services.

C.   CONSIDERATIONS

While we do not, in many instances, have the advantage of knowing when and where incidents will occur, nor how much destruction they may cause, we can take prudent steps prior to an incident to mitigate the most harmful effects and outcomes. It is critical that the County, as a matter of public trust, assure a reasonable process is in place to maintain the capability to sustain and perform essential functions. These functions can only be accomplished when a solid framework of meaningful mitigation and preparedness measures are established, reviewed, tested, and implemented.

D. ACCESS AND FUNCTIONAL NEEDS

Planning effort must account for those who may be particularly vulnerable in a disaster. A variety of words and terms have been used to describe such people, including those with special needs, vulnerable populations, disabled populations, individuals with disabilities, and others with access and functional needs. Age can be a factor – children and older adults may be especially vulnerable. Populations with limited English proficiency, limited access to transportation, and/or limited access to financial resources to prepare for, respond to, and recover from an emergency are also at risk.

Pets must also be included in planning efforts because history has shown that people often won't take refuge if their pets must be left behind.

Regardless of the terms used, such individuals may need assistance, accommodation or modification for mobility, effective communication, transportation, safety, health maintenance, or other help due to any situation (temporary or permanent) that limits their ability to act in an emergency.

Situations involving notification, evacuation, and/or sheltering are examples which may require additional pre-planning to assist individuals through the disaster and to return them to a pre-disaster level of independence afterwards.

By effective stewardship for the whole community in hazards planning, the County's emergency preparedness activities can reduce casualties, infrastructure and property damage, loss of services, and human suffering.

Note: Federal civil rights law and policy require nondiscrimination for certain populations, including based on race, color, national origin, religion, sex, age, disability, English proficiency, and economic status. Many individuals with access and functional needs are protected by these provisions.
Source: Adapted from PPD-8 Access and Functional Needs Working Group 2014.

E. Hazard and Threat Analysis Summary

Threat and Hazard Identification and Risk Assessment (THIRA)

## Types of Threats / Hazards

| NATURAL | TECHNOLOGICAL | HUMAN-CAUSED |
|---|---|---|
| Resulting from acts of nature to include public health emergencies | Involves accidents or failures of systems and structures to include transportation accidents and infrastructure failures | Caused by the intentional actions of an adversary |
| <ul><li>Disease Outbreak, Epidemic</li><li>Drought</li><li>Earthquake</li><li>Extreme Cold</li><li>Extreme Heat</li><li>Flood</li><li>Tornado, High Winds<ul><li>Space weather and Celestial impacts</li></ul></li><li>Subsidence</li><li>Winter storm</li></ul> | <ul><li>Airplane crash</li><li>Dam failure</li><li>Fire, to include wildfire to urban conflagration</li><li>Hazardous materials release</li><li>Power failure</li><li>Train derailment</li><li>Water main breaks</li></ul> | <ul><li>Civil disturbance</li><li>Cyber incidents</li><li>Sabotage</li><li>School violence</li><li>Terrorist act</li></ul> |

Bonner County Hazards

Based on historical data and probability assessment the hazards most likely to occur in Bonner County are as follows:

- Severe weather (Windstorm or severe thunderstorm with damaging winds; Snow or ice storm)
- Earthquake
- Hazardous materials (fixed-site or transportation)
- Natural gas transmission or distribution line leak or rupture
- Blackout (wide-spread or long-lasting power outage)
- Fire (structure fires) and wildfires
- Transportation accidents (train-derailments and airport incidents)
- Flooding

These hazards often result in costly property damage and debris clearance issues or the need to take protective actions such as evacuation or shelter-in-place.
Based on threat assessments the following hazards are less likely to occur, but would have the most impact (fatalities, injuries, illnesses, damage to property and environment, economic):

- Terrorist attacks involving a WMD
- Electromagnetic Pulse (EMP), solar, celestial impact, or nuclear detonation
- Pandemic Influenza and other biological events

# III.   *CONCEPT OF OPERATIONS*

A. GENERAL

At the onset of an incident, County employees are encouraged to activate their response processes per their Department's Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs).

Each department are encouraged to develop their own operational plans and provide training and practice exercises with department employees to ensure that their essential functions as identified in their Continuity of Operations (COOP) or a version thereof, can be performed. The County will also develop and implement an emergency communications plan to support efficient and effective communication between departments, agencies, field responders, the EOC, and with the whole community.

Bonner County Departments shall communicate and coordinate with the County Emergency Operations Center (EOC) to support the County's response activities and provide situation reports such as: department operating status and capabilities; injuries; damage to the county's transportation and utilities infrastructure, facilities and equipment; transportation route availability and critical needs.

Bonner County Emergency Management has a Quick Reference Guide for partial or full activation of the Emergency Operations Center (EOC) and encompasses communication guidelines, response personnel and Standard Operating Procedures (SOP) for all-hazards incident response. Once a determination has been made that County resources are overwhelmed or is unavailable, the Emergency Management Director or their designee will submit a request to the County Commissioner for a Disaster Declaration of Emergency when appropriate.

Refer to the Bonner County Quick Reference Guide (QRG) for more details. The QRG can be found on Appendix 2.

# IV. DIRECTION, CONTROL AND COORDINATION

## A. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is part of the National Response Framework (NRF) that establishes a standardized incident response. NIMS provides a systematic, proactive approach to guide departments and agencies at all levels of government to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents.

Bonner County is compliant with the National Incident Management System, it uses the Incident Command System (ICS) to respond to incidents. ICS is a standardized on-scene, all-hazards incident management approach that is flexible to the size and demands of the incident.

First responders, Emergency Operations Center (EOC) staff, managers and supervisors directly involved in incident management are encouraged to take ICS classes to familiarize themselves with the system and ensure they can successfully work and integrate seamlessly using the ICS. Bonner County credentialed volunteers are required to take basic classes in Incident Command System (ICS). It is highly encouraged that elected officials take ICS classes to receive an overview of NIMS and become familiar with NIMS terminology.

Bonner County has been proactive and continues to implement NIMS. County and local first responders, EOC personnel, and Bonner County Emergency Management volunteers are trained to an appropriate level of NIMS and the Incident Command System (ICS). NIMS is a comprehensive, nationwide, systematic approach to incident management, including the Incident Command System, Multi-Agency Coordination Systems, and Public Information.
NIMS incorporate:

- Essential principles for a common operating picture and communications interoperability.
- Improves accountability, span of control, unity of command, and ability to manage by objectives.
- Promotes a standardized and unified approach that is scalable, so it may be used for all incidents (from day-to-day to large-scale).

NIMS and ICS are a part of the concept of operations for each Hazard-Specific Incident Annex of the Emergency Operations Plan. ICS, Unified Command, including the development of an Incident Action Plan (IAP), shall be used for all disaster situations, hazardous materials incidents, and terrorist attacks.

Area Command (AC) may be used when there are multiple Incident Commanders (ICs) or several jurisdictions involved in responding to the same incident. Area Command (AC) may also be used for complex incident, or the incident is wide-spread and has no "ground zero" such as a public health emergency.

Basic ICS structure includes the command staff comprised of the Incident Commander (IC), Public Information Officer (PIO), Liaison Officer and Safety Officer (as well as Assistants). The general staff positions are within the Finance / Administration Section, Logistics Section, Operations Section, and Planning Section.
An Information and Intelligence Section, Unit, or Officer may be added to the ICS organization.

**Basic ICS Structure**



Incident Command System (ICS)

## B. AUTHORITY HAVING JURISDICTION (AHJ)

Authority having jurisdiction (AHJ) of local municipalities are expected to enact local ordinances that direct authority, roles and responsibilities for emergency management and public safety for the community, including the establishment of funding authorization for disaster response contingencies.

At the County level, the Chairman of the Board of County Commissioners or designee, is the AHJ and has the overall responsibility for activation or deactivation of the county EOC and authorizes Emergency Management in the mobilization of resources and directing emergency response and recovery.

It is the responsibility of the Chairman of the Board of County Commissioners or designee to declare a State of Emergency on behalf of a single or multiple municipality upon request of the Emergency Management Director or designee. In coordination with the local AHJ, once it has been determined that local resources have been exhausted and the county no longer has the capability to respond effectively or is overwhelmed in its response due to the widespread impact of a disaster, the Emergency Management Director reaches out to the State Emergency Management for assistance.

## C. OVERALL COORDINATION OF INCIDENT MANAGEMENT ACTIVITIES

The Bonner County Director of Emergency Management coordinates incident management activities through the authority given by the County Commissioner. In that role, he/she oversees and provides policy recommendations to the County Board of Commissioners during emergency and recovery periods and is responsible to ensure the development and maintenance of the EOP.

The Plan may be activated and engaged by the Emergency Management Director or their designee based upon threat conditions, or an incident has occurred and is worsening, or local jurisdictions are clearly overwhelmed. The County Emergency Operations Center (EOC), the hub for incident coordination and communication activities may also be activated. Coordination activities take place between the EOC and Incident Command field locations, the State Emergency Operations Center (EOC), Non-governmental Organizations (NGOs), and private industries.

Command Posts will be established for the coordination of field operations and may be located at or near an incident site or co-located within the ICS structure at the Emergency Operations Center (EOC).

The Incident Commander is the in charge of the incident and all associated functions.

Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional resources may be made through State EOC.

Many local community response organizations (fire, rescue, police, and others) participate in Mutual Aid Agreements (MOU/MAA) and multiple jurisdictional special operations teams (HAZMAT, Search and Rescue, SWAT and Volunteer Groups) with shared resources may also be coordinated through the EOC.

Some incidents of significance, such as public health emergency or terrorist attack, will automatically trigger activation of part of the County EOP and at least partially activate the county EOC to conduct initial damage assessment and coordinate protective actions such as a large-scale evacuation.

## D. CONCURRENT IMPLEMENTATION OF OTHER PLANS

The EOP is the core plan for emergency management. It identifies sources of direct assistance and operational support that the County may need to plan for and address hazard mitigation, preparedness, response, and recovery from an emergency or disaster.

The Basic Plan presents the policies and concept of operations that guide how the County will conduct planning mitigation, preparedness, response, and recovery activities.

The Appendices describe emergency management activities and give details supporting the Basic Plan. When significant incidents occur, other plans may be activated. These plans may include the Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP, Standard Operating Guidelines (SOG), Standard Operating Procedures (SOP), and other hazard specific plans. Each department Director is responsible for the management of staff and resources available to support and or respond to an incident. Various plans must be completed and tested to ensure the department is prepared.

The Bonner County Emergency Management Quick Reference Guide (QRG) will be a go-to document when incidents arise.

## E. RESOURCE MANAGEMENT

Some Federal agencies (U.S. Coast Guard, U.S. Environmental Protection Agency, and the FBI) have statutory responsibility for response and may coordinate and / or integrate directly with affected jurisdictions.

Resource request follow levels of government wherein request is funneled to the next higher level of government. The flow of resources follows the reverse path as shown by the figure below.

**Flow of Requests and Assistance – Large-Scale Incidents**



## F. EMERGENCY OPERATIONS CENTER (EOC)

The Bonner County Emergency Operations Center (EOC) is located the Bonner County Administration Building at:

> 1500 Highway 2
> Sandpoint, ID 83864
> Tel # 208-265-8867

The Bonner County EOC is coordinated by the Emergency Management Director or their designee, at the direction of the Bonner County Board of Commissioners. Bonner County is a part of the FEMA Integrated Public Alert & Warning System (IPAWS) program.

The Idaho Emergency Operations Center (IDEOC), located in Boise, is managed by the Idaho Office of Emergency Management (IOEM). The Idaho National Guard is deployed by order of the Governor. A local request for these assets must made through the County EOC.

See Bonner County Emergency Management Quick Reference Guides (QRG) on Appendix 2 for more details.

## G.  EMERGENCY MANAGEMENT ACTIVITIES

The Director of Emergency Management or designee is responsible for ensuring that planning, protection, mitigation, response, and recovery activities for incidents are effectively carried out within the County. Day-to-day organizational structure of County departments is maintained as much as practical as essential functions are executed.

County departments' incident response activities are organized using the Incident Command System (ICS). Coordination and communication should be established and maintained with the County Emergency Operations Center (EOC). Each jurisdiction or department activates all applicable plans to handle the jurisdiction or department internal and external response, recovery, and reconstitution activities, to continue essential functions and to support the Emergency Operations Center (EOC) assignments as required or when requested.

### A.  MITIGATION ACTIVITIES

Hazard mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects.

Mitigation activities in Bonner County are designed to decrease the impact of an incident. Factors considered when determining mitigation activities include: life safety, protection of property and the environment, the importance of parks and public facilities and resilient transportation options.

### B. MITIGATION STRATEGIES

The following strategies are intended to simultaneously increase the self-sufficiency of Bonner County residents and strengthen the County's resilience.

- o Promote incident preparedness through outreach activities with citizens
- o Develop alternate service-centers in less-hazardous areas
- o Promote retrofitting with safe-to-fail mechanisms
- o Invest resources in creating more resilient transportation networks
- o Develop and deliver business outreach programs
- o Build a flood tolerant community able to accommodate increases in low impact flooding.
- o Continue to maintain compliance and good standing under the National Flood Insurance Program
- o Integrate the HMP into other plans, ordinances or programs to dictate land uses within the jurisdiction

## C. PREPAREDNESS ACTIVITIES

### 1. INDIVIDUAL PREPAREDNESS

Individuals are the foundation of preparedness for an organization, whether the organization is a government, a business, or the community as a whole. An organization's ability to respond depends on the personal readiness of its employees. Employees who prepare themselves and their families in advance improve their ability to report to work to help restore vital services and operations. By discussing expectations in advance, encouraging employees to prepare, and training them how to do so, employers foster a partnership that increases the resilience of the whole community. A culture of preparedness will help recovery efforts and restoration to a new normal.

All employees should develop:
- o A family support plan that ensures family members will be safe and secure during an emergency.
- o An out of area contact person that family members can use to relay messages if regular methods of communication fail.
- o A personal "go kit" that includes the items their families will need if they must evacuate or shelter in place.

**2. PREPAREDNESS MEASURES**

Reducing the hazards and risks from an incident can be accomplished by practicing preparedness in the workplace. To ensure adequate preparedness, the activities listed below should be directed:

| Preparedness Measures |
|---|
| 1. Develop and maintain a capacity for at least two weeks of sustainability among employees and within facilities. |
| 2. Stock adequate emergency supplies to support employees and visitors. |
| 3. Periodically conduct/participate in drills to test employee readiness. These drills should be all-hazards based and include evacuation, shelter-in-place, and lockdown drills. |
| 4. Implement non-structural mitigation measures to protect employees, clients, and visitors, including preventing damage to equipment and other property. This may include fastening down file cabinets, electronic equipment, and items that can cause injury or damage. |
| 5. Provide lift and carrier devices for the disabled or injured. |
| 6. Periodically review hazard specific Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs). |
| 7. Develop a cadre of Bonner County Emergency Management Volunteers to augment and support first responders in times of need. This involves training and exercise of volunteer groups like CERT, ARES and SAR. |
| 8. Promote citizen awareness and preparedness by holding expo and engaging the public and hold expos to spread preparedness message. |

## D. RESPONSE ACTIVITIES

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. In the context of a terrorist threat, simultaneous activities are initiated to assess regional and national-level impacts, as well as to assess and make appropriate action to prevent and protect against other potential threats,

Response actions include law enforcement, fire, ambulance, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; and emergency public information. Response also includes

actions taken to minimize additional damage; urban search and rescue; the establishment of facilities for mass care; the provision of public health and medical services, food, ice, water, and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety.

During the response to a terrorist event, law enforcement actions to collect and preserve evidence and to apprehend perpetrators are critical. These actions take place simultaneously with response operations necessary to save lives and protect property and are closely coordinated with the law enforcement effort to facilitate the collection of evidence without impacting ongoing life-saving operations.

In the context of a single incident, once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.

## E. RECOVERY ACTIVITIES

Recovery involves actions needed to help individuals and communities return to normal when feasible. The Joint Field Office (JFO) is the central coordination point among Federal, State, local, and tribal agencies and voluntary organizations for delivering recovery assistance programs.

All response and recovery activities are detailed in SOPs, and appropriate State and Federal recovery guidelines. The Incident Command System guides the process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information. Following an event, each County Department Director, at the direction of the incident commander, shall:

- o Continue to report any observed damage and assess community needs
- o Prioritize recovery projects and assign functions accordingly Coordinate recovery efforts and logistical needs with supporting agencies and organizations
- o Prepare documentation of the event, including the event log, cost analysis, and estimated recovery costs

- o Assist in establishing disaster assistance offices to aid private businesses and citizens with individual recovery
- o Assess special community needs and provide information and assistance, as deemed appropriate

**1. SHORT-TERM RECOVERY**

Efforts include support activities to essential functions and extended incident operations. Once these actions are completed, long-term recovery efforts are implemented.

The Emergency Operations Centers (EOC) coordinates the recovery activities of the Department. Top priorities are restoration of essential functions and community critical infrastructure.

**2. LONG-TERM RECOVERY**

Recovery and restoration actions begin upon the initiation of response actions and will be determined by the specific event. For most incidents, recovery activities will begin in the Emergency Operations Center (EOC) as staff work to assemble data on the extent of damages.

## E. DEMOBILIZATION

1. RECONSTITUTION ACTIVITIES

Demobilization should be a planned and coordinated effort with the Department Operations Centers (DOC), Emergency Operations Center (EOC), and all other involved departments and agencies. Demobilization planning should begin when an incident begins.

2. RESUMPTION ACTIVITIES (CLOSE OF ACTIVATION)

Mitigation planning continues after response to an incident concludes and normal operations resume.

a. All impacted County departments are encouraged to complete an After Action Report (AAR), including Lessons Learned and areas for improvement (IP – Improvement Plan), and submit them to Bonner County Emergency Management (BCEM) as soon as possible for review after an incident.

- o After Action Report/Improvement Plan (AAR/IP) recommendations will likely be the primary source for mitigation activities.
- o CEMP and other relevant plans should be reviewed for helpful revision points or clarification needed based on lessons learned.
- o Budgets should be submitted to cover the cost of replacement, updating or filling depleted reserves.

## G. TERRORISM

City and County Department plans should address human-caused hazards and acts of violence such as active shooter and potential terrorist activity. The Department of Homeland Security (DHS) National Terrorism Advisory System (NTAS) warns of credible threats. The public should be encouraged to help by reporting suspicious activity to local law enforcement. The "If You See Something, Say Something" national campaign encourages vigilance by individuals and communities and suggests following NTAS alerts.

Note: The 2009 edition of this plan mentions operations under Homeland Security Advisory System (HSAS) Threat conditions and indicates that department plans should incorporate actions to be taken at each level of the HSAS color-coded scale. NTAS replaced the HSAS system in 2011, so referencing the HSAS color scale is no longer required.

# V. COMMUNICATIONS

There is a clear interface between the role of local on-scene response operations (strategies and tactics) and local EOC coordination and support (multi-agency coordination, tiered response, and policy administration).

Bonner County 9-1-1 Communication Center under the Sheriff's Office is the primary agency responsible for the warning and emergency alert system. Together with Emergency Management, both agencies will ensure a properly maintained and functioning communication system that is reliable, redundant and interoperable.

Additionally, the County EOC always has a designated EOC Manager, and a Public Information Officer (PIO) that may participate in or coordinate a Joint Information Center (JIC), and maintains liaison with the EOC, Field Command, media, social media and the community.

During an EOC activation when there may be limited staffing, the establishment of a virtual EOC concept with some personnel working from their offices or departmental operations center or even their homes may become the solution to the shortage brought upon by the incident. Establishing lines of communication becomes very important in this instance. When appropriate, Bonner County Emergency Management shall activate the Amateur Radio Emergency Service (ARES) to facilitate and coordinate communication.

A Joint Information Center (JIC) as part of the joint information system may be i m po r t a n t  during any major emergency or disaster situation.  The JIC and PIO are part of NIMS / ICS.

A JIC may be established near the scene of the incident and where PIOs from the agency having jurisdiction or incident management team gather to handle media inquiries, press releases, and press conferences or briefings. At times (county-wide disaster or public health emergency) the JIC shall be established within the county EOC or at the county government campus.

Refer to the BCEM QRG for specifics on notification.

# VI.  ROLES AND RESPONSIBILITIES

This Plan assigns response and preparedness roles and responsibilities for County and City departments and agencies. Each department's and agency's role are identified with the  understanding that roles may change depending on the situation.

This section outlines roles and responsibilities for all County departments, County Executive, Local Emergency Preparedness Committee (LEPC), Director of Emergency Management, and Chief Deputy.

## A.  COUNTY DEPARTMENTS – COMMON ROLES AND RESPONSIBILITIES

The following common responsibilities apply to each department.  This is not a comprehensive list, but it includes critical responsibilities that are necessary for mitigation, protection, preparedness, response, and recovery from an incident.

| County Departments<br>Common Roles and Responsibilities |
| --- |
| 1. Support the Commissioner and County Executives. |
| 2. Continue essential functions as appropriate during an incident. |
| 3. Establish a line of succession to activate and carry out incident responsibilities. |
| 4. Establish and maintain a Continuity of Operations Plan (COOP) that establishes policy and guidelines regarding essential functions, staff, and operational plans to ensure performance during an incident. |
| 5. Support and participate in the County's emergency management mission, including participation in training and exercises. |
| 6. Develop and implement policies that reduce the effects of an incident. |
| 7. Ensure the department Director participates actively in Emergency Management activities. |
| 8. Provide for command and control for department disaster operations through established Standard Operating Guidelines (SOGs) as appropriate. |
| 9. Develop departmental Standard Operating Guidelines (SOGs) that include identification and preservation of essential records. |

## County Departments
### Common Roles and Responsibilities

10. Develop the capability to continue operations during an incident and to carry out the responsibilities outlined in this Plan.

11. Identify location(s) for managing departmental operations to support essential functions during an incident.

12. Identify departmental responsibilities, capabilities, and resources including personnel, facilities, and equipment.

13. Identify information needed to manage the department during an incident and means of obtaining that information.

14. Assign and send personnel to the County Emergency Operations Center (EOC) when requested.

15. Communicate and coordinate with the Emergency Operations Center (EOC) when activated.

16. Activate response procedures during an incident or when requested.

17. Provide various reports to the Emergency Operations Center (EOC), including but not limited to: requests for assistance, situation reports, damage assessment reports, and operational capability

18. Train departmental staff in the Incident Command System (ICS) and National Incident Management S y s t e m (NIMS), in accordance with the national NIMS Training

19. Ensure department staff read this Plan and are aware of departmental Standard Operating Guidelines (SOGs) and the responsibilities during an incident.

20. Provide initial damage assessment for department facilities to the County Emergency Operations Center (EOC).

21. Document incident activities and costs.

22. Work actively with Human Resources to identify and designate essential status on appropriate County staff.

| County Departments |
|---|
| **Common Roles and Responsibilities** |

23. Conduct resource needs and assessments of availability for all hazards mentioned in the County's Hazard Mitigation Plan (HMP). Consideration should be given to both essential and non-essential personnel, equipment, facilities, essential functions, critical operations, and materials for life safety.

24. Ensure Department and County Plans are maintained, exercised, and implemented

25. Ensure department Directors give adequate emphasis and attention to risk management including security and prevention, and that established procedures and practices are updated whenever necessary and are strictly enforced.

26. Proactively seek grant opportunities for mitigation projects and programs.

**B. COUNTY BOARD OF COMMISSIONERS**

| BOARD OF COMMISSIONERS |
| :--- |
| **Roles** |
| Board of County Commissioners essential functions are Policy Development. |
| Assess public needs; propose policies and develop strategies to address those needs |
| Coordinate and support County incident response |
| Act as spokesperson in communicating incident related information to the public with support of Public Information Officer (PIO). |
| **Responsibilities** |
| 1. Continue essential functions as appropriate. |
| 2. Provide leadership to the community and make announcements to the media. |
| 3. Sign Declaration of Emergency, and Delegation of Authority. |
| 4. Proclaim special emergency orders as prepared by the Director of Emergency Management, i.e. curfews, street use, etc. |
| 5. Provide for the accompaniment of visiting officials from other jurisdictions and levels of government. |
| 6. Appropriate resources for special requests and unanticipated expenses. |
| 7. Appropriate funds to provide emergency preparedness programs and mitigation activities within the county. |
| 8. Consider adoption of emergency preparedness mutual aid plans and agreements and other such ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements referred to by Emergency Management. |
| 9. Promptly approve, after their issuance, rules and regulations that are reasonably related to the protection of life and property, which is affected by an incident. Such rules and regulations having been made and issued by the Emergency Management Director. |
| 10. Sign, on behalf of the County and the Emergency Management, mutual aid agreements with other municipalities, Counties and other governmental subdivisions. |
| 11. If necessary, Commissioner or designee will declare an emergency and waive competitive bidding and award all necessary contracts for purchases and public works construction. Should competitive bidding be waived under this section, the Council or its designee must make a written finding of emergency within two weeks after the contract is awarded. |

**C. DIRECTOR OF EMERGENCY MANAGEMENT**

| Director of Emergency Management |
|---|
| **Roles** |
| The essential functions of the Director or their designee, are the management of countywide prevention, protection, response, recovery, and mitigation activities. The Chief Deputy or designee may also serve as the Director in the absence of the Director of Emergency Management, or in a supporting role in unified command. |
| Coordinate County recovery efforts. |
| **Responsibilities** |
| 1. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by natural or manmade incidents; provided, however, such rules and regulations must be approved by the Office of the Commissioners at the earliest practicable |
| 2. Obtain vital supplies, equipment and such other properties found lacking and immediately needed for the protection of the life and property of the people, and bind the County for the fair value thereof, and, if required immediately, to commandeer the same for public use. |
| 3. Require emergency services of any County officer or employee, and to command the aid of as many citizens of this community as necessary in the execution of his/her duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered emergency worker volunteers. |
| 4. Requisition necessary personnel or material of any County department or agency. |
| 5. Execute all the special powers conferred by County Code or by resolution adopted pursuant thereto, all powers conferred by statute, agreement approved by the County Commissioners, Emergency Management Director, or by any other lawful authority. |
| 6. Establish and maintain situational awareness. |
| 7. Coordinate communications and manage information to the public as well as other agencies or organizations who may have a need for the information. |
| 8. Recommend relocation or redistribution of radio resources to effectively maintain adequate communications in an incident; coordinate with other departments. |
| 9. Advise elected officials and provide offsite support to Incident Commander. |

| Director of Emergency Management |
| :---: |
| **Responsibilities** |
| 10. Coordinate County employee family locator information. Encourage employees to establish an out- of-area contact in advance, to help them communicate with family members when usual communication methods fail. |
| 11. Coordinate the establishment of Disaster Assistance Centers to support community recovery efforts. |
| 12. Plan for recovery of County facilities and infrastructure. |
| 13. Develop plans for employee notification and support during disaster activities. |

**D.  CHIEF DEPUTY OF EMERGENCY MANAGEMENT**

| Chief Deputy OF Emergency Management |
|---|
| **Roles** |
| The essential function is Administration of Emergency Management. |
| **Responsibilities** |
| 1. Develop appropriate mitigation, prevention and protection, response and recovery mechanisms and include in the appropriate emergency plans. Coordinate the review, update, and development of the EOP across the county; publish the EOP. |
| 2. Manage and maintain the Emergency Operations Center (EOC). |
| 3. Along with the Director, act as a spokesperson for Emergency Management. |
| 4. Preside over and guide interdepartmental emergency management planning committees that may be created by Emergency Management. |
| 5. Coordinate and oversee citizen volunteer groups such as Citizen Corps Council, Amateur Radio Emergency Services (ARES), Community Emergency Response Team (CERT), Neighborhood Watch, Volunteers in Police Service (VIPS), and Medical Reserve Corps (MRC). |
| 6. Coordinate emergency preparation activities with various City, county, state, and federal agencies. |
| 7. Conduct and evaluate testing of emergency plans. |
| 8. Manage disaster preparedness, public education and outreach for the whole community. |
| 9. Educate County staff about ICS/NIMS training requirements. Share training opportunities on a regular basis. Offer or host classes based on demand. |
| 10. Provide list of recommended emergency supplies for departments and employees to stockpile in advance along with suggested maintenance, rotation, and replacement schedules. |
| 11. Distribute the functions and duties of the Emergency Management organization among the divisions, services, and special staff. BCEM is vested with Executive authority, as delegated by the Commissioners. |
| 12. Keep up-to-date with the FEMA process for reimbursement of disaster-related expenses. Coordinate the reimbursement process with other departments; this role may be delegated if one department incurs the bulk of expenses, as Public Works normally does with storm response like plowing snow and applying anti-icing agents. |

**E. CITIES**

| Cities |
| --- |
| **Common Roles and Responsibilities** |

The following common responsibilities apply to each department. This is not a comprehensive list, but it includes critical responsibilities that are necessary for mitigation, protection, preparedness, response, and recovery from an incident.

1. Develop the capability to continue operations during an incident and to carry out the responsibilities outlined in this Plan

2. Identify location(s) for managing departmental operations to support essential functions during an incident.

3. Identify departmental responsibilities, capabilities, and resources including personnel, facilities, and equipment.

4. Identify information needed to manage the department during an incident and means of obtaining that information.

5. Activate the Emergency Operation Center (EOC) when necessary.

6. Activate a Department Operating Center (DOC) or alternate work site when necessary.

7. Assign and send personnel to the County Emergency Operation Center (EOC) when activated.

8. Communicate and coordinate with the Emergency Operation Center (EOC) when activated.

9. Activate response procedures during an incident or when requested.

10. Provide various reports to the Emergency Operation Center (EOC), including but not limited to: requests for assistance, situation reports, damage assessment reports, and operational capability.

11. Train departmental staff in the Incident Command System (ICS) and National Incident Management System (NIMS), in accordance with the national NIMS Training Program.

12. Ensure department staff read this Plan and are aware of departmental Standard Operating Guidelines (SOGs) and the responsibilities during an incident.

13. Provide basic supplies for incident preparedness, such as emergency supply kits, safety helmets, flashlights, and food and water to continue essential operations for at least seven days. Foster a culture of preparedness. Encourage employees to maintain a personal emergency supply kit in their office, car, and at home to help meet the needs of themselves and their families in a disaster.

| Cities<br>**Common Roles and Responsibilities** |
| --- |
| 14. Provide initial damage assessment for department facilities to the County Emergency Operations Center (EOC). |
| 15. Document incident activities and costs. |
| 16. Work actively with Human Resources to identify and designate essential status on appropriate City staff. |
| 17. Conduct resource needs and assessments of availability for all hazards mentioned in the County's Hazard Mitigation Plan (HMP). Consideration should be given to both essential and non-essential personnel, equipment, facilities, essential functions, critical operations, and materials for life safety. |
| 18. Ensure Department and City Plans are maintained, exercised and implemented. |
| 19. Ensure department Directors give adequate emphasis and attention to risk management including security and prevention, and that established procedures and practices are updated whenever necessary and are strictly enforced. |
| 20. Proactively seek grant opportunities for mitigation projects and programs. |

**F. LEGAL SERVICES**

| Legal Services |
| --- |
| **Roles** |
| Provide high quality legal advice to the Commissioner, boards and commissions, and County staff. |
| **Responsibilities** |
| 1. Provide and coordinate legal advice to the Executive Department and to County departments as it pertains to hazard planning, mitigation, response, and recovery. |
| 2. Review agreements, contracts, and other incident-related documents for form and content. |
| 3. Review Proclamation signatures in conjunction with the Commissioner. |
| 4. Prepare other necessary incident-related ordinances and resolutions. |
| 5. Provide legal review of incident plans and supporting documents to ensure compliance with local, state and federal agencies. |
| 6. Provide applicable laws to any County employee during preparedness, response, and recovery activities. |
| 7. Provide liability releases for volunteers. |

**G. INFORMATIONTECHNOLOGY**

| Information Technology |
|---|
| **Roles** |
| Provide service for managing telecommunications and information systems infrastructure. |
| **Responsibilities** |
| 1. Conduct damage assessments of County computers and electronic related equipment. |
| 2. Advise the EOC on status and capability of emergency communications systems. |
| 3. Assure that communication systems can be utilized from or to the EOC and mobile facilities. |
| 4. Coordinate repair/restoration of information technology and phone services. |
| 5. Develop redundant infrastructure (network, communications, data backup, etc.) in advance to help ensure functionality in a disaster. |
| 6. Develop processes for system recovery and data restoration in case of failure. |

**H. EMERGENCY MEDICAL SERVICES**

| Emergency Medical Services |
|---|
| **Roles** |
| Manage and coordinate community medical services, and support Bonner County Emergency Medical Service (EMS), hazardous materials response, and rescue activities. |
| Support BCEM in conducting initial and subsequent damage assessments to both public and private properties |
| **Responsibilities** |
| 1. Coordinate with other departments whether Unified Command is needed. |
| 2. Determine resource needs for medical incidents. |
| 3. Provide basic and advanced life support. |
| 4. Coordinate the transport of ill or injured persons. |
| 5. Provide urban search and rescue. |

**I. FINANCE DEPARTMENT**

| **FINANCE DEPARTMENT** |
|---|
| **ROLES** |
| Manage the identification of outside resources; provide guidance and funding for emergency resource procurement, and track incident-related expenses. |
| **RESPONSIBILITIES** |
| 1. Track the status of incident related expenses. |
| 2. Coordinate with other departments to identify resource shortfalls. |
| 3. Provide a budget for supplies and equipment for incident related spending. |
| 4. Document and submit incident related spending for state and federal reimbursement. |
| 5. Develop and disseminate procedures to other departments regarding expense tracking in emergency situations. |

**J. FIRE DEPARTMENT**

| Fire Department |
|---|
| **Roles** |
| Manage and coordinate firefighting, hazardous materials response, and rescue activities and partner with Bonner County Emergency Medical Service (EMS). |
| Support BCEM in conducting initial and subsequent damage assessments to both public and private properties during damage assessment phase. |
| **Responsibilities** |
| 1. Conduct situation and damage assessments of Fire Dept. facilities; assist with in assessments if available. |
| 2. Establish incident command; coordinate with other departments whether Unified Command is needed. |
| 3. Determine resource needs. |
| 4. Assume full responsibility for suppression of fires within the AHJ (Authority having Jurisdiction). |
| 5. Provide extrication, and initial medical stabilization of individuals trapped in confined spaces. Coordinate with Law Enforcement, Search and Rescue and other first response entities. |
| 6. Respond to hazardous materials occurrences. |
| 7. Provide emergency pre-hospital care. |
| 8. Coordinate the transport of ill or injured persons in conjunction with EMS. |
| 9. Provide initial preliminary damage assessment (PDA) for both residential and business structures, including County-owned buildings, within the community. |
| 10. Aid in ongoing damage assessments of County infrastructure and emergency restoration of department facilities. |

**K. GIS**

| Geographic Information Systems (GIS) |
|---|
| **Roles** |
| Provide geospatial mapping services |
| **Responsibilities** |
| 1. Assess current data needs and gaps. |
| 2. Identify sources of external data and provide to EOC in a format usable. |
| 3. Provide GIS feature service and/or online mapping of layers |
| 4. Provide data to outside entities as requested by EOC in the format requested. |
| 5. Cartographic products/GPS-field mapping. |

**L. ROAD AND BRIDGE**

| Road and Bridge |
| --- |
| **Roles** |
| Provide debris removal, emergency protective measures; temporary repair and/or construction of County-wide road and bridges and provide engineering assistance to meet Bonner County's needs. |
| Provide equipment and personnel to other County departments for assisting in emergency response. |
| **Responsibilities** |
| 1. Provide initial preliminary damage assessment (PDA) for County infrastructure within the community. |
| 2. Aid in ongoing damage assessments of County infrastructure and emergency restoration of department roads and bridges. |
| 3. Provide expertise and recommendations for construction, demolition, and mitigation before and after an incident. |
| 4. Lead the effort in major recovery work for County roads and bridges. |
| 5. Coordinate and support incident-related traffic in conjunction with the County Law Enforcement. |
| 6. Assist in the identification of emergency routes in and out of the County and provide recommendations on traffic routes during an incident. |
| 7. Notify all appropriate departments, agencies, and affected individuals as soon as possible to provide roadway conditions. |
| 8. Provide advice and assistance with debris clearing, emergency protective measures, and emergency disposal procedures. |

**M. SHERIFF'S OFFICE**

| Sheriff's Office |
| --- |
| **Roles** |
| Keep and preserve the public peace and safety. |
| Effective management of Bonner County 911 Communication System, National Warning System (NAWAS), Emergency Alert System (EAS) |
| Command Search and Rescue Operations. |
| Establish policies and provide implementation instructions for law enforcement activities during incidents. |
| **Responsibilities** |
| 1. Coordinate emergency traffic control. |
| 2. Establish incident command; coordinate with other departments whether Unified Command is needed. |
| 3. Initiate, coordinate, and direct land and/or water search and rescue (SAR). |
| 4. Assist Road and Bridge and other transportation departments to plan for, coordinate, and lead the evacuation of portions of population if necessary. |
| 5. Provide law enforcement to public and private facilities, including evacuated facilities or shelters as requested. |
| 6. Recommend relocation or redistribution of radio resources to effectively maintain adequate communications in an incident; coordinate with other departments and develop a communications plan |
| 7. Establish, maintain, restore and use available communications assets during an emergency and use the warning system to provide information regarding impending or actual emergency or disaster conditions. |
| 8. Provide Public Information Officers to support the 9-1-1 Communications. |
| 9. Report damage assessment information and submit SitReps (Situational Reports) to Incident Commander or the EOC. |
| 10. Manage and command Search and Rescue (SAR) efforts according to SOP or SOG. |

**N. BONNER COUNTY 9-1-1 CENTER**

| Bonner County 9-1-1 Communications Center |
|---|
| **Roles** |
| Serve as the primary agency to ensure a properly maintained and functioning emergency communication system. |
| Effective management of Bonner County 911 Communication System, National Warning System (NAWAS), Emergency Alert System (EAS) |
| **Responsibilities** |
| 1. Provide initial notifications. Assist and coordinate communication needs for county emergency responders as requested. |
| 2. In coordination with Bonner County Emergency Management, conduct training and exercise of the EAS system. |
| 3. Work effectively with Bonner County Emergency Management to alleviate overloads at Bonner County 9-1-1 Communications Center. |
| 4. Recommend relocation or redistribution of radio resources to effectively maintain adequate communications in an incident; coordinate with other departments. Develop a communications Plan. |
| 5. Establish, maintain, restore and use available communications assets during an emergency and use the warning system to provide information regarding impending or actual emergency/ disaster conditions. |
| 6. Conduct routine training and emergency operations exercise to prepare 9-1-1 personnel for an appropriate and timely response. This should include ARES and Mobile Command Center. |
| 7. When activated, the 9-1-1 Supervisor or designee will coordinate with the IC or Bonner County Emergency Management. |

**O. SANDPOINT AND PRIEST RIVER AIRPORT**

| SANDPOINT AND PRIEST RIVER AIRPORT |
|---|
| **Roles** |
| Ensure that an airport is safe and well managed. |
| Prepare and use emergency preparedness plan that ensures collaboration of all involved parties in the plan. |
| Ensure airport safety competencies ranges from performing simple daily preventive maintenance to developing, conducting a full-scale emergency exercise, preparing for an emergency and security planning to protect the public, staff, partners and clients. |
| **Responsibilities** |
| 1. Airport should carefully assess availability of resources and coordinate with Bonner County Emergency Management |
| 2. Offer technical resources or be part of a Unified Command structure or assume leadership of a part of an emergency phase such as recovery as assigned by Emergency Management. |
| 3. Coordinate the use of available airport equipment, supplies and human resources in addition to identifying the capabilities of tenants, partners, facilities, and equipment. |
| 4. Establishing relationships with neighboring airport managers and address airport needs in times of crisis, as well as for mutual assistance with daily operational concerns. |
| 5. Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information in conjunction with PIO to resources that may be needed as a result of an emergency situation. |
| 6. Maintenance of records during an emergency which could include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. |
| 7. The Airport Manager or representative will make the appropriate notifications to all airport tenants, if any. The Airport Manager will coordinate airport operations with Incident Command as required and make available all necessary equipment and facilities. |
| 8. Accommodate the NTSB or FAA and cooperate with the investigation. |

### P. VOLUNTEERS
#### i. AMATEUR RADIO EMERGENCY SERVICE (ARES)

| AMATEUR RADIO EMERGENCY SERVICE (ARES) |
| :--- |
| **Roles** |
| Serve as communication support for Bonner County reporting to the Department of Emergency Management. |
| **Responsibilities** |
| 1. Establish, maintain, restore and provide available communications assets during an emergency. |
| 2. In coordination with Bonner County Emergency Management, conduct training and exercise. |
| 3. Keep track and document volunteer hours to facilitate Bonner County cost reimbursement should there be a disaster declaration. |
| 4. Develop the Communications Plan as directed by the Emergency Management Director. |
| 5. When activated, respond as directed with required equipment and appropriate Personal Protective Equipment (PPE). Report and respond in a healthy state. |

#### ii. COMMUNITY EMERGENCY RESPONSE TEAM(CERT)

| COMMUNITY EMERGENCY RESPONSE TEAM (CERT) |
| :--- |
| **Roles** |
| Serve and support first responder's as directed by the Chief Deputy of Emergency Management. |
| **Responsibilities** |
| 1. Assist and coordinate with responders or perform EOC duties as directed by the Chief Deputy. |
| 2. In coordination with Bonner County Emergency Management, conduct training and exercise. |
| 3. Keep track and document volunteer hours to facilitate Bonner County cost reimbursement should there be a disaster declaration. |
| 4. Sign in and report to Team leader or designated personnel for assignment and accountability. |
| 5. Participate in regularly scheduled trainings and exercises. |
| 6. When activated, respond as directed with required equipment and appropriate Personal Protective Equipment (PPE). Report and respond in a healthy state. |

### iii. SEARCH AND RESCUE TEAMS (SAR)

| SEARCH AND RESCUE TEAMS (SAR) |
|---|
| **Roles** |
| Aid in search and rescue operations as directed by the Sheriff's Office. |
| **Responsibilities** |
| 1. Establish and maintain communication with BCEOC, Incident Commander and Sheriff's Office when deployed. |
| 2. Keep track and document volunteer hours to facilitate Bonner County cost reimbursement should there be a disaster declaration. |
| 3. Establish, maintain, restore, use and track equipment used during response. |
| 4. When activated, respond as directed with required equipment and appropriate Personal Protective Equipment (PPE). Report and respond in a healthy state. |

# VII. PLAN DEVELOPMENT AND MAINTENANCE

## A. COORDINATION

The Director of Emergency Management or designee will ensure that exercises of this plan are conducted on an ongoing, annual basis. The Plan must be updated with new planning and policy goals and objectives in order to remain current. Updates to the Plan will occur at a minimum of every two years.

## B. ONGOING PLAN MAINTENANCE

Ongoing plan management and maintenance requires preparedness coordination. The County will endeavor to coordinate with all agencies that have a role in incident management for the development and execution of policy, planning, training, equipping and other preparedness activities.

Vital questions and problems will be answered by exercises, drills, and actual incidents. It is especially important that new information learned after using the Plan, in practice and in response to real incidents, becomes incorporated in the revisions. Annual updates to incorporate lessons learned are strongly recommended.

# VIII. DEPARTMENT CONTINUITY OF OPERATIONS PLANS

When an incident occurs, essential functions must be carried out in every department through the processes established in Continuity of Operations Plans (COOPs).

| Ten Critical Elements of Continuity of Operations Plans |
|---|
| 1. Essential Functions |
| 2. Delegations of Authority |
| 3. Orders of Succession |
| 4. Alternate facilities |
| 5. Interoperable Communications |
| 6. Vital Records, Systems, and Equipment |
| 7. Human Capital Management |
| 8. Tests, Training, and Exercises |
| 9. Devolution of Control and Direction (capability to transfer statutory authority and responsibility from an agency's primary operating staff and facilities to other employees and facilities) |
| 10. Reconstitution (return to normal operations) |

## 1. FACILITY MANAGEMENT

County Buildings and facilities should be adequately maintained so they can support incident response activities and maintenance of essential services.

| Facility Management |
|---|
| 1. Identify safety hazards. For those that can't be eliminated immediately, find ways to isolate or lessen risks pending permanent resolution. |
| 2. Verify structural and non-structural hazard analysis of county buildings to identify and mitigate hazardous conditions. This should be in coordination with facility management. |
| 3. Conduct post-incident preliminary inspections. |
| 4. Maintain emergency backup power for all essential systems and facilities. Critical electronic data communication systems should have uninterruptible power supplies, and surge protection. |
| 5. Periodically test building warning systems and procedures to assure they remain functional. |
| 6. Limit access to areas that do not require public accommodation. |
| 7. Regularly check all entry and exit doors, especially those that provide access to sensitive or secure areas, to be sure they are working properly, are adequately controlled, and locked to prevent unauthorized access when no one is present or after close of business |
| 8. Conduct random security checks around the exterior of buildings and outer boundary perimeters (such as fence-lines); note and report any suspicious circumstances to higher authority or call 911 |

2.      RECORDS AND INFORMATION SERVICES

| Records and Information Services |
|---|
| 1. Store County records and information in a secure location that prevents damage and loss from an incident |

| 2. Ensure resiliency in County record keeping, tracking, and receiving. |
|---|
| 3. Records and information should be stored in a manner that they are accessible during an incident |
| 4. Plan for records protection during the COOP process |

### 3. FINANCIAL CONSIDERATIONS

| Financial Considerations |
|---|
| 1. Develop, update and maintain guidelines and procedures to document and report incident related expenditures for insurance, state, or federal reimbursement. See also Finance Department Responsibilities in Section III. |
| 2. Make the Bonner County Office of Emergency Management (BCEM) aware of all emergency management issues that would require approval in the budget process. |

### 4. ESSENTIALEMPLOYEES

To ensure essential operations can function during and after an incident, maintain and establish a staff trained in emergency actions.

| Essential Employees |
|---|
| 1. Identify emergency duties, essential positions, and staff assignments including two alternates for every designated primary. |
| 2. Ensure essential primary and backup personnel are identified and that contact information is kept current and available during an incident. |
| 3. Provide essential employees clear explanations as to when they will be needed for duty and what their position will be. |

4. Disperse and assign critical equipment to key personnel.

5. Train personnel assigned to an essential position and conduct necessary monitoring,
   testing, and refresher training to ensure adequate levels of readiness at all times.

6. Anticipate who should replace persons vacating essential positions, and assign replacements
   early enough to allow time for training before the replacement assumes the essential position.

7. Ensure upon Plan activation that essential employees are informed of their roles and are not
   released from the County despite closure.

## 5. Line of Succession

Each agency with an EOP primary or coordinating function shall have a line of succession
(normally three to four persons or by position) that includes day-to-day as well as
emergency information. All county departments and elected officials offices have a line
of succession and a list of emergency point of contacts within their Business Continuity
of Operations and Recovery Plan (BCORP).

All Annexes list the coordinating, primary and supporting agencies. All Support Annexes
and Incident Annexes list the coordinating or lead agencies and cooperating agencies.
These annexes provide further detail as to concept of operations, incident
management, and individual organizational roles and responsibilities during an
emergency or disaster situation.

# IX. *Authorities and References*

There is a clear relationship or interdependencies between the Bonner County EOP and other local, regional, State and Federal planning documents. The Bonner County EOP is developed under the authority of the following local, state, and federal statutes and regulations:

Federal
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 (1974), as amended and codified, replaced the Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- The Disaster Mitigation Act of 2000, Public Law 106-390
- The Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006, which amended the Homeland Security Act of 2002, Public Law 107-296 and the Department of Homeland Security (FEMA) Appropriations Act of 2007, Public Law 109-295
- Pets Evacuation and Transportation Standards (PETS) Act of 2006
- Emergency Services and Assistance, Code of Federal Regulations (CFR), Title 44
- The Americans with Disabilities Act (ADA) of 1990, Public Law 101-336 and as codified
- Homeland Security Presidential Directive (HSPD) 5: Management of Domestic Incidents, February 2003 (NRF & NIMS 2008; NRF Second Edition 2013)
- Presidential Policy Directive (PPD) 8, National Preparedness (National Preparedness Goal), March 2011, which expanded upon or replaced HSPD 8, National Preparedness Guidelines, of 2003
- 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know
- 96-342, Improved Civil Defense Act of 1980, as amended
- Presidential Policy Directive (PPD) 21, Critical Infrastructure (National Infrastructure Protection Plan), December 2013, which expands or replaced HSPD 7, of 2003
- 296-62, General Occupational Health Standards Federal Authority Public Law
- 95-124, Earthquake Hazards Reduction Act of 1977, as amended National Response Framework (NRF) and other national level plans / framework doctrine
- DHS / FEMA Comprehensive Preparedness Guide (CPG) 101, Version 2.0 (November 2010),
- Developing and Maintaining Emergency Operations Plans
- MSP / EMHSD Publication 201 (October 2009), Local Emergency Planning Workbook and Publication 201A (October 2013, replaces version from February 2010), Review Guide for Local Emergency Response Plans / Guidelines

State
- The Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004, Idaho Code §46-1001.
- National Incident Management System (NIMS)
- Idaho Emergency Management Plan

- The Post-Attack Resource Management Act, Idaho Code §67-5506.
- The Terrorist Control Act, Idaho Code §18-8101.
- The Emergency Relocation Act, Idaho Code §67-102.

Local

- Local municipal emergency operation plans or county EOP support plans
- Site emergency plans at facilities with hazardous substances
- Emergency action plans at schools, other higher education institutions, hospitals, long-term care facilities, and other critical infrastructure / key resources

# X.  *Appendices*

1. Bonner County Reception and Re-entry Guide
2. Bonner County Quick Reference Guide

# POST-EVACUATION RECEPTION and RE-ENTRY GUIDE

# Table of Contents

# Executive Summary

The process of granting organizations and individual's access to facilities, businesses, and homes following an evacuation event can substantially add to the level of complexity required to manage the event particularly those that cross multiple jurisdictions and geographical boundaries. These types of operational challenges can directly impact response and recovery timelines, as well as overall operational success. These operational challenges can be overcome by the implementation of a standardized access and phased re-entry approach.

This Annex focuses on establishing the successful reception, transit and access of critical response and recovery resources comprised of various resources such as public, private, volunteer and nongovernmental organizations (NGO). It also provides mechanisms, tools, and processes for coordinating, approving, and enabling access and re-entry procedures during response and recovery operations to enable a common approach by which communities can:
- Manage and control access;
- Develop a consistent, repeatable process to coordinate with organizations that require access to or transit through a restricted area or emergency zone; and
- Coordinate with law enforcement to implement access controls throughout an event.

Every jurisdiction should have an emergency preparedness plan to enable response and recovery personnel to conduct damage assessment, incident management and recovery operations. This Annex provides for managing access into and transit through restricted areas or emergency zones by:
- Emergency response and recovery personnel
- Local Authorities
- Public works
- Lifeline Sectors
- Damage Assessment Teams
- Business owners and evacuees
- Media

The capability of Bonner County Sheriff's Office to safely, securely, and effectively control and coordinate the access of crucial response and recovery resources into an evacuated area in response to a crisis event utilizing phased re-entry approach. This Annex is designed to provide uniform guidance in addressing access into the evacuated areas following a disaster and is critical to enabling quicker-entry of the community back into the evacuated areas and overall community recovery.

## Purpose

The purpose of this document is to provide Bonner County agencies a guide to the implementation of a common tactic of managing access requirements when planning for and responding to events and incidents.

## Scope

It is designed to provide uniform guidance for local jurisdictions addressing access into the impacted area(s) following a disaster. The Framework identifies roles and responsibilities intended to help support safe and orderly re-entry in a coordinated manner among all impacted jurisdictions. Authority for establishing and implementing reception and re-entry operations resides with the Sheriff's Office in coordination with the Bonner County Emergency Management. The decision to allow re-entry resides with the Sheriff's Office.

## Authorities

See Bonner County Emergency Operations Plan

## Assumptions

1. Access to areas impacted by a disaster may be controlled by local officials for purposes of public health, safety, welfare and security.
2. Information related to access control and subsequent re-entry is provided to the news media and the public through the designated Public Information Officer (PIO) for the jurisdiction and/or Joint Information Center (JIC) for the incident, respectively.
3. Safety procedures will be enforced at all times during re-entry operations.
4. Provisions may need to be made to assist some residents with access to the affected areas.
5. When appropriate and requested, state and federal resources and personnel could support local jurisdictions with controlled access and re-entry.
6. Re-entry operations will occur at designated routes and checkpoints pre-determined during evacuation and closures, as designated by the Incident Commander.
7. First Responder and Damage Assessment Teams will provide information immediately following the disaster to identify and prioritize damage levels.
8. Local jurisdictions will have primary control over re-entry for their jurisdictional areas.
9. Idaho Emergency Operations Center (IDEOC) provides coordination support to re-entry operations conducted by or on behalf of local jurisdictions.
10. Private sector will follow the guidelines set forth with the Incident Commander.

## Concept of Operations

Bonner County will activate their Re-Entry Plans when it is safe for law enforcement officers and governmental agencies to begin preparatory activities for re-entry. These activities may include, restoring essential services, inspection and repair of critical infrastructure. Timelines for these activities are dependent on the scope and nature of the incident.

Priority for re-entry divides into three levels as detailed below: Closed, Restricted and Limited. These levels correspond to assessment of the currently known situation at the incident, to include consideration of health and safety issues, response activities, critical restoration and recovery missions, and security.

Phased Re-entry:
Phased re-entry is a planned process of granting access to response and recovery personnel and other affected stakeholders (e.g. local business owners, utility operators, community members, etc.) into functional groupings. Phased re-entry also provides management of re- entry via defined access levels (sometimes referred to as "tiers") to an incident site and other restricted areas. Access level definitions may be based on incident management priorities, response and recovery needs, incident site conditions or safety concerns. In some jurisdictions, a public works assessment of critical facilities, roads, checkpoints, roadblocks, and access routes may be required before re-entry can start.

Use of a phased re-entry structure provides the capability for communities to define, prioritize, and pre-plan the order of response and recovery resources authorized for access, as well as ensure a safe and orderly return of community members to an affected area.

Closed
This level allows for the re-entry of agencies and groups who are tasked with roles that are essential in responding to and restoring normal operations after a disaster, and may include the following:

- Search and Rescue Personnel
- Infrastructure and Utilities Repair Personnel
- Damage Assessment Teams: may include FEMA, State and local officials.
- Other personnel at the discretion of the local Incident Commander

Restricted
This level allows for the re-entry of other critical groups, including residents, governmental support function personnel, and private sector organizations. Entry is based on the determination of local officials, which should include consideration of the following

factors:

- Access: Whether major roads in the area are intact and passable based on information provided by local public works and transportation officials and/or the Idaho State Department of Transportation.
- Public Health: The extent to which health related threats have been minimized based on information provided by local health officials and the North Idaho Panhandle Health District.
- Rescue: Whether major wilderness and structural (urban) search and rescue operations have been completed and any ongoing life safety rescues have stabilized.
- Public Safety: The extent to which other threats to public safety have been minimized.
- Critical Groups to consider for inclusion in the Restricted stage of e-entry:
    - Emergency workers and organized volunteers: As determined will be needed to provide food, water and other critical supplies for people in impacted areas who did not evacuate.
    - Healthcare personnel: Employees of hospitals, nursing homes, assisted living facilities, and dialysis centers as determined appropriate.
    - Private sector organizations (business): Properly qualified and trained response and/or repair personnel employed or contracted by private sector organizations registered who are determined appropriate by local authorities based on consideration of one or more of following factors:
  1. Their organization is qualified under one of the 16 Critical Infrastructure Sectors as defined by the Department of Homeland Security.
  2. Their organization is an insurance provider with policies impacted by the incident or disaster.
  3. Their organization has a justifiable need to access infrastructure to preserve critical business functions.

Limited

This level allows for re-entry of those needing to gain access to retrieve vital records or perform essential recovery support functions. At this phase, certain streets or locations within the impacted area may still be unsafe and "closed" to traffic. There may also be additional law enforcement patrols or other activities to protect life and property. Groups to consider for inclusion at this stage of re-entry may include:

- Building contractors and repair service providers
- Friends, family, extended family, etc.
- Other private sector businesses and organizations
- Government personnel restoring normal governmental operations

### *Identification*

Identification procedures are intended to provide uniform guidance to law enforcement personnel who are directing access. Suggested identification documents for consideration are listed below. Counties, cities and towns may adopt and enforce their own identification procedures.

Emergency Responders, Government Officials, Critical Infrastructure / Utilities Repairs
- Official badging from federal, state, or local government
- Bonner County Emergency Management Volunteers (CERT, ARES, EOC staff, MRC)
- Other forms of identification at the discretion of law enforcement

Residents

U.S. state/territory driver's license or Idaho State identification card and/or one of the following with a photo identification:

- Utility bill
- Mortgage deed
- Property tax document
- Vehicle registration
- Voter registration
- Other forms of identification at the discretion of law enforcement (recognizing that if residents evacuated quickly, they may have few or no documents with them)

Business owners
- U.S. state/territory driver's license or Washington State identification card
- Document(s) showing ownership of business or rental of property
- Business Re-Entry (BRE) Registration Card
- Other forms of identification at the discretion of law enforcement

Employees of businesses

U.S. state/territory driver's license or Idaho State identification card and one of the following:

- Business photo identification
- Recent business pay stub
- Recent letter authorizing re-entry from business owner on business letterhead
- Other forms of identification at the discretion of law enforcement

## Responsibilities

Local jurisdictions are responsible for re-entry planning in their respective county and city/town limits. If activated, the State EOC may coordinate re-entry plans between local jurisdictions with full ESF activation. Local jurisdictions are responsible for determining and enforcing applicable re-entry restrictions.

**Joint Primary Agencies**

Affected Jurisdiction Law Enforcement

Idaho State Patrol

Affected Jurisdiction Fire Department

Affected Jurisdiction Emergency

Management Department of Fish and

Wildlife

**Support Agencies**

Affected Jurisdictions Public Works

Idaho State Department of Transportation

Public Transportation

The goal of the phased re-entry approach is to:

(1)     Define access levels that can align conditions within the affected area to required response and recovery assets needed throughout the timeline of an emergency event. For example: along with first responders conduction lifesaving operations, facility owners may require access to relieve onsite personnel, provide security, or conduct facility shutdown procedures; communications personnel may require access to sustain or recover critical communications services (e.g. 911 call centers, first responder communications).

(2)     Standardize access related terminology and visual cues (colors/numbers/shapes associated with pre-defined access tokens) to support an efficient and effective access control process; and

(3)     Enable the activation of specific or additional access requirements as the incident response dictates (e.g. Access Level 1[HAZMAT] may delineate that HAZMAT certification is required for

access).

Emergency Response:

Emergency Response personnel may include emergency medical services, law enforcement, and search and rescue teams. Responders in this access level or tier have access into the area to quickly search for survivors, provide essential medical services, and assess immediate needs. The desired outcome for this access level is to stabilize the affected area.

Response Support:

Response Support personnel include utility crews, building and environmental health inspectors, relief workers, animal services, and public works personnel. After first responders have stabilized major health and safety hazards, the local authority may authorize Response Support personnel to re-enter. This may include authorizing access to common carriers delivering essential supplies and logistics in support of the response and recovery. The desired outcome for this access level is the restoration of critical services to reduce or prevent cascading effects. Response Support activities should be coordinated with relevant levels of government and the private sector.

Recovery Support:

Recovery Support includes operators and employees of priority businesses that may assist response and recovery efforts. Examples include personnel from hazardous materials and chemical plants, retail locations, fuel stations and distribution hubs, banking and insurance, and grocery stores. Once conditions have stabilized with basic protection and emergency services reestablished Recovery Support personnel may re-enter the incident area at the appropriate authority's discretion. The desired outcome for this access level is the restoration of critical operations prior to re-entry of the general public or residential population.

General Return:

In the last grouping, the rest of the business community members, non-essential personnel, and residents may be authorized to re-enter. Residents and business operators may be asked to present photo identification and proof of residence, or company affiliation prior to re-entry, and should be informed of which areas are authorized for re-entry, any curfew restrictions, and any ongoing response or recovery operations in or adjacent to their community. Depending on the site conditions and safety considerations, some residents may return before others.

## Conclusion

Having the ability to effectively control access and re-entry during incidents enables first responders, emergency management personnel, and local officials to effectively manage emergency response operations, reduce the likelihood of injury or loss of life, and aid in whole

community recovery. This Re-entry Guide is a framework that informs local officials and emergency planners of key components and best practices to consider when planning for access and re-entry operations. Although different efforts throughout the United States have implemented similar phased re- entry methodologies, the ability to align terminology and structure under a common approach will provide substantial benefits to state and local access programs and can facilitate greater interoperability across jurisdictions nationwide. By adopting the common approach described, jurisdictions will be able to further enhance the access elements of their emergency preparedness plans and accelerate their community's recovery.