

RESOLUTION NUMBER 05-083

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, AUTHORIZING THE MAYOR TO EXECUTE A LETTER OF ACCEPTANCE AMONG THE CITY OF KETCHUM, BLAINE COUNTY, CITY OF BELLEVUE, CITY OF CAREY, CITY OF HAILEY, CITY OF SUN VALLEY, WOOD RIVER FIRE DISTRICT, KETCHUM RURAL FIRE DISTRICT, SMILEY CREEK FIRE DISTRICT, CAREY FIRE DISTRICT, WEST MAGIC FIRE DISTRICT, ST. LUKE'S WOOD RIVER MEDICAL CENTER, AND FRIEDMAN MEMORIAL AIRPORT AUTHORITY RECOGNIZING THE BLAINE COUNTY EMERGENCY OPERATIONS PLAN AS THE OFFICIAL EMERGENCY OPERATIONS PLAN FOR BLAINE COUNTY.

WHEREAS, in the interest of providing adequate resources and protecting and promoting the public health, safety, and welfare in providing emergency response to the residents of and visitors to the City of Ketchum, the parties may at times need to cooperate with each other, share resources, and assist each other by responding within each other's jurisdictions; and

WHEREAS, Idaho Code Section 67-2328 authorizes the parties to collaborate in this manner by entering an agreement for mutual aid; and

WHEREAS, each of the parties satisfies the requirements set forth in Idaho Code Sections 67-2327 and 67-2328 which provide for public agencies to enter such an agreement; and

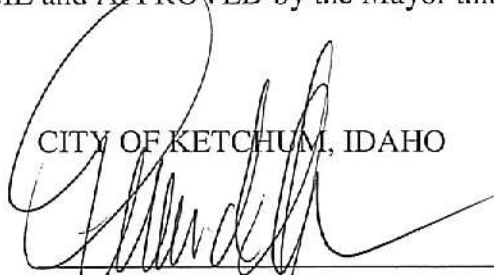
WHEREAS, each of the parties has appropriate equipment and trained personnel necessary to provide such services; and

WHEREAS, the City Council of the City of Ketchum hereby finds that an emergency operations plan acts as fundamental guidance for emergency response and is necessary to protect and promote the public health, safety, and welfare of the inhabitants of the City of Ketchum.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Ketchum, Idaho, that the Mayor is hereby authorized to execute a letter of acceptance among the City of Ketchum, City of Bellevue, City of Carey, City of Hailey, City of Sun Valley, Wood River Fire District, Ketchum Rural Fire District, Smiley Creek Fire District, Carey Fire District, West Magic Fire District, St. Luke's Wood River Medical Center, and Friedman Memorial Airport Authority, recognizing the Blaine County Emergency Operations Plan as the official plan for Blaine County's intergovernmental emergency operations.

PASSED BY THE CITY COUNCIL and APPROVED by the Mayor this 19th day of September, 2005.

CITY OF KETCHUM, IDAHO



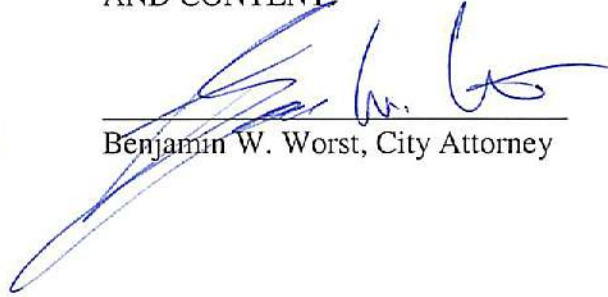
Edward Simon, Mayor

ATTEST:

APPROVED AS TO FORM
AND CONTENT:



Sandra E. Cady, CMC
City Treasurer/Clerk



Benjamin W. Worst, City Attorney



[Handwritten signature]



BLAINE COUNTY

EMERGENCY OPERATIONS PLAN

Volume 1

Basic Plan
Standard Response Guides

AUGUST 2005

August 8, 2005

Preface

The Blaine County Emergency Operations Plan (EOP) is a set of guidelines and procedures developed to assist in the emergency response effort within the County.

The plan interfaces with the City Emergency Operations Plans dated November 2005. It parallels the National Response Plan (NRP) and incorporates guidance from the Federal Emergency Management Agency (FEMA) as well as lessons learned from disasters and emergencies that have threatened Blaine County in the past. The plan is in compliance with the National Incident Management System (NIMS).

Major emergencies and disaster incidents are unique events that present the community and emergency personnel with extraordinary problems and challenges that cannot be adequately addressed within the routine operations of government. Since disasters differ in important ways and it is impossible to plan for every contingency, highly detailed operational procedures are avoided in the plan in favor of a streamlined all-hazards preparedness approach.

Because Blaine County is small, many individual departments do not have detailed operation procedures; therefore this plan acts as fundamental guidance for emergency response. The coordination of this plan and standard operating procedures within the EOP is an ongoing process through regular training and exercises.

Implementation of the EOP will require extensive cooperation, collaboration and training. I ask for your continued cooperation and assistance as we implement our community EOP. I thank you and look forward to working with you to continue to improve our ability to protect our citizens.

Charles Turner,
Director, Blaine County Disaster Services

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Letter of Acceptance

The Blaine County Emergency Operations Plan June 2005 is hereby recognized as the Official Plan for Blaine County's intergovernmental emergency operations pursuant to Chapter 10, Title 46, and Idaho Code. This plan supercedes all previous plans.

The signatories to this EOP concur with the concepts, requirements and assignments. The plan is not an unqualified commitment to resources. It is essentially a "mutual aid" agreement, which provides for collaboration on the deployment of resources. As a "mutual aid" agreement this plan operates under the fundamental principle that the first priority of each Jurisdiction is to provide for the basic life safety of its residents. In the event that the authority having jurisdiction and the County disagree on the resources that need to be committed, the authority having jurisdiction will ultimately control the final disposition of such resources.

The Emergency Operations Plan is intended to and shall be interpreted to implement the purpose of the Idaho Disaster Preparedness Act of 1975, as amended, Chapter 10, Title 46, Idaho Code, and shall not be interpreted to increase liability of the county or signatory.

Signature:
Chairman, Blaine County Director of Commissioners

Signature:
Commissioner

Signature:
Commissioner

Adopted by the Blaine County Director of Commissioners on the ____ day of
_____ 2005

Attest:
Clerk

August 8, 2005

City of Bellevue

Mayor

Date

City of Carey

Mayor

Date

City of Hailey

Mayor

Date

City of Ketchum

Mayor

Date

City of Sun Valley

Mayor

Date

Wood River Fire District

Chairman

Date

Ketchum Rural Fire District

Chairman

Date

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Smiley Creek Fire District

Chairman

Date

Carey Fire District

Chairman

Date

West Magic Fire District

Chairman

Date

St. Luke's Wood River Medical Center

Administrator

Date

Friedman Memorial Airport Authority

Chairman

Date

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Letter of Instruction

Implementation Guidance

The Blaine County Emergency Operations Plan (EOP) is effective upon signing by the jurisdictions represented on the letter of acceptance.

In order to fully implement this plan we must know what is in it. *It is recommended that each agency review this plan annually.*

For those who have positions outlined in the roles and responsibilities section please be familiar with each of the respective duties, and make sure you have a backup in case you are unavailable. Please be sure to teach this individual what that position's responsibilities are and ensure that the Coordinator, Blaine County Disaster Services, knows who your backup is.

It is encouraged and expected that all agencies will participate in training exercises. This will not only increase the agencies' understanding of the plan, but allow opportunities for improving the plan.

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Record of Distribution

ORGANIZATION	NAME	QUANTITY	DATE
City of Bellevue		1	
City of Carey		1	
City of Hailey		1	
City of Ketchum		1	
City of Sun Valley		1	
Blaine County Clerk		1	
Blaine County Commissioners		3	
Blaine County Emergency Services (includes reserve for EOC use)		4	
Blaine County Prosecuting Attorney		1	
Blaine County Road and Bridge Department		1	
Blaine County Sheriff (ESF 2 and 13)		3	
Federal Emergency Management Agency		1	
Friedman Memorial Airport Authority		1	
ESF 1 Transportation Coordinator		1	
ESF 3 Public Works and Engineering Coordinator		1	
ESF 4 Fire Services Coordinator		1	
ESF 6 Mass Care Coordinator		1	
ESF 7 Resource Management Coordinator		1	
ESF 8 Health and Medical Coordinator		1	
ESF 9 Search and Rescue Coordinator		1	
ESF 10 Hazardous Materials Coordinator		1	
ESF 14 Public Information Officer		1	
ESF 16 Agricultural Coordinator		1	
Mortuary Coordinator		1	
Radiological Protection Coordinator		1	
State of Idaho Bureau of Homeland Security (BHS)		2	
State of Idaho BHS Central Area Field Officer		1	
US Forest Service-Sawtooth National Forest Ketchum Ranger District		1	
Bureau of Land Management, Shoshone		1	
Carey Fire Department		1	
Bellevue Fire Department		1	
Hailey Fire Department		1	
Ketchum Fire Department		1	
Smiley Creek Fire District		1	
Sun Valley Fire Department		1	
Wood River Fire and Rescue		1	
West Magic Fire District			
Idaho Power Company (Hailey Office)		1	
Intermountain Gas (Hailey Office)			
Blaine County School District			

A Master Copy to be maintained in the Blaine County Disaster Services Director's Office

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Ongoing Plan Management & Maintenance

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The County Director of Commissioners and involved department heads will brief additional personnel as appropriate. This plan will be published by the Blaine County Disaster Services Coordinator, reviewed annually, and updated in its entirety every four years. Any changes will be published and distributed to agencies holding this plan.

Record of Changes & Review

When posting changes:

1. Make pen and ink changes and file instructions in the back of this plan.
2. Replace pages and destroy superseded pages.
3. Annotate and sign Record of Change Sheet.

Change #	Date Posted	By (Print)	Signature

Record of Review

Review Date	Reviewed by	Signature

Foreword

The Blaine County Emergency Operations Plan (EOP) consists of 6 major sections.

1. **The Base Plan**

The Base Plan describes the structure and processes available for a unified response to any emergency. It includes the purpose, authorities, assumptions, concept of operations and the EOC ICS structure.

2. **Roles & Responsibilities**

The Roles & Responsibilities section describes tasks required of participating agencies personnel.

3. **Incident Annexes**

The Incident Annexes contain guidelines for response to specific hazards that could happen in the County. These are:

- Any Type of Incident
- Civil Disobedience/Bomb Threat
- Earthquake
- Flood
- Hazardous Materials
- Power Failure
- Severe Weather
- Wildfire

4. **Blaine County Emergency Support Functions (ESF)**

These response guides organize agencies, departments and organizations into emergency support functions. The structure of this section is required by Presidential Directive and is patterned after the National Response Plan. Each of these guides contains a method of operation and the responsibilities of the primary and support agencies that will respond during a multi-agency or multi-jurisdictional major emergency that can be called upon by the County to assist the responding agencies to a specific need. Below is a description of each ESF in the Blaine County EOP.

ESF 1-Transportation

- Restoration / recovery of roads and bridges
- Damage & impact assessment

ESF 2-Communications

- Methods of communicating

ESF 3-Public Works and Engineering

- Infrastructure protection and emergency repair
- Infrastructure restoration

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ESF 4-Firefighting

- Firefighting activities

ESF 5-Emergency Management

- Coordination of emergency management efforts
- Financial management

ESF 6-Mass Care

- Mass care
- Disaster housing

ESF 7-Resources Support

- Resource support (facility space, office equipment and supplies)

ESF 8-Public Health and Medical Services

- Public Health
- Medical
- Mental health services
- Mortuary services

ESF 9-Search and Rescue

- Life-saving assistance
- Search and Rescue

ESF 10-Hazardous Material Response

- Hazardous materials response
- Environmental safety and short- and long-term cleanup

ESF 11-Food

- Delivery of emergency food and water rations

ESF 12-Energy

- Energy infrastructure assessment, repair and restoration
- Energy industry utilities coordination

ESF 13-Law Enforcement

- Law enforcement support
- Support to access, traffic and crowd control

ESF 14-Public Information

- Media and community relation

ESF 15-Military Support

- State of Idaho Military Division activation

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ESF 16-Agriculture

- Care of domestic pets during a disaster
- Relocation of livestock
- Cropland protection

5. Support Annexes

The Support Annexes contain important information and procedures for managing an emergency. These include Damage Assessment, Evacuation procedures and hazard specific incident annexes.

6. Appendixes

The Appendixes include a glossary of key terms, an acronym list, and maps.

Introduction

Purpose

The purpose of the Blaine County Emergency Operations Plan is to develop a simple emergency management capability that can take immediate steps to respond to the effects of an emergency, preserve life, minimize damage, provide necessary assistance, and coordinate in the County's recovery thus returning the community to its normal state of affairs.

This plan is intended to clearly define who does what, when, where, and how, along with the legal authority to act, in order to prepare for, respond to, and recover from the effects of an emergency within Blaine County.

Situation and Assumptions

Situation

1. Blaine County encompasses an area of 2,660 square miles or 1,702,765 acres located in the mountainous central portion of Idaho. The State of Idaho owns approximately 4% of the county's overall land mass. Seventy eight percent (78%) of the County is federal lands. Private lands total 450 square miles or approximately 18% of Blaine County. The elevation within Blaine County ranges from 3,100 feet to 11,900 feet above sea level. Most of the populated areas are located between 4,000 and 6,000 feet.

The population of Blaine County is approximately 21,000 people residing primarily in the incorporated cities of Sun Valley, Ketchum, Hailey, Bellevue, and Carey.

2. The hazard vulnerability analysis of Blaine County identified the following hazards as "high risk."

Natural Hazards

1. Winter Storms

Winter storms are a relatively common experience for residents of the County. Temperatures down to 30 degrees below zero and high winds can combine to close roads, threaten disruption of utilities, limit access to rural homes, impede emergency services delivery, and close businesses. Such storms also create hazardous travel conditions, which can lead to increased vehicular accidents and hampers air traffic. Additionally, stranded motorists, due to closed roads and highways, may present a shelter problem.

2. Flood

Although disastrous flooding is uncommon, spring flooding or flooding caused by canal and/or river breaks remains a possibility and increased developments along streams and rivers also have increased the possibility of damaging floods.

3. High Winds

Strong winds are common to the County. When combined with blowing dirt or snow, winds cause a threat to traffic and can damage homes, businesses, crops and utilities. Likewise, the threat of small tornadoes and microbursts although historically insignificant, still should be considered in emergency planning.

4. Fires

Wildland fires are common in the rural areas of the County. Although the majority of the larger fires are on public lands, residents and private property can be damaged. Local fire departments face increased threats in the wildland/urban interface areas.

5. Earthquakes and Seismic Activity

Catastrophic earthquakes are not common however, less than catastrophic earthquakes can and have caused damage in the County. Seismic activity within the County is evidence and continues to be a concern for emergency planning.

6. Avalanches and Landslides

Blaine County is prone to snow slides or avalanches and landslides. The slide areas are located along transportation routes and adjacent to populated areas in Ketchum and Sun Valley as well as in backcountry areas within the National Forests.

7. Other Natural Disasters

Although not common to our area, other natural disasters in other areas of the country, and in fact the world, may impact the County residents, the local economy, and the environment. Severe drought and high heat, although not common, could place residents and agriculture in danger.

Technological and Man Made Hazards

1. Power Failure

A long-term power outage could create havoc for the public. Homes, as well as congregate care, are immediately impacted, as are industry and business. Crops and livestock can become threatened and communications hampered. This type of incident

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should be considered a major threat to our communities and should be a considerable emergency planning effort.

2. Hazardous Materials

A threat from a release of hazardous materials from both fixed and transportation incidents exist. Hazardous materials have become an ordinary part of our life with their transport, storage and use in all parts of the County. Hazards range from a small spill on a rural farm road to a major release in a populated city. Emergency Service Agencies are not funded, equipped, trained, nor ready for a major life threatening release. Within the County is an interagency HazMat Team. Although highly trained and equipped, the State Regional Teams in Twin Falls, Pocatello and Ada County are at a minimum 3-6 hours away, causing great concern to planners and responders alike.

3. Civil Disobedience

Although in the strictest sense, civil disobedience is uncommon in the area, other activities such as major sporting events, parades, celebrations, and even major sales can be treated as civil disobedience events. The same problems can occur as with protests or riots.

4. Terrorism

Terrorist events can occur in the County. Law Enforcement is the lead agency in dealing with terrorism and should lead the emergency planning effort and assist local agencies in preparing to deal with acts of terrorism.

5. Aircraft

The Friedman Memorial Airport is one of Idaho's busiest. Commercial and private air traffic poses a significant hazard to the narrow Wood River Valley. The Friedman Memorial Airport Authority has developed an outstanding fire fighting capability, which, along with the City of Hailey Fire Department, has automatic aid agreements to address air traffic accidents in the Wood River Valley.

Authorities and References

- Federal Civil Defense Act of 1950, Public Law 81-920 as amended.
- The Disaster Relief Act of 1974, Public Law 93-288, as amended.
- FEMA CPG 1-8 Guide for the Development of State and Local Emergency Operations Plans.
- FEMA CPG 1-8 Guide for Reviewing State and Local Emergency Operations Plans.
- FEMA CPG 1-5 Objectives for Local Emergency Management.
- FEMA CPG 1-34 Hazard Identification Capability Assessment and Multi-Year Development Plan.
- Robert P. Stafford Disaster Relief and Assistance Act, Public Law 93-288, as amended.
- Chapter 10 Title 46 of the Idaho Code; The Idaho Disaster Preparation Act of 1975, as amended.
- Blaine County Resolution establishing a local disaster preparedness organization.

Planning Assumptions & Considerations

The Blaine County Emergency Operations Plan (EOP) is based on the planning assumptions and considerations presented in this section.

- Incident management activities will be initiated and conducted using the principles contained in the NIMS Incident Command System.
- Incidents, where possible will be managed locally with support from Blaine County.
- The combined expertise and capabilities of the municipalities, Blaine County and the State of Idaho, will be required to prevent, prepare for, respond to and recover from emergencies.
- Top priorities for incident management are to:
 - Save lives of both the responders and the public.
 - Ensure security.
 - Protect and restore critical services.
 - Protect property
 - Facilitate recovery

Concept of Operations

General

It is the responsibility of the Blaine County government to undertake emergency management in order to protect life and property from the effects of hazardous events. When the emergency exceeds the County government's capability requests for mutual aid and State assistance will be made. Requests for assistance from state government will be made through the Idaho Bureau of Homeland Security. The federal government will provide assistance to the state when appropriate and requested by the Governor.

This plan is based upon the concept that the emergency functions for the various individual or groups involved in emergency management will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. However, there may be cases where personnel will have to work outside of their normal function.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended or reduced for the duration of the emergency as directed by the respective Directors, Councils, and Commissions.

Phases of Management

- **Mitigation:** Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. These functions are not part of this planning effort however, Blaine County Disaster Services will continue to address mitigation issues within the County.
- **Preparedness:** Preparedness activities develop the response capabilities needed if an emergency should arise. Planning, training, and exercises are among the activities conducted under this phase.
- **Response:** Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and to speed recovery. Response activities include warning, evacuation, rescue and other similar operations.
- **Recovery:** Recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, condition. The recovery period is also an opportune time to

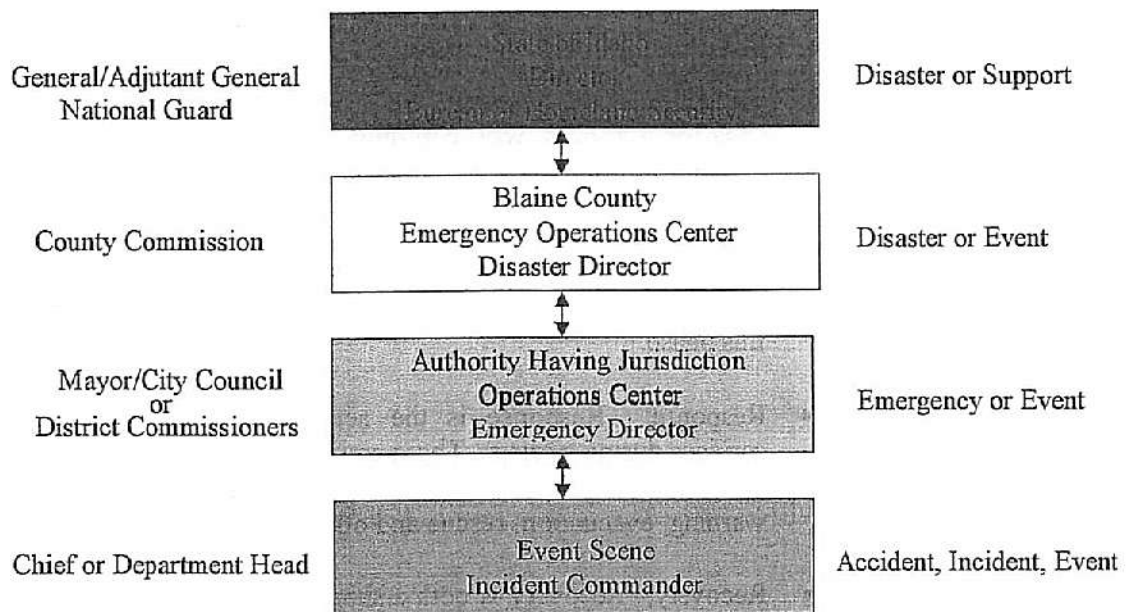
institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be provision of temporary housing and food, restoration of vital government services and reconstruction of damaged areas.

Direction and Control

The final responsibility for all emergency management belongs to the senior elected official. The elected officials are responsible for all policy-level decisions. They are also required to be the approving agency for public information releases to the public. During response operations, the elected officials will be available to their constituents to handle non-routine problems.

The Blaine County Director of Disaster Services has responsibility for coordinating the entire emergency management program within the County and can make routine decisions within the limits of disaster authority. During emergency operations, the Director should ensure that all parties are working in a concerted, integrated, and supportive effort to overcome the disaster. Specific organization or departments are responsible for fulfilling their obligations as presented in the basic plan.

The following flow chart illustrates the relationship between the Blaine County Emergency Response groups and the State of Idaho. It should be noted that the National Incident Management System (NIMS) is the fundamental response concept of all layers of response within Blaine County and the State of Idaho.



Organization

The Blaine County Emergency Management Concept of Operations consists of an integrated, yet flexible/expandable, organization that is built upon the NIMS Incident Command Structure. Figure 1 below depicts the relationship between the local incident commander at the scene, the City Operations Centers, and the County's Emergency Operations Center.

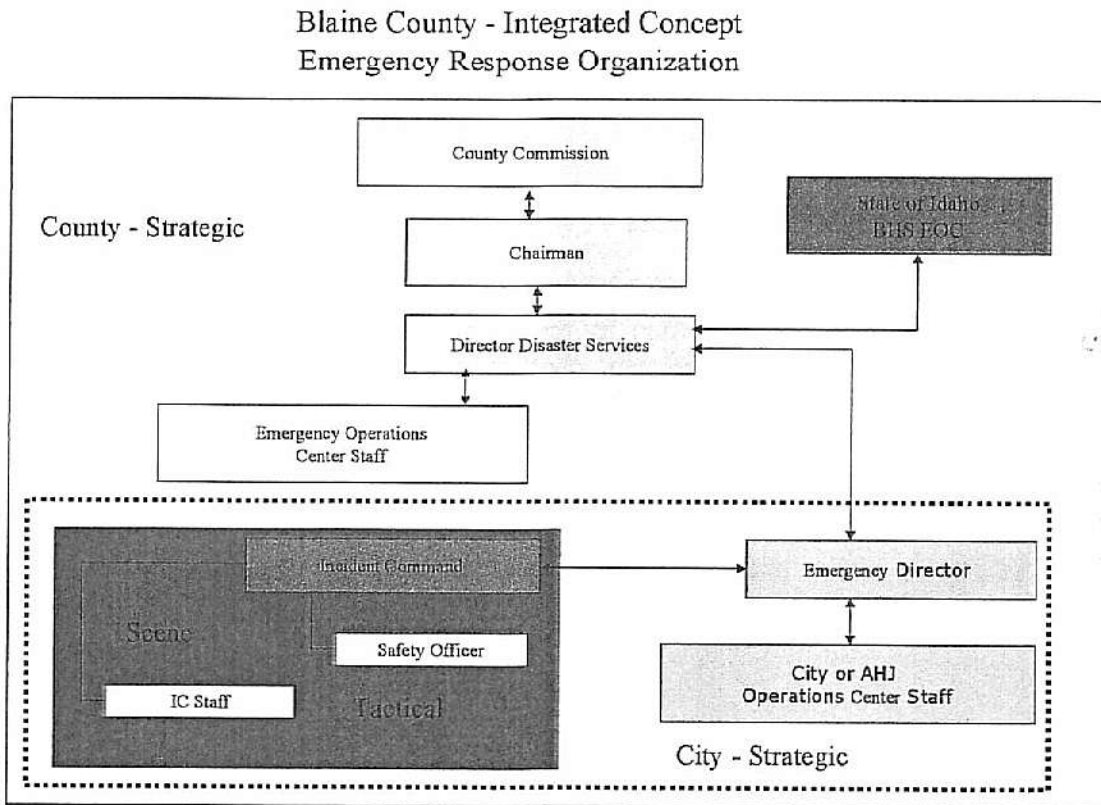


Figure 1

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Continuity of Government

Succession of Command

- The Chairman of the Director of Commissioners
- Commissioners based on seniority
- Sheriff
- Clerk
- Assessor
- Treasurer
- Prosecuting Attorney
- Coroner

Preservation of Records

In order to develop after-action reports, all messages and logs will be maintained and submitted to the Blaine County Coordinator of Disaster Services, or his designee, immediately after deactivating emergency operations. Consideration must be given to the protection of records critical to the operation of government and those of historical note.

Disaster Declaration Process

The provisions of this plan are applicable, but not limited, to all disasters that require a Disaster Declaration by the County in support of local emergency activities and requests for disaster assistance will be made in accordance with the following procedures:

City

1. Emergency responders from the City will respond to an emergency within their city limits and coordinate activities in accordance with their standard operating procedures and mutual aid agreements.
2. When an emergency situation is or is likely to be beyond the scope of control of the City, the mayor or city council may proclaim an emergency. Their proclamation of emergency and any requests for assistance should be forwarded to the Blaine County Disaster Services Director in an expedient manner, i.e., by voice followed by hard copy.
3. When a local emergency has been proclaimed, the mayor will govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the city.

Blaine County

1. Upon receipt of the proclamation of a local emergency, the Blaine County Chairman of the Director of County Commissioners will:
 - A. Provide available assistance requested to contain the incident (i.e., sheriff, public works, health, etc.)
 - B. Notify the Idaho Bureau of Homeland Security that a situation exists which may require the declaration of county disaster.

If the situation, either in an incorporated or unincorporated portion of the county is beyond the capability and resources of the county to control, the chairman of the Director of county commissioners may declare a local disaster in accordance with Idaho Code 46-1011.

2. The Blaine County Disaster Services Director will notify the Idaho BHS that the county has declared a disaster emergency, and that the county has implemented its Emergency Operations Plan. The notification should also state that the county has committed all available county resources to the response. If state supplemental assistance is needed to assist the county's response effort, the type of

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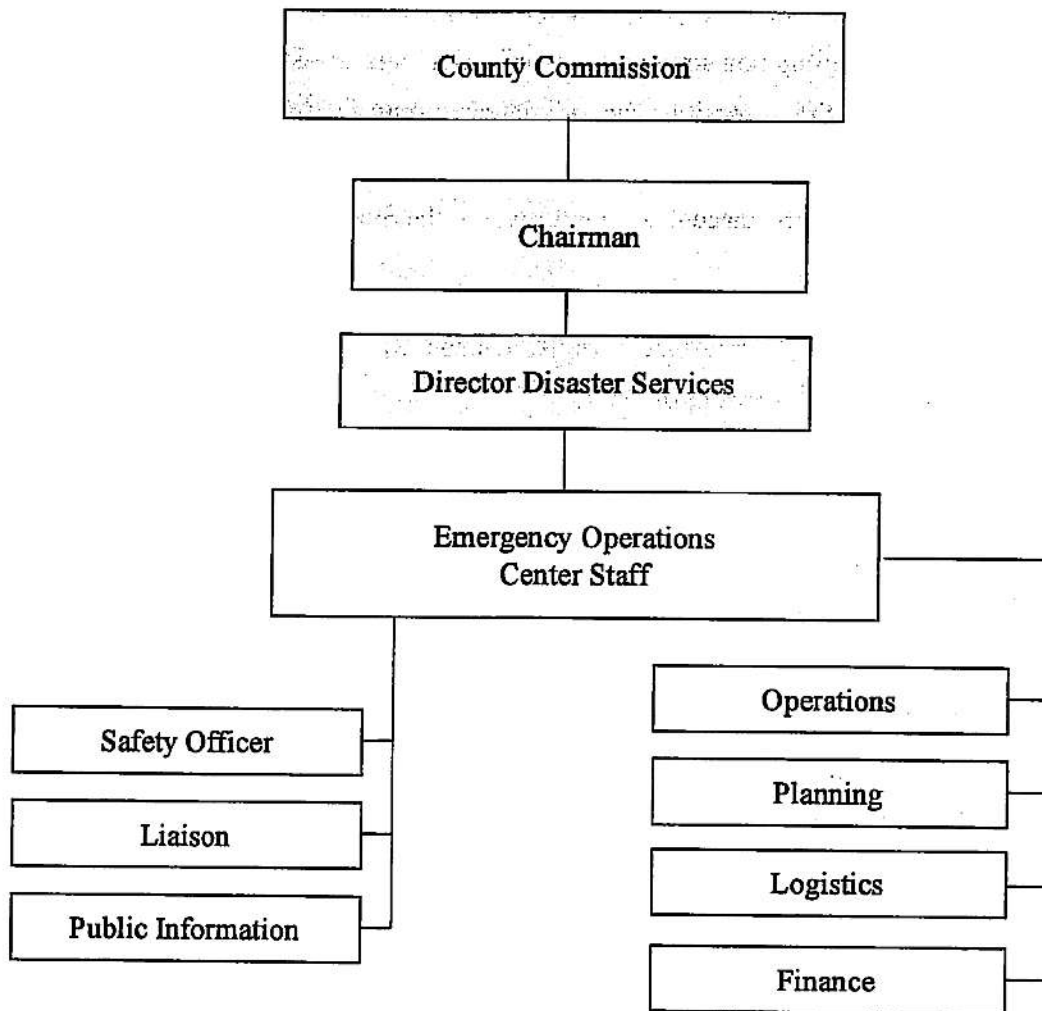
assistance should be clearly stated. The declaration and request for state assistance may be provided orally, and then submitted in writing to the Idaho Bureau of Homeland Security. (See Attachment 1)

3. The BHS Director will evaluate the county's request for assistance and brief the Adjutant General and the Governor of the situation.

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EOC Operations

Blaine County Emergency Response Organization



The Blaine Emergency Operations Center (EOC) will be staffed according to the ICS structure above. The following roles and responsibilities can be used as checklists during EOC activation.

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ELECTED OFFICIALS

RESPONSIBILITIES

I. PREPARATION

- Set policy for the Emergency Response Organization.
- Authorize mitigation strategy in coordination with the State of Idaho
- Identify by title or position the individuals responsible for serving as coordinators.
- Identify EOC staff.
- Coordinate with adjacent communities and the State of Idaho.

II. RESPONSE

- Activate the EOC if needed. (See Attachment 2)
- When notified, serve in the EOC.
- As appropriate, direct implementation of protective actions for public safety.
- Issue a disaster declaration if appropriate. (See Attachment 1)
- Specify authority for warning and may direct warning be issued.
- Serve as spokesperson before media or delegates and support that function.
- Approve emergency information/instructions/media releases.
- Make evacuation decisions.
- Authorize procurement of resources.

III. RECOVERY

- Authorize mitigation strategies.

Disaster Services Director

RESPONSIBILITIES

I. PREPARATION

- Direct the development of a County response capability.
- Coordinate with response efforts of other jurisdictions.
- Train the EOC staff.
- Assist the EOC Manager in preparing the EOC.
- Identify resources needs and provide resources.
- Assure appropriate warning to the public can be accomplished.
- Publicize mass care locations/procedures.

II. RESPONSE

- Analyze the emergency situation and decide how to respond quickly, appropriately and effectively.
- Coordinate with the response efforts of other jurisdictions.
- Activate the EOC as required. (See Attachment 2)
- Notify the Commission of the emergency situation and brief them upon their arrival at the EOC.
- Activate EOC staff.
- Assist the EOC Manager as requested.
- Assure significant events log is maintained.
- Work with ESF 3 to collect and disseminate damage assessment information.
- Submit Situation Reports and Damage Assessment Information to BHS.
- Assist with ESF 7 logistical support and resource delivery.
- Implement ESF 2 emergency communications and warning procedures.
- Act as or designate an ESF 14 Public Information Officer.
- Make evacuation recommendations.
- Direct the Mass Care Coordinator, ESF 6 to activate mass care/shelter.
- Coordinate with ESF 7 and the Resource/Logistics Manager on procurement and delivery.
- Assure significant events log is maintained.

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III. RECOVERY

- Activate Annex A and collect and disseminate damage assessment information.
- Submit Situation Reports and Damage Assessment Information to BHS.
- Coordinate with BHS on administration of State and Federal assistance program delivery.

EOC MANAGER

RESPONSIBILITIES

I. PREPARATION

- See that supplies and equipment in the EOC are stocked, maintained and ready for an event.
- Work with all EOC staff so that they are trained in their duties and responsibilities.

II. RESPONSE

- Activate the EOC. (See Attachment 2)
- Activate call out list and notify EOC staff and ESF coordinators of emergency.
- Notify the Commissioners of the emergency situation and brief them upon their arrival at the EOC.
- Develop staffing plan to maintain extended or 24-hour operations if needed.
- Ensure the EOC runs smoothly.
- Oversee the administrative staff and ensures that clerical help is available during activation.

III. RECOVERY

- Transition EOC into Recovery Coordination Center.
- Develop Recovery staffing plan.

PUBLIC INFORMATION OFFICER

RESPONSIBILITIES

I. PREPARATION

- Develop public education programs.
- Maintain current media lists, appropriate plans and SOP's and participate in county exercises.
- During response and recovery, the PIO will counsel the Commissioners in emergency information releases, response and all public information.

II. RESPONSE

- Report to EOC.
- Coordinate ESF 14 Public Information activities with the Commissioners and participating agencies on all emergency information releases.

NOTE: Unless required do not withhold information from the public. This erodes public trust and confidence.

- Reassure the public that officials are working to resolve the situation.
- Monitor media and public reports for accuracy and effectiveness.
- Be prepared to provide warning to the public.
- Respond to media queries in a timely fashion.
- Provide information regarding locations of mass care and shelter, and aid centers as requested by ESF 6 Mass Care.
- Establish rumor control procedures.
- Prepare timely, accurate news releases as required.
- Maintain a chronological record of events.
- Utilize other personnel to act as spokesperson, depending upon the circumstances, technical information and political consideration.

III. RECOVERY

- Establish rumor control procedures.
- Advertise aid and recovery centers locations and services.
- Prepare timely, accurate news releases as required.
- Schedule news conferences, interviews and other media access.

August 8, 2005

LIAISON OFFICER

RESPONSIBILITIES

I. PREPARATION

- Have a good working knowledge of local EOC and ICS structures, policies and procedures.
- Learn what area agencies and organizations might assist in an event, and what their roles, responsibilities and needs would be.

II. RESPONSE

- Report to EOC upon notification
- Act as the point of contact for assisting or coordinating agencies and organizations.
- Ensure lines of authority, responsibility and communications.
- Resolve interagency conflicts.
- Work with private contractors and organizations to address needs.

III. RECOVERY

- Same as response.

NOTE: Remember that people will be tired and frustrated. Do your best to be the level headed and patient point of contact.

PLANNING & ASSESSMENT

RESPONSIBILITIES

I. PREPARATION

- Know the capabilities of your local Emergency Response Organizations.
- Study incidents reported in the media to learn what can happen and how other agencies handle different situations.

II. RESPONSE

- Report to EOC upon notification
- Gather information and analyzes the situation as it progresses.
- Record the status of resources, including those already committed to the incident, anticipated needs and the projected impact of additional resources responding.
- Generate action plan for the next operational period.
- Record and protect all documents relevant to the incident. (Incident reports, communication logs, injury claims and status reports).
- Activate appropriate technical experts/specialists to assist in developing action plans.

III. RECOVERY

- In incidents requiring a major resource commitment, adequate planning is needed to ensure an effective, safe and cost-effective demobilization and return of resources to service.
- Personnel being demobilized must be debriefed before being released.
- Stress counseling may be necessary following a traumatic incident.
- Responsible for the after action reports.

OPERATIONS/COORDINATION

RESPONSIBILITIES

I. PREPARATION

- Know the capabilities of your local emergency response organizations.
- Study incidents reported in the media to learn what can happen and how other agencies handle different situations.

II. RESPONSE

- Is responsible for coordinating the City wide emergency response.
- Do not micro manage the Incident Commander(s).**
- Help the Incident Commander(s) with span-of control problems.
- Assist the Disaster Services Director in developing protective action measures for the general public.
- Develop operational plans for emergency actions to be taken outside of the incident scene.
- Consult with the IC and/or the City Emergency Director and Disaster Services Director about the overall incident action plan.
- Keep the EOC staff informed of the situation and resource status.
- Work with the Resource/Logistics Manager, ESF 4, 9, 10 or 13 as required.
- Assign priorities for resources.

III. RECOVERY

- Same as response only with recovery objectives.

August 8, 2005

RESOURCE/LOGISTICS MANAGEMENT

RESPONSIBILITIES

I. PREPARATION

- Provide a complete picture of resources available by working with ESF 7.
- Maintain a resource inventory of locally available resources.
- Is aware of resources available through mutual aid agreements.

II. RESPONSE

- Report to EOC upon notification
- Coordinate with Operations regarding needs and priorities.
- Identify facilities and sites available for resource storage, staging and provides for security.
- Coordinate the acquisition and deployment of resources.
- Monitor potential resources shortages and advises Operations.
- Seek outside resources when local resources are not adequate.
- Meet critical resource needs despite interruptions or damage to city services.
- See that all responders have, food, water, toilet facilities and can get warm and dry.
- Provide communication resources.

III. RECOVERY

- Maintain accountability of the jurisdiction's use of resources.

LEGAL & FINANCE

RESPONSIBILITIES

I. PREPARATION

- Know the state and local statutes concerning disaster and emergency operations.
- Review County emergency plans for compliance with legal statutes.
- Know the policies, laws, procedures and resources for emergency expenditures.

II. RESPONSE

- Is responsible for all legal considerations of the incident.
- Prepare disaster declaration as required.
- Is responsible for all costs and financial considerations of the incident.
- Handle purchase orders, future payments, budgeting, cost documentation, etc.

III. RECOVERY

- Is responsible for legal documentation.
- Is responsible for cost recovery.

August 8, 2005

BLAINE COUNTY EMERGENCY OPERATIONS PLAN

BASIC PLAN

ATTACHMENT 1 DISASTER DECLARATION

WHEREAS, there is threat to life and property in **BLAINE COUNTY**, as the result of _____

Which occurred on _____ 20____; and

WHEREAS, the resulting _____ is threatening structures, roadways, infrastructures, public utilities, and other lines of communications as _____ well _____ as _____

WHEREAS, a disaster emergency as defined in Section 46-1002, Idaho Code, is in existence in **BLAINE COUNTY**, due to the imminent threat to life and property created by _____

and

WHEREAS, Section 46-1011, Idaho Code, authorizes the Commissioners of **BLAINE COUNTY**, Idaho to declare a disaster emergency to authorize the furnishing of aid and assistance, thereunder;

NOW THEREFORE, be it resolved, and declared by the **BLAINE COUNTY**, Idaho Director of Commissioners, as follows:

1. A disaster emergency is hereby declared to exist within **BLAINE COUNTY**, created by _____
Creating an imminent threat to life and property and
2. These conditions require the activation of the response and recovery aspects of all applicable local disaster emergency plans and
3. Such disaster may require State emergency assistance to supplement local efforts to protect, rehabilitate, and replace public property and to provide a coordinated multi-agency effort to mitigate, avert and lessen the threat and impact of the disaster.

August 8, 2005

Adopted unanimously, in open special session this _____ day of _____,
20____, by those Commissioners subscribing their names hereto.

COUNTY DIRECTOR OF COMMISSIONERS

Chairman

Member

Member

ATTESTED:

Clerk

August 8, 2005

BLAINE COUNTY EMERGENCY OPERATIONS PLAN BASIC PLAN

ATTACHMENT 2 EOC ACTIVATION LEVELS

- Level I:** This is typically a “monitoring” phase. Emergency management will staff the EOC to monitor the situation and/or coordinate requests for outside assistance.
- Level II:** This is a limited activation. Emergency management will staff the EOC and if appropriate ask the emergency agencies involved in the response to provide a representative to the EOC. Emergency Support Function (ESF) coordinators may be alerted if appropriate.
- Level III:** Full-scale activation of the EOC with staffing by elected officials, ESF coordinators, and support staff. This activation may require 24 hours a day, full staff manning of the EOC during response phases of the disaster.

STANDARD OPERATING GUIDELINE

ANY TYPE OF INCIDENT

The following six steps will help successfully resolve all types of incidents.

1. Size up (or assess) the situation.

- What is the nature of the incident?
- What hazards are present?
- How large of an area is affected?
- How can the area be isolated?
- What location would make a good staging area?
- What routes would be good for the flow of response personnel and equipment?

2. Identify contingencies.

- Take into account not only the current situation but also any possible developments.
What could happen?
- Nothing is as easy as it looks.
- Everything takes longer than you think it will.
- If anything can go wrong, it will.

3. Determine Objectives.

- Decide what you want to do.
- Objectives may change as the incident progresses. (Incident Stabilization)
- Objectives are measurable, used to monitor progress and establish priorities, based on size-up and contingencies.

4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives?
- Where will you get them? How long will it take them to get here?
- What other agencies need to be involved? (Local, State, and/or Federal)

5. Build a plan and structure.

- Responsibilities and tasks: who will do what?
- The chain of command: who will report to whom? (Incident Command, NIMS)
- Coordination issues: how will different groups work together, and how will they communicate?

6. Take action.

- Incident control requires a continuous process of repeating steps 1-6.

This six-step process occurs continually throughout the response, enabling responders to take quick appropriate action.

STANDARD OPERATING GUIDELINES

BOMB THREAT/CIVIL DISOBEDIENCE

In the event of a bomb threat or civil unrest, the jurisdiction could be seriously impacted. The concept is that the EOC will activate as needed.

1. Size up (or assess) the situation.

- What is the nature of the incident?
- What hazards are present?
 - ◇ What hazards exist for response personnel and the public?
 - ◇ Are there secondary events (fire, structural collapse, etc.)?
 - ◇ Do warnings need to be issued?
 - ◇ Are there injured people who need to be treated or assisted?
 - ◇ Is evacuation required?
- How large of an area is affected?
 - ◇ Are emergency services functioning? (Fire, EMS, Police)
 - ◇ Has the incident effected communications, transportation or other services?
 - ◇ Will the area be isolated?
- Where will you establish a Command Post and Staging Area? Are multiple sites needed?
- Consider and establish entrance and exit routes for flow of response personnel and equipment.

2. Identify contingencies.

- Is this a terrorist act?
- Are additional incidents/threats anticipated?
- Are additional security/enforcement personnel required?
- Are area medical facilities sufficient?
- Is airlift, or other evacuation assistance, required?
- Can additional damage or injury be expected?
- Do we need to set up a community shelter?

3. Determine Objectives.

- What do we need to do to save lives and prevent injuries?
- What services can we provide?
- Write our objectives down and prioritize.
- Monitor media reports.
- Declare a disaster if needed.
- Notify BHS Area Field Officer of situation.
- Disseminate self help information, and information on how to get emergency help.

4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives?
- Is technical expertise or specialized resources required (bomb squad, chemical specialists, Search & Rescue)?
- Where will you get them? How long will it take them to get here?

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- What other agencies need to be involved? (FBI is lead Federal agency for investigation of terrorist incidents).

5. Build a plan and structure.

- Responsibilities and tasks: who will do what?
- The chain of command: who will report to whom? (Incident Command, NIMS)
- Coordination issues: How will different groups work together, and how will they communicate?

6. Take action.

- Establish command structure.
- Mobilize resources.
- Set up staging.
- Isolate the area.
- Treat/assist injured.
- Establish entrance and exit routes.
- Establish safe zones/routes.
- Issue warnings.
- Initiate evacuation as required.
- Establish liaison with necessary agencies (Cities, State, military, FBI, etc.).
- Deploy emergency communications assets as required
- Incident control requires a continuous process of repeating steps 1-6.

STANDARD OPERATING GUIDELINE

EARTHQUAKE

In the event of a strong earthquake building damage, collapse or a utility outage could cause serious problems, especially during cold weather. The concept is that the EOC will activate as needed.

Notify the BHS Central Idaho Area Field officer by calling State Communications Center. 1-800-632-8000

The State Communications Center County will be able to contact the Bureau of Homeland Security, notify the BHS Area Field Officer, and give you information about the location and magnitude of the earthquake, in addition to calling out other emergency responders. If phone lines are out they can be reached by radio on EMS Emergency Medical Services Radio frequencies.

1. Size up (or assess) the situation.

- How large of an area is affected?
- How much and what type of damage is there?
- Damage assessment should be done in two phases;
 1. An assessment of the entire county with emphasis on areas that require lifesaving response. Data must be gathered to set priorities and request help.
 2. An assessment of total countywide damage to determine recovery needs and costs.
- Are emergency services functioning? (Fire, EMS, Police)
- What is the status of: water, sewer, communications, and heating, in the affected area?
- Is any one in danger? (Home heating, migrants, elderly, electric medical equipment etc.)
- After shocks will cause more damage and could cause damaged buildings to collapse and endanger rescuers.

2. Identify contingencies. (What if the power is out for an extended period of time?)

- How long before emergency and essential services will be restored or overwhelmed?
- How long before the public will be seriously impacted?
- How do we get fuel for emergency vehicles?
- What secondary damage will result? (Fire, flooding, etc.)?
- Do we need to set up a community shelter?

3. Determine Objectives.

- What do we need to do to save lives and prevent injuries?
- What services can we provide?
- Write our objectives down and prioritize.
- Monitor media reports.
- Declare a disaster if needed.
- Notify BHS Area Field Officer of situation.
- Disseminate self help information, and information on how to get emergency help.

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4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives?
- Where will you get them? How long will it take them to get here?
- What other agencies need to be involved?

5. Build a plan and structure.

- Responsibilities and tasks: who will do what?
- The chain of command: who will report to whom? (Incident Command, NIMS)
- Coordination issues: how will different groups work together, and how will they communicate?
- If buildings or structures have been damaged, how will you control access? Who will inspect buildings for safety?

6. Take action.

- Incident control requires a continuous process of repeating steps 1-6.

STANDARD OPERATING GUIDELINE

FLOOD

Heavy rain, ice jams, spring runoff, canal failures, erosion and stream bank failures, or other causes can cause flooding. Flooding can happen any time of the year with or without warning. Individuals are responsible to do everything they can to protect themselves and their property before asking for help. The County's first responsibility after providing life safety is to protect the roads and local infrastructure, and then to assist citizens in helping themselves. If it is determined that the flooding will exceed the County's resources or ability's help can be obtained from the following:

Bureau of Homeland Security

BHS is responsible for coordinating all State and Federal emergency aid to Counties. This includes National Guard, Transportation Department, Fish & Game, or other State agencies, and Army Corps of Engineers, and FEMA.

BHS Area Field officer can be paged by calling

State Communications Center	1-800-632-8000
BHS Boise Office	1-208-334-3460
Fax	1-208-334-2322

Army Corps of Engineers, Walla Walla District

Office	1-509-527-7700
Fax	1-509-527-7804
Primary contact: James Wood Office	1-509-527-7141
Fax	1-509-527-7821
Home	1-509-525-1542
Alternate: Herb Bessey	1-509-527-7144
Fax	1-509-527-7821
Home	1-509-337-8894

National Weather Service (NOAA)

Please see the "Severe Weather" section of this manual.

1. Size up (or assess) the situation.

- What is the cause of the flooding?
- How long will it last? How much water will there be?
- What hazards are present besides flooding?
- How large of an area is affected?
- How can the area be isolated and protected?
- What location would make a good staging area?
- What routes would be good for the flow of response personnel and equipment?
- Are any vital services or facilities threatened?

2. Identify contingencies.

- What could make the situation worse? (Weather?)
- The water will come how can we redirect or divert it to minimize or prevent damage.

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- If the water lasts a long time will dikes or sandbags fail?
- If our original plan fails what is our fallback plan, or option plan.
- Can someone be injured or killed? Flood damage is insignificant compared to health and safety of citizens or responders. If you flood the whole county but no one is injured or killed you have succeeded.

3. Determine Objectives.

- Decide what you want to do. Is the damage potential less than the cost of a flood fight?
- Who is responsible for the flood fight? City, County, or Private individuals?
- Will the county protect public facilities (roads etc.) and private property owners must protect themselves?
- Objectives may change as the incident progresses.
- Declare a disaster if needed.
- Notify BHS Area Field Officer of situation.

4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives?
- Where will you get them? How long will it take them to get here?
- What other agencies need to be involved?

5. Build a plan and structure.

- Responsibilities and tasks: who will do what?
- The chain of command: who will report to whom? (Incident Command, NIMS)
- Coordination issues: how will different groups work together, and how will they communicate?

6. Take action.

- Incident control requires a continuous process of repeating steps 1-6.
- Flooding requires continued monitoring and damage assessment.
- The damage, and damage potential are vital in getting assistance in your flood fight.
- Water is powerful and dangerous. Life safety is the most important issue!**

This six-step process occurs continually throughout the response and recovery enabling everyone to take quick appropriate action.

STANDARD OPERATING GUIDELINE

HAZARDOUS MATERIALS

Response to a hazardous materials incident should be cautious and tiered to scale up to the incident for safety purposes. Local responders have limited equipment and experience in dealing with HazMat and must rely upon the State team located in Twin Falls and/or Pocatello, with response times in excess of four hours. The County responders are to stabilize and contain the situation, not dangerous chemicals. The spiller/owner will be responsible for cleanup. If rescue is required, advice from the State team is available on appropriate protective equipment, to be utilized before entering a hazardous area. The policy and procedures to use are outlined in the State manual "HAZARDOUS MATERIALS Incident Command and Response Support Plan" (7 ½" x 9" yellow three ring binder).

THE FOLLOWING ITEMS SHOULD BE DONE!

1. **Remain upwind, uphill or upstream of the incident. From a safe distance, assess the situation. Use binoculars to view the scene. If possible determine if radiological materials or other hazardous materials are present.**
 - How large of an area is affected?
 - Effects on people, animals, and the environment?
 - Container types, markings, placards and labels. (Use the "North American Emergency Response Guidebook")
 - Signs of any released or discharged materials or any odors. Move if you detect odors and you are not sure it is safe.
 - Observe and report the Distance and direction of nearby dwellings or other occupied buildings and surface water.
 - Do not enter an area where you may become a victim, even to rescue another.

2. **Notify StateCom at 1-800-632-8000 - StateCom will provide the following services:**
 - Provide for medical response or hazardous materials assistance.
 - Notify the appropriate Local and State Responders.
 - Advise the appropriate Local, State, and Federal Agencies of the incident.
 - Set up a conference phone call for the Incident Commander to obtain information and help and to provide for multi agency coordination.

3. **EOC FUNCTIONS**
 - How can we help the IC to save lives and prevent injuries?
 - Are there victims? If yes, do family members need assistance?
 - Rumor control by monitoring the media and providing correct information.
 - Review the Incident Commanders action plan.
 - Identify contingencies.
 - Determine community wide objectives, develop an action plan, identify and provide needed resources, complete a damage assessment.
 - Declare a disaster if needed.
 - Notify BHS Area Field Officer of situation.

STANDARD OPERATING GUIDELINE

POWER FAILURE

In the event of a wide area, extended or during cold weather a power outage could cause serious problems. The concept is that the EOC will activate as needed.

1. Size up (or assess) the situation.

- How large of an area is affected?
- How long will the power be out?
- Are emergency services functioning? (Fire, EMS, Police)
- What is the status of: water, sewer, communications, and heating, in the affected area?
- Is any one in danger? (Home heating, migrants, elderly, electric medical equipment etc.)

2. Identify contingencies. (What if the power is out for an extended period of time?)

- How long before emergency and essential services will be impacted?
- How long before the public will be seriously impacted?
- How do we get fuel for emergency vehicles?
- What property damage will result from this power outage?
- Do we need to set up a community shelter?

3. Determine Objectives.

- What do we need to do to save lives and prevent injuries?
- What services can we provide?
- Is there a need, and can we provide temporary power to anyone?
- Write our objectives down and prioritize.
- Monitor media reports.
- Declare a disaster if needed.
- Notify BHS Area Field Officer of situation.
- Disseminate self help information, and information on how to get emergency help.

4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives?
- Where will you get them? How long will it take them to get here?
- What other agencies need to be involved?

5. Build a plan and structure.

- Responsibilities and tasks: who will do what?
- The chain of command: who will report to whom? (Incident Command, NIMS)
- Coordination issues: how will different groups work together, and how will they communicate?

6. Take action.

- Incident control requires a continuous process of repeating steps 1-6.

STANDARD OPERATING GUIDELINES

SEVERE WEATHER

Winter storms are common in Idaho. However, in the event of an extremely severe or extended winter storm citizens and agencies may need assistance in coping with the emergency. We also have the potential for damaging winds, Microburst, Tornado's, lightning, and heavy rain or hail. The concept of operations is to scale EOC activation to the needs as dictated by the event. Weather warnings and information can be obtained from the National Weather Service in Pocatello.

National Weather Service Pocatello Office:

Front Desk208-232-9306
Fax.....208-233-2417
Forecast Desk.....208-232-9316

Direct Line to forecast desk (24 hour service) 208-233-0834

Toll free number.....1-800-877-1937

Internet address <http://www.wrh.noaa.gov/pocatello>

1. Size up (or assess) the situation.

- How large of an area is affected?
- Don't assume that the damage you know about is all the damage. Other areas may have damage and be unable to report it. You must investigate so that you know all of the damage in the County.
- Is the weather situation over, ongoing, expected to get worse?
- What is the status of: water, sewer, communications, and heating, in the affected area?
- Is any one in danger? (Home heating, migrants, elderly, electric medical equipment etc.)
- What indirect damage or complications must be considered?

2. Identify contingencies. (What if the power is out for an extended period of time?)

- How long before emergency and essential services will be impacted?
- How long before the public will be seriously impacted?
- What property damage will result from this weather?
- Do we need to set up a community shelter?

3. Determine Objectives.

- What do we need to do to save lives and prevent injuries?
- What services can we provide?
- Write our objectives down and prioritize.
- Monitor weather reports and forecasts reports.
- Declare a disaster if needed.
- Notify BHS Area Field Officer of situation.
- Disseminate self help information, and information on how to get emergency help.

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4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives?
- Where will you get them? How long will it take them to get here?
- What other agencies need to be involved?

5. Build a plan and structure.

- Responsibilities and tasks: who will do what?
- The chain of command: who will report to whom? (Incident Command, NIMS)
- Coordination issues: how will different groups work together, and how will they communicate?

6. Take action.

- Incident control requires a continuous process of repeating steps 1-6.

STANDARD OPERATING GUIDELINE

WILDFIRE

In the event of a Wildland Fire within the boundaries of Blaine County the EOC may be activate as needed. The County will be able to contact the National Interagency Fire Center and give you information about the location and magnitude of the fire, in addition to calling out additional emergency responders.

1. Size up (or assess) the situation.

- How large of an area is affected?
- Where is the fire located
- Threat assessment should be done in two phases;
 1. An assessment of the entire County with emphasis on areas that require lifesaving response. Data must be gathered to set priorities and request help.
 2. An assessment of Blaine County to determine life saving response.
- Are emergency services functioning? (Fire, EMS, Police)
- What is the status of: water, power, sewer, communications, and heating, in the affected area?
- Is any one in danger? (Residents, Visitors, workers, elderly)
- Smoke may cause more damage and will cause more of an area to be impacted.

2. Identify contingencies. (What if the County is isolated for an extended period of time?)

- How long before emergency and essential services will be restored or overwhelmed?
- How long before the public will be seriously impacted?
- How do we get fuel for emergency vehicles?
- What secondary damage will result? (traffic accidents, medical)
- Do we need to set up a community shelter?

3. Determine Objectives.

- What do we need to do to save lives and prevent injuries?
- What services can we provide?
- Write our objectives down and prioritize.
- Monitor media reports.
- Declare a disaster if needed.
- Notify BHS Area Field Officer of situation.
- Disseminate self help information, and information on how to get emergency help.

4. Identify needed resources.

- What resources (people and equipment) are needed to accomplish the objectives?
- Where will you get them? How long will it take them to get here?
- What other agencies need to be involved?

5. Build a plan and structure.

- Responsibilities and tasks: who will do what?
- The chain of command: who will report to whom? (Incident Command, NIMS)

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- Coordination issues: how will different groups work together, and how will they communicate?
- If buildings or structures have been damaged, how will you control access? Who will inspect buildings for safety?

6. Take action.

- Incident control requires a continuous process of repeating steps 1-6.

August 2005

Blaine County Standard Response Guides

ORIGINAL

EMERGENCY MEDICAL SERVICES AGREEMENT

THIS AGREEMENT entered into the 1st day of October, 2005 by and between the BLAINE COUNTY AMBULANCE DISTRICT, a legal taxing district of the State of Idaho (hereinafter "Blaine County"), and the City of Ketchum, a municipal corporation of the State of Idaho (hereinafter "the City").

WITNESSETH:

WHEREAS, Blaine County has established an ambulance service district, in accordance with the provisions of Idaho Code §31-3901, *et seq.*, which is authorized to provide ambulance and emergency medical services (collectively referred to as "EMS Service") within the County of Blaine and to determine the manner in which such EMS Service shall be operated and, if deemed appropriate, to enter into agreements to provide such EMS Service for Blaine County; and,

WHEREAS, Blaine County has been divided into two (2) ambulance service districts -- northern and southern. The northern district contains all of the area of Blaine County north of the intersection of State Highway 75 and the Big Wood River, directly south of Greenhorn Gulch to the Custer County Line. The southern district contains all of that area of Blaine County south of the aforementioned intersection; and,

WHEREAS, it would be advantageous to both Blaine County and the City from both a financial and service standpoint for Blaine County to enter into an Agreement with the City to provide EMS Service to the northern district from north of the intersection of State Highway 75 and the Big Wood River, directly south of Greenhorn Gulch to the Custer County Line; and,

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED between the parties as follows:

1. The City agrees to provide and maintain EMS Service for the northern district of Blaine County and to provide cross-coverage and supplemental ambulance coverage to the southern district of Blaine County when the southern district ambulance service has both first line and backup ambulances unavailable.

2. The City further agrees as follows:

(a) to maintain the current level of care now being provided to the northern district;

(b) to maintain and operate radio communication equipment between their base stations and its ambulances;

Instrument # 528708

HAILEY, BLAINE, IDAHO

2005-11-09 11:07:00 No. of Pages: 5

Recorded for : BLAINE COUNTY COMMISSIONERS

MARSHA RIEMANN

Fee: 0.00

Ex-Officio Recorder Deputy

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(c) that the EMS Services provided by the City shall be on call twenty-four (24) hours a day with the ambulances to respond to all emergency calls;

(d) to provide emergency transport from the northern district of Blaine County to St. Lukes Wood River Medical Center;

(e) to provide at least two (2) ambulance crew members on each patient transport, with the crew member delivering patient care being, at a minimum, a state certified emergency medical technician ("EMT"). However, with the patient's and with the patient's physician's permission, an EMT attendant shall not be required on routine, non-emergency transfer calls;

(f) to maintain a record of each incident;

(g) that all vehicles and equipment shall be kept in sound operating condition and maintained, operated and equipped in compliance with all applicable laws of the State of Idaho, within the budgeted amounts provided by the County;

(h) that the equipment shall include vehicles certified by the Idaho Department of Health and Welfare, as complying with their minimum standards;

(i) to supply rescue and extrication services that are normally performed in the scope of fire department operations;

(j) to indemnify and hold harmless Blaine County from all liability, claims or demands for any accident arising out of the operation of the EMS Service during the course of operation under the terms of this Agreement;

(k) to provide sufficient training for the EMT's;

(l) to provide, when available, transports from the St. Lukes Wood River Medical Center to the patient's home, or other destination, in the northern district;

(m) that the City will maintain a Total Quality Management Program including, but not limited to, administrative management, financial management, educational standards administration (current and continuing), and both internal and external monitoring of EMS Services provided. In addition, the City shall provide quarterly reports of said Program to the Blaine County Board of County Commissioners; and

(n) that, as provided by law, the Chief or Officer of the Ketchum Fire Department in charge at the scene of an emergency involving the protection of life, shall have the authority to direct such operation as may be necessary to perform appropriate rescue operations consistent with the National Incident Management System (NIMS), Blaine County Mutual Aid Agreement and Blaine County

Emergency Operation Plan.

3. COMPENSATION

(a) For the furnishing of said EMS Service, the City shall receive from Blaine County, as a base fee, the sum of SEVEN HUNDRED AND FOUR THOUSAND AND SIXTY FOUR DOLLARS (\$704,064.00) for fiscal year 2005-2006, payable in twelve monthly installments of FIFTY EIGHT THOUSAND SIX HUNDRED SEVENTY TWO DOLLARS (\$58,672.00) on the 20th day of each month commencing October, 2005. No payments shall be due for any period after the termination or cancellation of this Agreement as hereinafter provided;

(b) In the event of an automatic renewal of this Agreement, and prior to the commencement of such renewal period, the parties shall negotiate in good faith the annual base fee Blaine County shall pay the City for the furnishing of said EMS Service during the renewal period; and

(c) In addition to the base fee to be received from Blaine County, the City shall charge patients for services rendered in accordance with the amounts scheduled in the most recent Blaine County Resolution regarding Emergency Medical Service User and Supplies fees. The fees charged the patient for services rendered shall be collected and retained by the County.

4. Subsequent to the execution of this Agreement, the City may lease from Blaine County equipment and apparatus related to providing EMS Service for the nominal sum of TEN DOLLARS (\$10) per year. The City shall obtain an appropriate level of insurance on said leased equipment and apparatus, subject to review and approval of the Blaine County Board of County Commissioners. In addition, the City shall provide an inventory list of all equipment and apparatus leased from Blaine County that exceeds a purchased value of ONE THOUSAND DOLLARS (\$1,000).

5. The City shall submit an annual budget to the Blaine County Board of County Commissioners by the first day of July each year for the operation of the EMS Service, as well as the anticipated revenue and expenses for the coming year as required by Idaho law, from which the Agreement fee for the coming budget year will be negotiated.

6. In the performance of this Agreement, the City is acting as an independent contractor.

7. This Agreement shall automatically renew each year unless terminated by either party upon the giving of sixty (60) days written notice prior to June 1 of any calendar year. However, this Agreement is subject to immediate termination upon written notification by Blaine County for the failure of the City to provide equipment, personnel or service in accordance with the terms of this Agreement. Upon termination of this Agreement, it is understood by the parties that any and all property, apparatus and equipment owned or

purchased by either party before or during the term of this Agreement shall remain the sole property of the acquiring party.

8. This Agreement shall not be assigned by the City without the prior written consent of Blaine County.

9. This Agreement shall run one (1) year, ending at midnight on September 30, 2006.

10. This Agreement constitutes the sole understanding of the parties. Any and all verbal and/or oral agreements are hereby merged into this Agreement. Any subsequent modification of this Agreement must be in writing.

11. Should any action be brought to interpret or enforce any provision hereof, or for damages for breach hereof, the prevailing party shall be entitled to such reasonable attorneys' fees and costs, as may be determined by any court of competent jurisdiction wherein such action is brought, including attorneys' fees and costs on appeal.

12. This Agreement and the terms and provisions hereof shall inure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of the parties hereof.

13. This Agreement shall be liberally construed in accordance with the general purposes of this Agreement and the laws of the State of Idaho.

14. No presumption shall exist in favor of or against any party to this Agreement as the result of the drafting and preparation of the document.

15. This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

16. The parties fully understand all of the provisions of this Agreement, and believe them to be fair, just, adequate and reasonable, and accordingly accept the provisions of this Agreement freely and voluntarily.

IN WITNESS WHEREOF, Blaine County has caused its name and seal to be subscribed and affixed hereto, pursuant to a motion of the Board of County Commissioners of Blaine County and the City of Ketchum has hereunto caused its name and seal to be affixed pursuant to resolution of the Ketchum City Council.

BLAINE COUNTY AMBULANCE DISTRICT

Sarah Michael
Sarah Michael, Chairperson

Tom Bowman
Tom Bowman, Vice-Chairperson

Dennis Wright
Dennis Wright, Commissioner

ATTEST:

Marsha Riemann
Marsha Riemann, County Clerk

Edward Simon
CITY OF KETCHUM
Edward Simon, Mayor

ATTEST:

Sandra E. Cady
Sandra E. Cady, City Clerk



APPROVED AS TO FORM AND CONTENT:

Benjamin W. Worst
BENJAMIN W. WORST
City Attorney

STATE OF IDAHO
COUNTY OF BLAINE

I, MARSHA RIEMANN, EX-OFFICIO RECORDER IN AND FOR SAID COUNTY AND STATE DOE HEREBY CERTIFY THAT THE FOREGOING IS A FULL TRUE AND CORRECT COPY OF THAT CERTAIN INSTRUMENT OR RECORD IN MY OFFICE AS INSTRUMENT NO. 528708 RECORDS OF BLAINE COUNTY STATE OF IDAHO. WITNESS MY NAME AND OFFICIAL SEAL THIS 9 DAY OF Nov 2005

BY Marsha Riemann MARSHA RIEMANN
DEPUTY EX-OFFICIO RECORDER

Letter of Acceptance

The Blaine County Emergency Operations Plan June 2005 is hereby recognized as the Official Plan for Blaine County's intergovernmental emergency operations pursuant to Chapter 10, Title 46, and Idaho Code. This plan supersedes all previous plans.

The signatories to this EOP concur with the concepts, requirements and assignments. The plan is not an unqualified commitment to resources. It is essentially a "mutual aid" agreement, which provides for collaboration on the deployment of resources. As a "mutual aid" agreement this plan operates under the fundamental principle that the first priority of each Jurisdiction is to provide for the basic life safety of its residents. In the event that the authority having jurisdiction and the County disagree on the resources that need to be committed, the authority having jurisdiction will ultimately control the final disposition of such resources.

The Emergency Operations Plan is intended to and shall be interpreted to implement the purpose of the Idaho Disaster Preparedness Act of 1975, as amended, Chapter 10, Title 46, Idaho Code, and shall not be interpreted to increase liability of the county or signatory.

Signature:
Chairman, Blaine County Director of Commissioners

Signature:
Commissioner

Signature:
Commissioner

Adopted by the Blaine County Director of Commissioners on the ____ day of
_____ 2005

Attest:
Clerk

Notice of Acceptance and Participation In the Blaine County Emergency Operations Plan

The following signatories hereby accept the Blaine County Emergency Operations Plan dated November 2005. We agree to coordinate planning, preparedness, response and recovery efforts and to offer reasonable assistance in times of a disaster emergency.

Our participation in the EOP shall not be construed to increase our liability in any manner except for our own conduct or as otherwise specifically agreed within the context of the EOP.

City of Bellevue

Mayor

Date

City of Carey

Mayor

Date

City of Hailey

Mayor

Date

City of Ketchum

Mayor

Date

9-19-05

City of Sun Valley

Mayor

Date

Wood River Fire District

Chairman

Date

Ketchum Rural Fire District

Chairman

Date

Smiley Creek Fire District

Chairman

Date

Carey Fire District

Chairman

Date

West Magic Fire District

Chairman

Date

Blaine County Ambulance District

Chairman

Date

St. Luke's Wood River Medical Center

Administrator

Date

Friedman Memorial Airport Authority

Chairman

Date

Blaine County School District

Superintendent

Date

Letter of Instruction

Implementation Guidance

The Blaine County Emergency Operations Plan (EOP) is effective upon signing by the jurisdictions represented above.

In order to fully implement this plan we must know what is in it. *It is recommended that each agency review this plan annually.*

For those who have positions outlined in the roles and responsibilities section please be familiar with each of the respective duties, and make sure you have a backup in case you are unavailable. Please be sure to teach this individual what that position's responsibilities are and ensure that the Coordinator, Blaine County Disaster Services, knows who your backup is.

It is encouraged and expected that all agencies will participate in training exercises. This will not only increase the agencies' understanding of the plan, but allow opportunities for improving the plan.