

# Ada County Flood Response Plan

This plan covers the following jurisdictions:

**Ada County**  
**Ada County Highway District**  
**City of Boise**  
**City of Eagle**

**City of Garden City**  
**City of Kuna**  
**City of Meridian**  
**City of Star**

**Eagle Fire District**  
**Kuna Rural Fire Protection District**  
**North Ada County Fire & Rescue**  
**Star Joint Fire Protection District**  
**Whitney Fire Protection District**





## **Emergency Instructions**

To use this plan in a Flood emergency find and follow the appropriate Checklist.

## Forward

Flood incidents can endanger human life, cause extensive property damage and result in significant harm to the environment. Efficient and coordinated response to flood incidents demands a well-written emergency response plan. This Flood Plan was developed to assist this community in dealing with the wide variety of flood hazards that exist locally. This plan defines who does what, when, where and how they will do it. By training on and following this plan emergency responders can reduce the danger to themselves and the general public and lessen the likelihood and extent of damage to property and the environment.

Doug Hardman, Director  
Ada City-County Emergency Management

## Distribution List

Ada County 911 Dispatch  
Ada County Highway District  
Ada Community Public Library  
Ada County Assessor  
Ada County Commissioners  
Ada County Coroner  
Ada County Development Services  
Ada County Fairgrounds  
Ada County Operations  
Ada County Paramedics  
Ada County Parks  
Ada County Prosecutor  
Ada County Sheriff  
American Red Cross  
Boise Airport  
Boise Building Department  
Boise City Councilperson  
Boise Fire Department  
Boise Mayor  
Boise Parks Department  
Boise Police Department  
Boise Public Library  
Boise Public Works  
Boise Risk Management  
Boise State University  
Boise Water-Master  
Central District Health Department  
Community Planning Association  
Eagle Fire District  
Eagle Mayor  
Eagle Public Library  
Flood Control District #10  
Garden City Mayor  
Garden City Police Department  
Garden City Public Library  
Garden City Public Works Department  
Healthsouth Treasure Valley Hospital  
Idaho Bureau of Homeland Security  
Idaho Department of Water Resources  
Idaho State Communication Center  
Idaho Transportation Department  
Idaho Power  
Idaho State Police  
Kuna Fire District  
Kuna Mayor  
Kuna Public Library  
Meridian City Clerk  
Meridian Fire Department  
Meridian Mayor  
Meridian Police Department  
Meridian Public Library  
Meridian Public Works  
Micron  
National Weather Service  
North Ada County Fire & Rescue District  
Saint Alphonsus Regional Medical Center  
Saint Luke's Regional Medical Center  
Star Fire District  
Star Mayor  
Star Public Library  
United Water Idaho  
US Bureau of Reclamation  
US Army Corps of Engineers  
ValleyRide  
Veterans Administration Medical Center  
Whitney Fire District

# Promulgation Page

(Promulgation page to be substituted here at a later date.)

# Table of Contents

Emergency Instructions .....	2
Forward .....	3
Distribution List .....	4
Promulgation Page .....	5
Table of Contents .....	6
1. Purpose.....	10
2. Authorities.....	10
3. Situation and Assumptions .....	10
3.1. Situation .....	10
3.2. Assumptions.....	12
4. Hazard Analysis .....	12
4.1. Boise River.....	12
4.2. Canals.....	14
4.3. Miscellaneous.....	15
4.4. Snake River .....	15
4.5. Tributaries .....	15
5. How the Plan Works .....	17
5.1. General Flooding Considerations.....	17
5.1.1. Notification .....	17
5.1.2. Ada County 911 Dispatch.....	17
5.1.3. National Weather Service .....	17
5.1.4. Flow Release Rates .....	18
5.1.5. Incident Command System.....	18
5.1.6. Who’s in Charge .....	18
5.1.7. Snake River Flooding .....	18
5.1.8. Canal Flooding.....	18
5.1.9. Initial Actions.....	19
5.1.10. Public Warning.....	19
5.1.11. Shelters.....	19
5.1.12. Incident Commander First Actions .....	19
5.1.13. Command Post .....	19
5.1.14. Communications.....	19
5.1.15. Official Flood Information .....	19
5.1.16. Protective Actions .....	19
5.1.17. Evacuation.....	19
5.1.18. Public Concern Phones.....	20
5.1.19. Emergency Operations Center .....	20
5.1.20. Multi-Agency Coordination .....	20
5.1.21. Incident Management Team.....	20
5.1.22. Self-Deployed Responders.....	20
5.1.23. Spontaneous Unaffiliated Volunteers.....	20
5.1.24. Public Information.....	20
5.1.25. Structure Documentation.....	21
5.1.26. Mutual Aid Agreements .....	21
5.2. Boise River Considerations.....	21
5.2.1. Water Release Levels.....	21
5.2.2. Floodwater Travel Times.....	21

5.2.3.	Relocate Belongings .....	21
5.2.4.	US Army Corps of Engineers .....	21
5.3.	Boise Foothills Tributaries Considerations .....	21
5.3.1.	Unified Command.....	21
5.3.2.	Command Post.....	22
5.3.3.	National Weather Service .....	22
5.3.4.	Ada County 911 Dispatch Notifications.....	22
5.3.5.	National Weather Service Briefings .....	22
5.3.6.	Flood Verification.....	22
5.3.7.	Public Warnings.....	22
5.3.8.	Flash Flood Zone .....	22
5.3.9.	Flash Flood Zone Instructions .....	22
5.3.10.	Bus Evacuation Routes.....	23
5.3.11.	Timberline High School Shelter.....	23
5.3.12.	Search and Rescue.....	23
5.3.13.	Debris Removal.....	23
5.3.14.	Structural Damage Assessments .....	23
5.3.15.	Health Risk Assessments .....	23
5.3.16.	Flash Flood Impact Areas .....	23
6.	Roles and Responsibilities .....	23
6.1.	Local Emergency Planning Committee.....	23
6.2.	Chief Elected Official.....	24
6.3.	Incident Commander .....	24
6.4.	Fire Service .....	24
6.5.	Ada County 911 Dispatch .....	25
6.6.	Law Enforcement .....	26
6.7.	Emergency Medical Services.....	26
6.8.	Coroner.....	27
6.9.	Health Department .....	27
6.10.	Emergency Management .....	28
6.11.	Highway District.....	28
6.12.	Public Works Departments.....	29
6.13.	American Red Cross.....	29
6.14.	City Building Departments.....	30
6.15.	Flood Control District # 10.....	30
6.16.	Administration.....	30
7.	Responder Communications .....	30
8.	Methods for Alerting the Public .....	30
9.	Methods for Informing the Public.....	32
10.	Public Protection Strategies .....	32
10.1.	Sandbagging .....	32
10.2.	Flood-Proofing.....	32
10.3.	Evacuation .....	32
10.4.	Sheltering-in-Place .....	33
10.5.	Other Public Protection Strategies.....	33
11.	Relationship to Other Plans .....	33
12.	Reviewing, Exercising and Updating the Plan .....	33
12.1.	Reviewing this Plan .....	33
12.2.	Exercising this Plan .....	33
12.3.	Updating this Plan .....	33

13.	ICS Diagram .....	34
14.	Definitions and Abbreviations .....	35
14.1.	Definitions .....	35
14.2.	Abbreviations.....	38
IP-1.01	Incident Commander Checklist.....	39
IP-1.02	Safety Officer Checklist.....	46
IP-1.03	PIO Checklist .....	47
IP-1.04	Liaison Checklist.....	49
IP-1.05	Operations Section Chief Checklist .....	50
IP-1.06	Staging Area Manager Checklist .....	51
IP-1.07	Agency Representative Checklist .....	52
IP-1.08	Unified Command Checklist.....	53
IP-1.11	Ada County 911 Dispatch Center Checklist .....	54
IP-1.12	American Red Cross Checklist .....	57
IP-1.13	Building Department Checklist.....	58
IP-1.14	Emergency Management Checklist .....	59
IP-1.15	Emergency Medical Services Checklist.....	60
IP-1.16	Fire Service Checklist .....	61
IP-1.17	Flood Control District #10 Checklist .....	62
IP-1.18	Health Department Checklist .....	63
IP-1.19	Highway District Checklist.....	64
IP-1.20	Law Enforcement Checklist.....	65
IP-1.21	Public Works Checklist.....	66
IP-1.22	ValleyRide Checklist .....	67
IP-2.01	Evacuation / Shelter Notification.....	68
IP-2.02	Evacuation Pre-Scripted Message.....	69
IP-2.03	Shelter-in-Place Pre-Scripted Message.....	70
IP-2.04	Transfer Possessions Pre-Scripted Message .....	71
IP-2.05	EAS Activation Procedure .....	72
IP-3.01	Foothills Flash Flood Zone .....	73
IP-3.02	Foothills Flash Flood Evacuation Bus Loops .....	74
IP-3.03	Public Protection Strategies .....	75
IP-3.04	National Incident Management System Incident Types .....	77
IP-3.05	Foothills Flood Notification Procedure Diagram.....	79
IP-4.01	Emergency Phone Numbers.....	80
IP-4.02	Boise River Flow Data.....	81
IP-4.03	Foothills Tributaries Flow Data .....	82
IP-4.04	Ada County Canals List .....	83
IP-4.05	Sandbag Construction .....	84
IP-5.01	Ada County Canals Map .....	86
IP-5.02	Ada County Tributaries Map .....	87
IP-5.03	Boise Foothills Tributaries Map .....	88
IP-5.04	Seaman Gulch Map.....	89
IP-5.05	Pierce Gulch Map.....	90
IP-5.06	Polecat Gulch Map.....	91
IP-5.07	Stuart Gulch Map.....	92
IP-5.08	Crane / Hulls Gulch Map .....	93
IP-5.09	Cottonwood Creek Map .....	94
IP-5.10	Cottonwood Creek Flood Routing Map.....	95
IP-5.11	Boise River 100-Year Floodplain Map.....	96

IP-5.12 Boise Foothills Flood Verification Locations Map..... 97  
    Cottonwood Creek ..... 97  
    Crane Creek ..... 98  
    Hulls Gulch ..... 99  
    Stuart Gulch ..... 100  
IP-5.13 Snake River Map..... 101

# 1. Purpose

- 1.1. The purpose of this plan is to specify methods for early recognition of floods and dissemination of warnings which are accurate, timely, and reliable; and
- 1.2. To prevent injury and loss of life due to flooding and flood related causes; and
- 1.3. To reduce public and private property damages from flooding and flood related causes; and
- 1.4. To initiate and carry out post flood actions to maintain public health, return community services to normal at the earliest possible time and to provide aid and assistance in recovery; and
- 1.5. To develop community awareness and understanding of the flood hazard and to prepare for the accurate and timely provision of information during flood emergencies.

# 2. Authorities

The following is a partial list of laws and regulations pertinent to flood planning in Ada County.

- 2.1. This Flood Plan follows the principles of the Incident Command System and is compliant with the National Incident Management System (NIMS), as per Homeland Security Presidential Directive/HSPD-5.
- 2.2. Federal Civil Defense Act of 1950, PL 920.
- 2.3. Disaster Relief Act of 1974 (as amended), PL 93-288.
- 2.4. Housing and Urban Development Act of 1977 (PL 95-128); of 1969 (PL 91-152); of 1968 (42-USC 4201-4128).
- 2.5. Flood Disaster Protection Act of 1972, (as amended) PL 93 234.
- 2.6. National Flood Insurance Act of 1968, PL 90-448.
- 2.7. Riegle Community Development and Regulatory Improvement Act of 1994, PL 103 325.
- 2.8. Idaho State Disaster Preparedness Act, Section 46-1001; concerns disaster emergencies in Idaho.
- 2.9. Idaho Code, Section 42-3808; provides for Emergency Waivers necessary to protect life and property.
- 2.10. Idaho Stream and Channel Protection Act, PL 92-500.
- 2.11. Idaho Rivers and Harbors Act of 1890.
- 2.12. Ada County Local Emergency Planning Committee (LEPC); conducts flood planning in Ada County.

# 3. Situation and Assumptions

## 3.1. *Situation*

This section summarizes local conditions that influence the content of the Ada County Flood Response Plan.

- 3.1.1. Ada County is approximately 1055 square miles in size, with a population of more than 400,000 people. Roughly half of this land is public, while the other half is privately owned. There are six incorporated communities: Boise, Eagle, Garden

- City, Kuna, Meridian, and Star. Terrain ranges from 5900 feet in elevation in the northern mountains, to 2450 feet elevation along the broad southern floodplains.
- 3.1.2. The climate in Ada County may be described as semiarid (dry and temperate). During most winters periods of stormy and mild weather alternate. "Cold periods" with temperatures of zero degrees or less ordinarily last less than two weeks. Most summers are dominated by a typical upland continental climate, with rainfall confined to occasional afternoon or evening thundershowers. Maximum temperatures of one hundred degrees or higher occur nearly every summer. Winds generally flow from the southeast down the Snake River valley at night and up the valley from the northwest during the daytime. Annual precipitation ranges from about ten inches in the southwest to twenty-plus inches in the foothills north and east of Boise.
  - 3.1.3. Federal Emergency Management Agency Flood Insurance Rate Maps have been used to identify flood prone areas along the Boise River and its major tributaries. These maps delineate 100-year and 500-year flood boundaries.
  - 3.1.4. There are a number of gauges installed in the area to facilitate measuring stream flow and precipitation. The U. S. Geological Survey maintains two gauges on the Boise River to measure stream flow. One gauge is on the south channel of the Boise River near Eagle, the other is near the Glenwood Bridge in Garden City. There is also a stream flow gauge on Cottonwood Creek near its confluence with Fivemile Creek. The National Weather Service's Advanced Hydrologic Prediction Service web page offers a flood inundation mapping simulation for select sections of the Boise River. This interactive web page allows users to view the approximate inundation areas at various river flow rates.
  - 3.1.5. Hulls Gulch is equipped with a precipitation gauge. This gauge measures rainfall accumulation and transmits the information via radio waves to the National Weather Service (NWS). The NWS also operates a Doppler radar that is capable of estimating rainfall in real time over the Boise Foothills. This is the primary tool forecasters use to determine the likelihood of flash flooding in the foothills.
  - 3.1.6. Serious flooding can occur as a result of rainfall, snow or ice melt, ice jams, and dam failure on or high releases from the Boise River System. The latter can occur for a number of reasons, including earthquakes, land movement, or structural/equipment failure.
  - 3.1.7. Pool or low velocity flooding occurs almost annually.
  - 3.1.8. There is no countywide agency responsible for managing drainage.
  - 3.1.9. Prevention of future problems and enforcement of established standards, as well as mitigation and correction of existing deficiencies are joint responsibilities of the public works, engineering, and planning and zoning agencies of each jurisdiction.
  - 3.1.10. Saint Alphonsus Regional Medical Center and Eagle Health Plaza, Saint Luke's Regional Medical Center and Meridian Medical Center, Idaho Elks Rehabilitation Hospital, and the Veterans Administration Medical Center, as well as numerous other hospitals and medical centers in the Treasure Valley can provide medical treatment for flood victims.
  - 3.1.11. A flood incident could contaminate water supplies or sewage systems, including private septic systems. This may result in the release of untreated sewage with severe impacts upon the environment.
  - 3.1.12. Response to a flood incident will require a high degree of interagency cooperation and communication.
  - 3.1.13. Mutual aid between agencies, municipalities, business, counties, and states will be encouraged.

## **3.2. Assumptions**

This section describes advance judgments that have been made concerning what might happen in the event of a flood incident.

- 3.2.1. The cost of providing passage for a 100-year flood in developed areas is prohibitive. The most practical alternative is to develop procedures for warning and evacuating the high-risk populations.
- 3.2.2. The amount of time available to determine the scope and magnitude of the incident will impact the protective actions recommended. There may be little to no advance warning, depending on the situation, for example from flash flooding in the Boise Foothills, or the recent (2012) flooding on the Boise River.
- 3.2.3. Response actions may be delayed because of unfavorable road conditions, long travel distances, time required to call in volunteers, multiple incidents, and numerous other circumstances. Local responders must be prepared to handle the incident scene for an extended time.
- 3.2.4. In the event of a serious flooding incident, some of the residents in the risk area will choose to evacuate spontaneously, without official recommendation. Many will leave by routes not designated as main evacuation routes. Others will choose to stay even though evacuation is recommended.
- 3.2.5. In the event of an evacuation at least 75% of the population at risk will relocate to the home of a friend or relative, or make other personal arrangements.
- 3.2.6. Communications between Ada County and the State Emergency Operations Center may be limited or non-existent.

## **4. Hazard Analysis**

### **4.1. Boise River**

- 4.1.1. The Boise River is about 200 miles long and flows generally from east to west. The headwaters are in the Sawtooth Mountains and the mouth is near Parma, Idaho, where it empties into the Snake River. Principal tributaries of the Boise River are the North, Middle, and South Forks, and Mores Creek.
- 4.1.2. Total drainage area of the Boise River is about 4,134 square miles. Deep V shaped valleys, steep slopes, and narrow ridges characterize the watershed above Lucky Peak Dam. In the upper basin elevation ranges from 3,000 to 10,600 feet, with a mean elevation of 5,800 feet. The watershed below Lucky Peak Dam is roughly 1,485 square miles and is composed of river bottoms, terraces, and low rolling to steep hills. The bottomland adjoining the main stream constitutes the floodplain and varies from one to three miles in width.
- 4.1.3. Water gradients on the Boise River vary from 150 feet per mile in the upper reaches, to 6 feet per mile in the lower reaches of the watershed. In the stretch from Barber Dam to the Ada-Canyon County border, the river has an average slope of 11.5 feet per mile.
- 4.1.4. The natural runoff of the Boise River usually consists of low flows from late July through February, increasing flows during March, and high flows in April, May and June. Occasionally this pattern is interrupted by high flows of short duration during the winter months caused by rainstorms. The vast majority of the runoff is generated above Lucky Peak Dam. Average discharge near Boise is about 2,750 cubic feet per second (CFS) or 2 million acre-feet per year. There is a 1% chance in

any year of flows exceeding 16,600 CFS, and a 2% chance in any year of flows exceeding 11,000 CFS on the river in Boise. Maximum-recorded mean daily discharge was 35,500 CFS on June 14, 1896. See IP-4.02 for information about Boise River flow levels.

- 4.1.5. The principal dams on the Boise River are Anderson Ranch, Arrowrock, and Lucky Peak. These three dams provide flood control storage for about 65% of the Boise River watershed, and have greatly reduced the magnitude and frequency of Boise River floods. The Army Corps of Engineers and the Bureau of Reclamation operate these reservoirs collectively as the Boise River System. These agencies jointly determine the release rate from Lucky Peak Dam. A key point to remember is that releases from the Boise River System (through Lucky Peak dam) can catastrophically flood Ada County without dam failure. This nearly happened in May 2012. It's a more likely scenario than dam failure.
- 4.1.6. In spite of the impressive amount of flood protection provided by the existing system, major floods still cannot be fully controlled. In fact, the Boise River poses a frequent flood threat because water levels reach bank-full stage (6,500 CFS at the Glenwood Bridge gage) virtually every year. However, the upstream reservoirs provide enough regulation so that there should be some advance warning before cities along the Boise River in Ada County would experience major flooding.
- 4.1.7. Siltation, resulting from many years of controlled water flows, has significantly reduced the Boise River's capacity to carry floodwaters. Before the upstream dams regulated flows, spring runoff flushed and scoured the river channel. This diminished channel capacity has increased the risk of flooding from above normal spring runoff which could be caused by the early onset of warm temperatures or rain on snow events.
- 4.1.8. Other factors that affect flooding on the Boise River include the erection and state of repair of levees, the proliferation of plant growth along the river, and the construction of homes and other structures in the floodway. Levee protection is limited to low levels of flooding in specific areas. Flows above 8000 CFS will generally bypass any existing levees. The end result of these changes is that water levels, which in the past were merely an inconvenience, may now result in significant damage.
- 4.1.9. The amount and extent of damage caused by any flood depends on several variables. These include: how much area is flooded, the height of flooding, the velocity of flow, the rate of rise, sediment and debris carried, the duration of flooding, and the effectiveness of flood fighting. The potential for destruction from large floods is magnified because most people do not recognize and/or accept the potential hazard. Large floods are more frequent than most suspect. Ten and 50-year floods may sustain elevations that are only slightly less than the 100 year flood. Unforeseen debris blockages (trees, mobile homes, etc.) may cause 500-year elevations from a 10-year flood. The 10, 50, 100, and 500-year floods have a 10%, 2%, 1%, and 0.2% chance respectively, of being equaled or exceeded during any year.
- 4.1.10. A phone-dialing system, local media, emergency vehicles with public address systems, and the Emergency Alert System may all be used to warn residents.
- 4.1.11. Evacuation, sheltering-in-place and sandbagging are the main public protection strategies. Sheltering-in-place may be the best option for persons living in areas where floodwaters are expected to be shallow and the period of flooding brief.
- 4.1.12. Some people will probably be reluctant to leave their homes if evacuation is recommended.

4.1.13. Twenty motor vehicle bridges cross the Boise River within Ada County. Some of these bridges are unusable above 11,000 CFS. The Idaho Transportation Department (ITD) and the Ada County Highway District (ACHD) maintain these bridges as indicated below.

- Highway at Star – ACHD
- Eagle Highway (South Channel) – ITD
- Eagle Highway (North Channel) – ITD
- Broadway Avenue – ITD
- Eckert Road (Barber Park) – ACHD
- Linder Road (South Channel) – ACHD
- Linder Road (North Channel) – ACHD
- Glenwood Street – ITD
- Veteran's Memorial Parkway (South Channel) – ACHD
- Veteran's Memorial Parkway (North Channel) – ACHD
- Main Street – ACHD
- Fairview Avenue – ACHD
- Interstate 184 Connector, eastbound – ITD
- Interstate 184 Connector, westbound – ITD
- Americana (Sixteenth Street) – ACHD
- Eight Street – ACHD
- Capitol Boulevard – ACHD
- West Parkcenter - ACHD
- East Parkcenter – ACHD
- Highway 21 – ITD

## **4.2. Canals**

- 4.2.1. There are more than two dozen canals in Ada County. These canals draw their water from the Boise River. See IP-4.04 and map IP-5.01.
- 4.2.2. Canal diversions generally occur from about the first day of April to the last day of October. This is the time of year when canals present the greatest flood danger.
- 4.2.3. There are several types of flood threats posed by canals. The first type is through a break or breach in the canal. This has the potential for significant flooding, especially if the canal is elevated, or located on a hillside. Another possibility would be from an obstruction in a canal that causes water to overtop the canal bank. Other potential risks include vandalism, piping of water, gopher holes, and flash floods, which may occur anytime, anywhere. A break in an elevated section would pose the most serious problem.
- 4.2.4. Canals run through many residential neighborhoods as well as rural areas in Ada County.
- 4.2.5. A phone-dialing system, local media, emergency vehicles with public address systems, and the Emergency Alert System may all be used to warn residents.
- 4.2.6. Evacuation, sheltering-in-place and sandbagging are the main public protection strategies. Sheltering-in-place may be the best alternative for persons living in areas where floodwaters are expected to be shallow and the period of flooding brief.
- 4.2.7. The onset of flooding due to a canal problem would probably be extremely fast. This is because a break or blockage in the canal is usually completely unexpected.
- 4.2.8. Some people will probably be reluctant to leave their homes if evacuation is recommended.

### **4.3. *Miscellaneous***

- 4.3.1. Miscellaneous flooding includes problems with water mains, water towers, sewers, fire hydrants, localized rain, etc.
- 4.3.2. Miscellaneous flooding, including flash flooding (discussed further on) may occur anywhere in the county, at any time of the year.
- 4.3.3. A phone-dialing system, local media, emergency vehicles with public address systems, and the Emergency Alert System may all be used to warn residents.
- 4.3.4. Evacuation, sheltering-in-place, and sandbagging are the main public protection strategies for miscellaneous flooding.
- 4.3.5. Some people will probably be reluctant to leave their homes if evacuation is recommended.

### **4.4. *Snake River***

- 4.4.1. The Snake River forms part of the southern boundary of Ada County, running approximately from Castle Butte in the east, to Guffey Butte in the west. The river flows east to west through a deep canyon bordered by high, steep walls.
- 4.4.2. The main threat of flooding on the Snake River is from ice jams. The potential for other types of flooding is limited since large dams mostly control the river. Dam failures are dealt with in a separate document entitled: Ada County Dam Failure Response Plan.
- 4.4.3. There is very little development along this part of the Snake River. The main residential area is near Swan Falls Dam. Depending on the time of year, varying numbers of recreationists may be on the river.
- 4.4.4. A phone-dialing system, local media, emergency vehicles with public address systems, and the Emergency Alert System may all be used to warn residents.
- 4.4.5. Evacuation, sheltering-in-place, and sandbagging are the main public protection strategies for Snake River flooding.
- 4.4.6. Some people will probably be reluctant to leave their homes if evacuation is recommended.

### **4.5. *Tributaries***

- 4.5.1. The most hazardous streams in Ada County are the Boise River tributaries that have their headwaters in the Boise Foothills. The danger here is flash flooding. These tributaries include: Seaman Gulch, Pierce Gulch, Polecat Gulch, Stuart Gulch, Crane Creek, Hulls Gulch, and Cottonwood Creek. These streams flow in a southwesterly direction and are dry most of the year. Only after periods of heavy rainfall or snowmelt do they have significant flows. The soil of these streams is almost entirely deep sandy loam, loam with areas of clay, or clay loam, and all are highly erodible. Vegetation in these gulches is sparse and consists mainly of sagebrush, bitterbrush, and perennial grasses. Elevations range from about 2,800 feet at the Boise City limits, to about 5,800 feet at the summit of Boise Ridge. Cottonwood Creek is the largest of the seven drainages and probably carries the greatest threat for extensive flash flooding. The largest flood in recent history from these Foothills streams occurred August 20, 1959, when Cottonwood Creek flooded, inundating about 50 blocks in Boise and several hundred acres of farmland with water, rocks, and mud.
- 4.5.2. Precipitation normally varies from 12 inches in Boise, to about 22 inches in the higher elevations. Both frontal storms and thunderstorms can be sufficiently heavy to cause flooding. The maximum-recorded 24-hour rainfall in Boise is 2.7 inches.

The maximum observed short-duration rainfall at the Boise weather station is 4.1 inches/hour. However, intensities as high as 7.5 inches/hour have been logged in southwestern Idaho and eastern Oregon. Peaks for both of these types of floods occur in a rather short time: from 15 minutes to several hours.

- 4.5.3. There are two conditions which may cause floods in the drainages on the Boise Front: (a) the combination of a rainstorm, with snowmelt, on frozen ground in the winter and early spring months, and; (b) high intensity thunderstorms, usually during the summer months. Winter storm floods generally occur during the months of January through March. Thunderstorms may occur at any time of the year, although they usually happen from March through September.
- 4.5.4. Sandy soil and sparse vegetation combine to foster flash floods when intense thunderstorms hit the area. Floods from thunderstorms do not occur as frequently as those from general rain and snowmelt conditions, but are far more severe. The possibility for injury and death from flash floods is heightened because they are so uncommon that people do not recognize or accept the potential danger.
- 4.5.5. The onset of flooding in these gulches can range from extremely slow to very fast. This variability depends on the cause of flooding and other factors such as rainfall intensity, the areas receiving the rain, temperature, and the condition of the soil. Floods that occur quickly are usually caused by thunderstorms, while floods that occur more slowly are often the result of moderate but prolonged rainfall, snowmelt, or a combination of both. In the case of intensive rainfall immediately above developed areas, the onset of flooding may occur in a matter of minutes.
- 4.5.6. The lower portions of most of the gulches contain residential developments including single-family homes, mobile home parks, and apartment complexes. A large portion of the older residential district in the city of Boise is located within the floodplains of these gulches. Residential streets form the flood channel in several locations. A number of gulches and areas immediately below the gulches contain commercial and public facilities.
- 4.5.7. In 1996 the Eight Street wildfire burned approximately 15,300 acres of the Boise Foothills. This resulted in a temporary increase in the threat of flash flooding. Within the FEMA 500-year floodplains for the four burned gulches there are schools, child care facilities, nursing homes, three hospitals, and many businesses. To reduce the flood risk several flood control structures were completed in the burned areas. They include the following.
  - Enlarging the Cottonwood Creek Mountain Cove ponds to 150 acre/feet combined, and re-channeling the flow through Mountain Cove Road to turn at the head of the flume, and constructing a wall along Reserve Street to direct the flow of water
  - Constructing a 35 acre/feet upper catch basin and a 15 acre/feet lower catch basin on Hulls Gulch
  - Constructing a 19 acre/feet dam on the Main Fork of Crane Gulch, and a 28 acre/feet dam on the East Fork of Crane Gulch
  - Elevating sections of the Bogus Basin Road to act as a 61 acre/feet dam across Stuart Gulch
- 4.5.8. Sheltering-in-place and evacuation are the two main public protection strategies. To facilitate protecting the public from the high-risk areas of Stuart, Crane, Hulls and Cottonwood gulches a Flash Flood Zone has been identified. This Zone – along the gulches including the alluvial fan below the gulches – is the highest risk area.

- Sheltering-in-place may be the best protective action for flash floods, especially when time is short.
  - People along the banks of the gulches may be advised to seek high ground immediately. They should not try to outrun the flood in a vehicle.
- 4.5.9. In addition to the seven drainages mentioned above there are many other streams in Ada County that may be subject to flooding or flash flooding. Dry Creek near Eagle City has experienced floods in recent years. Other streams include: Big Gulch Creek, Black's Creek, Bryans Run Creek, Corder Creek, Council Spring Creek, Current Creek, Eightmile Creek, Fivemile Creek, Highland Valley Gulch, Indian Creek, Little Gulch Creek, Maynard Gulch, Ninemile Creek, Rabbit Creek, Sand Creek, Sheep Creek, Spring Valley Creek, Tenmile Creek, Threemile Creek, Warm Spring Creek, and Willow Creek. Many of these streams are dry most of the year. Recent studies addressing flash floods have focused upon the Boise gulches. However, long-term consideration of all drainages is necessary to avoid similar problems along these other drainages.
- 4.5.10. People will probably be reluctant to leave their homes when evacuation is recommended.
- 4.5.11. Portable toilets and large quantities of potable water may be needed after a big flood.
- 4.5.12. Some utilities may be out for an extended period.
- 4.5.13. People living in threatened areas should be educated concerning their situation and should be encouraged to buy NOAA Weather Alert radios. These radios should be kept in the bedroom so that they can provide warnings during the evening hours.
- 4.5.14. A phone-dialing system, local media, emergency vehicles with public address systems, and the Emergency Alert System may all be used to warn residents.
- 4.5.15. Because a 100-year flash flood has not occurred recently, it is unlikely that the public will support additional taxes to fund a countywide drainage agency.

## 5. How the Plan Works

### 5.1. *General Flooding Considerations*

#### 5.1.1. Notification

The Ada County 911 Dispatch Center (911 Dispatch) will serve as the 24-hour contact point for notification of all flooding incidents.

#### 5.1.2. Ada County 911 Dispatch

When the 911 Dispatch Center receives reports of flooding they will notify the appropriate jurisdiction flood Incident Command agency (see below, #5.1.6., Who's in Charge). The jurisdiction Incident Command agency for flooding will assess the situation and begin the required actions.

#### 5.1.3. National Weather Service

The National Weather Service (NWS) issues flood Warnings, Flash Flood Watches and Flash Flood Warnings.

- A Flash Flood Watch is issued when flash flooding is possible within the designated watch area – be alert. A Watch means to get prepared for possible flooding.
- A Flash Flood Warning is issued when a flash flood has been reported or is imminent – take necessary precautions. A Warning means to leave low-lying or flood prone areas.

- A Flood Warning is issued as an advance notice that a flood is imminent or is in progress at a certain location or in a certain river basin.
- Watches and Warnings will be disseminated by the standard procedures: NOAA Weather Radio, NOAA Weather Wire, and ILETS. The Idaho State Communications Center will call Ada County 911 Dispatch when a Watch or Warning has been issued. The message will also be available on ILETS.

#### **5.1.4. Flow Release Rates**

The US Army Corps of Engineers (COE), US Bureau of Reclamation, and the Boise River Water-Master (representing canal operators) determine release/flow rates on the Boise River. In the event of major changes in flow rates the COE will schedule a teleconference/Webinar. Separate instructions will be issued for this at the time of the event.

#### **5.1.5. Incident Command System**

The Incident Command System (ICS) will be used in flood incident response. The ICS is a management tool that provides a flexible structure for response to emergency situations. It allows local, state, federal, and private entities to be integrated under a single command structure.

#### **5.1.6. Who's in Charge**

Each municipal jurisdiction in Ada County has selected an Incident Command agency for flooding. This agency will be in charge of flood response within their jurisdiction. They will be supported by agencies within their jurisdiction. For large events Ada City-County Emergency Management may provide support and coordination of resources. The primary Incident Command agency for each jurisdiction is listed below.

- Boise City: Boise Public Works Department / Boise Fire Department\*
- Eagle City: Eagle Fire District (within city limits)
- Garden City: Garden City Public Works Department
- Kuna City: Kuna Fire District (within city limits)
- Meridian City: Meridian Public Works Department
- Star City: Star Fire District (within city limits)
- Unincorporated Ada County: Ada County Sheriff's Office

\* For most flood events within Boise City the Boise Public Works Department will be the lead agency. However, for any flash flood events the Boise Fire Department will be the lead agency.

#### **5.1.7. Snake River Flooding**

When the 911 Dispatch Center receives reports of flooding along the Snake River they will notify the Ada County Sheriff's Office. The ACSO will assess the situation and take appropriate actions. For flooding caused by ice jams the Incident Commander should contact the National Weather Service for the latest forecast information. The Incident Commander should have the 911 Dispatch Center contact the C.J. Strike Dam Operator to find out if water flow can be reduced. Map IP-5.13 shows the Snake River bordering Ada County.

#### **5.1.8. Canal Flooding**

For floods involving a canal the Incident Commander may ask the 911 Dispatch Center to contact the canal owner/operator to have the water flow shut off. However, depending on the distance between the head gate and the incident, it may take several hours for the shut off to take effect.

### **5.1.9. Initial Actions**

The first emergency responder at the scene is responsible for evaluating the situation and reporting to 911 Dispatch. First actions at the scene should be to protect others from being exposed to danger from floodwaters.

#### **5.1.10. Public Warning**

Public warning may be accomplished through a variety of means. These include television and radio news services, NOAA Weather Radio, the Idaho State Alert and Warning System (ISAWS), emergency vehicles with public address systems, and Emergency Alert System messages. In some situations door-to-door contacts may be made or an automated phone-dialing system may be employed. The National Weather Service Weather Warning Program uses a multi-tier concept, including Flood Watches and Warnings, to increase public awareness and promote a proper response. With flash floods, time is so short and the possibility of disaster so great, that all necessary available means of notification should be used.

#### **5.1.11. Shelters**

The American Red Cross will provide sheltering for evacuees, as required.

#### **5.1.12. Incident Commander First Actions**

Pooling or low velocity flooding will initially be handled as a routine event. First actions by the Incident Commander of the affected jurisdiction will be to determine the area involved and the number of people affected. The Incident Commander will also determine the need for sand and sandbags, and select strategic locations for these materials to be stockpiled. Requests for sand and sandbags may be made to Ada City-County Emergency Management. Citizens are responsible for sandbagging their own property. See IP-4.05.

#### **5.1.13. Command Post**

The Incident Commander will establish and identify a Command Post (CP) when the situation warrants it. The Command Post may be at a remote location, such as a fire station, etc. At a flood scene displaying a flashing green light or a fluorescent orange flag or traffic cone may signify the Command Post. Other ICS features — Staging, Base, Area Command, etc., should be established as required.

#### **5.1.14. Communications**

The Incident Commander shall establish a Communications Plan (CommPlan). This plan may include Command, Tactical and Support channels/talkgroups as required to manage an incident. The CommPlan may include telephone/cellphone numbers of individuals that may be of assistance to the incident or who may not have land mobile radio (LMR) communication capabilities.

#### **5.1.15. Official Flood Information**

The National Weather Service (NWS) will be the only official source for flood Watch/Warning information. Officials from other agencies may comment concerning the role of their agency during a flood, but issuing flood Watch/Warning statements will be the sole responsibility of the NWS.

#### **5.1.16. Protective Actions**

Depending upon the extent of the incident, protection strategies may include sheltering-in-place, evacuation, sandbagging or flood proofing of structures, and protection of water or food supplies.

#### **5.1.17. Evacuation**

Evacuation will be managed by the jurisdiction Law Enforcement agency, assisted by Fire, Paramedics, Public Works, Emergency Management, and contractual services such as buses. ValleyRide may assist in the evacuation of persons with disabilities.

#### **5.1.18. Public Concern Phones**

For extreme flooding events, Public Concern telephone lines may be established. These phone numbers will be disseminated to the public so that they can call for official information concerning the flood. The intent of this is to relieve pressure on the 911 Dispatch Center.

#### **5.1.19. Emergency Operations Center**

Large, complex flood incidents may require activation of the county Emergency Operations Center (EOC) to coordinate resource ordering and provide support. The Ada County EOC is located in the Vernon L. Bisterfeldt Public Safety Building at 7200 Barrister Drive in Boise.

#### **5.1.20. Multi-Agency Coordination**

In a multi-jurisdictional incident, a Multi-Agency Coordination (MAC) Group may be designated to provide expertise and oversight in the EOC. A MAC Group, which refers to agency administrators or their representatives, will normally be activated when the character and intensity of the emergency situation significantly impacts or involves more than one jurisdiction.

#### **5.1.21. Incident Management Team**

An Incident Management Team (IMT) is an incident command organization made up of command and general staff members and other appropriate personnel in an ICS organization and can be deployed or activated, as needed. The purpose of an IMT is to aid in the management of incidents that overwhelm the incident management abilities of local emergency services by strengthening command, control, and communication. Before an IMT may assume Command responsibilities it must receive all necessary Delegations of Authority. A Delegation of Authority is a statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. A Delegation of Authority should contain: objectives, priorities, expectations, constraints, and other considerations as needed. It should be prepared by senior agency personnel and signed by the Agency Executive or designee. All Delegations of Authority should be reviewed by legal counsel.

#### **5.1.22. Self-Deployed Responders**

Occasionally on large incidents some off-duty emergency responders may self-deploy. Although their motives may be altruistic their actions must be tempered by restraint and common sense. The initial stages of large incidents are often very chaotic and hazardous. Under these conditions it can be difficult to ensure accountability of deployed responders, without the added challenge of self-deployed personnel. Therefore self-deployed personnel that turn up at incidents should be directed to the staging area, where they may be officially checked in to the event. Later, if needed, they may be given an assignment and formally deployed to the incident.

#### **5.1.23. Spontaneous Unaffiliated Volunteers**

Spontaneous unaffiliated volunteers may attempt to respond to a flood event. Although well-intentioned, they can consume first responder resources by their presence at an incident site. Spontaneous unaffiliated volunteers should be directed to a centralized Volunteer Service Center that will try to place them with an appropriate volunteer organization that is involved in response or recovery.

#### **5.1.24. Public Information**

A Public Information Officer (PIO) will provide emergency information to the media and the public. The Incident Commander and/or EOC staff will provide information to the PIO to facilitate the timely flow of news and to assist in rumor control. In response to large flood incidents a Joint Information Center (JIC) may be activated. Public information must be approved by the Incident Commander prior to release.

**5.1.25. Structure Documentation**

Each level of government (city, county, state, and federal) is encouraged to annually document the condition of their structures located in the floodplain. The documentation should be in the form of video, supplemented as necessary by written records. This will establish the "before" condition of public facilities on a continuing basis.

**5.1.26. Mutual Aid Agreements**

Existing mutual aid agreements will remain in effect.

**5.2. Boise River Considerations**

**5.2.1. Water Release Levels**

During flood control season (generally April, May and June) the US Army Corps of Engineers (COE) and other involved agencies will determine what levels of water must be released from Lucky Peak Dam. Generally, but not always, there will be several hours to several days advance notice before water levels are significantly changed. The COE will follow their notification tree for alerting various agencies about changes in the river level. In Ada County the COE will notify emergency management and/or Ada County 911 Dispatch. These agencies in turn will notify other local entities involved in flood response, including public works, fire, and law enforcement.

**5.2.2. Floodwater Travel Times**

The following tabulation outlines approximate travel times for water released from Lucky Peak Dam, assuming that Diversion Dam pondage is full and irrigation diversions remain constant. (Source: US Army Corps of Engineers)

Location	Travel Time from Lucky Peak
Diversion Dam	¼ hour
Ridenbaugh	1 hour
Capitol Boulevard Bridge	2 hours
Glenwood Bridge	3 ½ hours
Eagle Island	4 hours

**5.2.3. Relocate Belongings**

When extremely high levels of release are expected on the Boise River, and ample time is available, citizens at risk may be advised to relocate household belongings. The Incident Commander should confer with Emergency Management regarding this decision. See IP-3.03.

**5.2.4. US Army Corps of Engineers**

The US Army Corps of Engineers provides assistance as authorized under PL 84-99.

**5.3. Boise Foothills Tributaries Considerations**

**5.3.1. Unified Command**

For significant flooding events Boise Fire, Police, and Public Works; Ada County Paramedics; and the Ada County Highway District will establish a Unified Command. Boise Fire Department will assume lead Incident Command duties. In ICS, Unified Command is a unified team effort that allows all agencies with responsibility for the incident to manage an incident by establishing a common set of objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability. See ICS Diagram.

### **5.3.2. Command Post**

A Command Post may be established when a Flash Flood Warning is issued for the Boise Foothills, when a significant flood event occurs, or at the discretion of the Unified Command agencies. The Command Post will be set up in a safe location. Upon a Flash Flood Warning for the Boise Foothills the Unified Command agencies will confer by telephone or radio and will also communicate with the National Weather Service. These agencies may also decide to confer at a Flash Flood Watch. Based on these discussions the agencies will determine the need for a Command Post. If a Command Post is established each Unified Command agency will immediately send a representative.

### **5.3.3. National Weather Service**

The National Weather Service (NWS) will issue a Flash Flood Warning for the Boise Foothills under the following conditions.

- Rainfall in the Boise Foothills is occurring or is imminent and is falling at an intensity rate to cause flash flooding in the Boise Foothills
- Heavy rainfall is falling on significant snowpack and flash flooding is occurring or is imminent
- Flash flooding is occurring and was confirmed by stream flow gauges, NWS weather spotters, emergency responders or citizens. Ada County 911 Dispatch will notify the NWS of public and official reports of flash flooding

### **5.3.4. Ada County 911 Dispatch Notifications**

For a Boise Foothills Flash Flood Watch or Warning, 911 Dispatch will issue a Command Page to the Ada County Paramedics and the Boise Fire Department, and notify the Boise Police Watch Commander, Boise Public Works, Ada County Highway District, Ada County Sheriff's Duty Sergeant, Emergency Management, and the American Red Cross.

### **5.3.5. National Weather Service Briefings**

When a Flash Flood Warning is in effect for the Boise Foothills, a NWS representative will brief an official at the Command Post or EOC if activated, every 20-30 minutes by telephone or through the amateur radio operators.

### **5.3.6. Flood Verification**

The 911 Dispatch Center may ask law enforcement or fire personnel to verify that flooding is occurring on the Foothills tributaries. Pre-designated observation points have been identified on Cottonwood, Hulls, Crane, and Stuart gulches. See the Fire and Law Enforcement checklists, IP-1.16, and IP-1.20, and map IP-5.12, for details on these locations.

### **5.3.7. Public Warnings**

A phone-dialing system, local media, emergency vehicles with public address systems, and the Emergency Alert System may all be used to warn residents.

### **5.3.8. Flash Flood Zone**

A Flash Flood Zone has been identified for Stuart, Crane, Hulls, and Cottonwood gulches because these streams have the potential for high discharge flood events. The Zone is comprised of areas adjacent to the stream and the flood fan area at the mouth of the gulch. This Zone is where loss of life and property damage are most likely to occur during a large scale flood event. Flash flood response efforts will be prioritized for this Zone. See IP-3.01 for zone descriptions.

### **5.3.9. Flash Flood Zone Instructions**

If a Flash Flood Warning is issued for one (or more) of these streams, or if significant flooding is confirmed by emergency responders or citizens, then people in the Flash Flood Zone should take prompt protective action. People outdoors should seek high ground immediately. People indoors should bring their families and pets indoors at once

and shelter there until the flood danger is past. Under some extreme circumstances evacuation may be recommended.

#### **5.3.10. Bus Evacuation Routes**

If evacuation is recommended and if time permits, ValleyRide may provide transportation for pedestrians and people with disabilities, time permitting. Evacuation bus routes should be as follows: 8th-9th streets, 13th-15th streets, Harrison Boulevard-21st Street, 26th-28th streets. See IP 3.02.

#### **5.3.11. Timberline High School Shelter**

If evacuation is recommended the American Red Cross will open a shelter at Timberline High School, 701 East Boise Avenue, as soon as practical, or make other arrangements for evacuees that need a place to stay.

#### **5.3.12. Search and Rescue**

Law enforcement, fire, Paramedics, and the Boise Fire Dive Rescue team will conduct search and rescue, if required.

#### **5.3.13. Debris Removal**

Ada County Highway District and Boise Public Works will coordinate debris removal. If there are significant amounts of debris blocking the roads, Paramedics and law enforcement will also be consulted in order to ensure rapid access to persons needing medical attention. Debris will be disposed of at sites mutually agreeable to Ada County Solid Waste Management, Ada County Highway District, and Boise City Public Works.

#### **5.3.14. Structural Damage Assessments**

The Boise Building Department will conduct safety evaluations on buildings believed to have sustained structural damage from a flash flood.

#### **5.3.15. Health Risk Assessments**

The Central District Health Department will evaluate and make recommendations concerning water supplies, food, sewage, and animal deaths. They will also evaluate restaurants and day care facilities for health safety prior to reopening.

#### **5.3.16. Flash Flood Impact Areas**

Flood impact areas for the seven Boise Foothills drainage areas are depicted on maps IP-5.04 through IP-5.09. These are the primary areas that may need notice of flash flooding and recommendations to shelter or evacuate.

## **6. Roles and Responsibilities**

This section lists those organizations and officials who are responsible for planning and/or executing the mitigation, preparedness, response, and recovery activities for a flood incident.

### **6.1. Local Emergency Planning Committee**

The Local Emergency Planning Committee (LEPC) is established through the authority of the Idaho Bureau of Homeland Security. The role of the LEPC is to form a partnership with state and local government, responders, and industry as an enhancement for prevention, preparedness, response and recovery, planning, exercising and training. Local government is responsible for planning and response within their jurisdiction. This includes ensuring the local hazard analysis adequately addresses any possible incidents that may occur in the jurisdiction; incorporating planning for those incidents in the local emergency operations plan; assessing capabilities and developing response capability using local resources, mutual aid and contractors; training responders; and exercising the plan. The Committee may be composed of:

- Elected state or local officials

- Emergency Medical Personnel
- Fire Departments
- Health Officials
- Emergency Management
- Law Enforcement
- Community Groups
- Local Environmental Groups
- Broadcast and/or print media
- Hospital personnel
- Owners and operators of covered facilities

## **6.2. Chief Elected Official**

The Chief Elected Official has ultimate responsibility for decision making within their jurisdiction in the event of a flood incident. For most flood incidents the Incident Commander will assume this responsibility.

## **6.3. Incident Commander**

The Incident Commander varies by jurisdiction, see Who's In Charge, above.

### *Response*

- Appoints IC staff including Command, Operations, Planning, Logistics, and Finance, as needed.
- Establishes a Command Post in a safe area, as needed.
- Establishes Staging/Base in a safe area, as needed.
- Requests agency representatives with communications capabilities, at the CP, as needed.
- Assesses situation and determines area and number of people affected.
- Determines the need for sandbags, sand, and selects stockpile locations for these materials.
- Coordinates with ACCEM for special resources.
- Conducts flood operations as the situation demands.
- In coordination with on-scene authorities and the EOC, if activated, decides which public protection strategies are appropriate; see IP-3.03.
- Determines the need and method of providing public warning; see IP-2.01 – IP-2.05.
- Updates Public Information Officer; approves the release of information to the media.
- Coordinates with EOC, if activated, concerning situation status, strategies, tactics, resources, media, etc.

### *Recovery*

- Declares incident terminated, or response phase over. Declares flooded areas safe for reentry of general public under supervision of law enforcement.
- Determines cleanup requirements.

## **6.4. Fire Service**

### *Mitigation and Preparedness*

- Coordinates planning activities with appropriate agencies, jurisdictions, and departments to develop efficient departmental flood SOPs.
- Develops procedures for conducting or assisting with evacuation and rescue, especially for disadvantaged persons, in flood areas.
- Develops fire plans for vital structures that may be unattended during flood situations.
- Provides staff support to the LEPC.
- Ensures Incident Command System training for appropriate personnel.
- Participates in interagency training and review of emergency and disaster response procedures.
- Develops and maintains mutual aid agreements providing for emergency staffing and resources as required.

*Response*

- Eagle, Kuna, and Star Fire Districts function as Incident Command agency for floods within the city limits of Eagle, Kuna, and Star respectively.
- For flash floods on the Boise Foothills tributaries Boise Fire forms Unified Command along with Boise Police, Boise Public Works, Ada County Paramedics and Ada County Highway District. Boise Fire acts as lead agency for any flash floods within Boise City.
- Provides field operations support to the Command Post.
- Conducts flood operations as the situation demands and as outlined in departmental SOPs.
- Renders lifesaving assistance as necessary and as conditions permit.
- Boise Fire Department and Eagle Fire District deploy Dive Rescue unit, as necessary.
- Boise Fire Department deploys Hazardous Materials team, and sets up decontamination area, if necessary.
- Mitigates fires and hazards associated with flood.
- Conducts or assists with evacuations, as required.
- Provides staff support to EOC, if activated.

*Recovery:*

- Assists in recovery of surviving persons or pets, damage assessment, and fire prevention.
- Coordinates to eliminate fire access deficiencies during restoration.

## **6.5. Ada County 911 Dispatch**

*Mitigation and Preparedness*

- Provides staff support to LEPC.

*Response*

- Receives notification of flood incident.
- Conducts notification fan-out.
- Handles communications among emergency responders.
- Obtains weather and other information at Incident Commander's request.
- Facilitates activating Emergency Alert System (EAS) by communicating with Idaho State Communications Center, at Incident Commander's request.
- May activate emergency public alerting phone system at Incident Commander's request.
- Coordinates transportation requests for evacuations.

## **6.6. Law Enforcement**

### *Mitigation and Preparedness*

- Participates in planning activities with appropriate agencies, jurisdictions, and departments to develop efficient departmental flood SOPs.
- Ensures Incident Command System training for appropriate personnel.
- Maintains mutual aid agreements providing for manpower and resources as needed.
- Participates in interagency training and review of emergency and disaster response procedures.
- Conducts training and develops procedures to conduct warning and evacuation.
- Provides staff support to the LEPC.

### *Response*

- Ada County Sheriff's Office functions as Incident Command agency for floods in unincorporated areas of Ada County.
- For flash floods on the Boise Foothills tributaries Boise Police forms Unified Command along with Boise Fire, Boise Public Works, Ada County Paramedics and Ada County Highway District.
- Provides field operations support to the Command Post.
- Performs rescue and first aid as training and conditions permit.
- Establishes scene perimeters and access control points, in conjunction with the command post, to protect the public.
- Performs traffic control and re-routing at flood scene and staging area(s).
- Designates alternate routes for the traveling public, and coordinates placement of warning devices and barricades.
- Maintains security for vital facilities.
- Conducts or assists with evacuations, and provides security to evacuated areas, if possible; see IP-3.03.
- Provides staff support to the EOC, if activated.

### *Recovery*

- Establishes re-entry procedures for the general public to return to specified areas after those areas have been declared safe for reentry by the Incident Commander.
- Supervises re-entry of the general public into designated areas.
- Provides access for rescue and damage assessment teams.
- Maintains security for evacuated areas, with provisions for residents to recover critical possessions.

## **6.7. Emergency Medical Services**

### *Mitigation and Preparedness*

- Provides staff support to the LEPC
- Develops efficient departmental flood SOPs.
- Ensures Incident Command System training for appropriate personnel.
- Assists in identifying disadvantaged and bedridden populations in flood prone areas.
- Develops procedures for assisting in emergency evacuations of sick or disabled persons during a flood threat.

### *Response*

- For flash floods on the Boise Foothills tributaries forms Unified Command along with Boise Fire, Boise Police, Boise Public Works, and Ada County Highway District.
- Establishes casualty collection points in a safe location in conjunction with command post requests.
- Provides on-site treatment of victims and transportation to hospitals.
- Works with ValleyRide to provide for evacuation of disabled persons, including those in nursing homes or hospitals, etc.

*Recovery*

- Assists with return of medical evacuees to usable facilities.

## **6.8. Coroner**

*Response*

- Provides mortuary services for flood incident fatalities.
- Provides tracking and replacement for graves disturbed during flooding.
- Makes all death notifications to next of kin.

## **6.9. Health Department**

The Health Department will have a supportive role to the primary responders in a flood incident. The main functions of the department will be carried out under the direction of the Incident Command structure.

*Mitigation and Preparedness*

- Provides staff support to LEPC.
- Ensures Incident Command System training for appropriate personnel.
- Prepares health and sanitation guidance for flood affected populations.
- Prepares guidelines for preventive health and sanitation management during a flood.

*Response*

- Operates within the Incident Command System and uses the ICS check-in process.
- Provides staff to support the Incident Command Post at the request of the Incident Commander through the Health Department Operations Center.
- Assists in assessment of health effects of an evolving hazard.
- Tests, or provides for the testing of water or food, as applicable.
- Coordinates medical services in accordance with Emergency Support Function 8 using the Hospital Bridge Call Process identified in the Health Department Operations Plan, Annex C.
- Issues health and sanitation guidance for flood affected populations.
- Coordinates medical services in accordance with Emergency Support Function 8 using the Hospital Bridge Call Process identified in the Health Department Operations Plan, Annex C.
- Works in conjunction with the Red Cross to treat minor injuries, including rodent and insect bites.
- Provides medical consultation throughout the incident.
- Coordinates inoculations, as required.
- Provides staff support to the EOC, if activated.
- Facilitates access to Strategic National Stockpile (SNS) resources when needed (e.g., antidotes from local cache, SNS Push Package, etc.)

*Recovery*

- Determines damage to sanitary waste and water systems (public and private), makes recommendations and oversees correction.
- Recommends actions to improve and permanently restore sanitary systems.
- Coordinates with Ada County Indigent Services, Idaho Health and Welfare Department Mental Health Services, and other agencies to provide mental health care for flood victims.

## **6.10. Emergency Management**

### *Mitigation and Preparedness*

- Maintains the Ada County Emergency Operations Center (EOC).
- Maintains plans, and coordinates training and exercise programs.
- Maintains liaison with local response agencies.
- Ensures Incident Command System training for appropriate personnel.
- Provides community awareness for flood prone residents.
- Provides administrative support to the LEPC.

### *Response*

- Coordinates requests for special resources and personnel.
- Coordinates movement of belongings for citizens affected by floods, as required, when time permits.
- Assists/coordinates large-scale evacuations.
- Advises elected officials of the situation, as necessary.
- Prepares/coordinates Disaster Emergency Declaration, if necessary.
- Advises Idaho Bureau of Homeland Security of the situation, as necessary.
- Activates and supervises the county EOC, as required.
- Coordinates MAC Group during activation.

### *Recovery*

- Closes incident with the Idaho Bureau of Homeland Security.
- Coordinates damage assessment activities, state and federal support requests, and temporary restoration of government facilities.
- Coordinates processing Individual and Public Assistance applications, when necessary.

## **6.11. Highway District**

### *Mitigation and Preparedness*

- Provides staff support to the LEPC.
- Ensures Incident Command System training for appropriate personnel.

### *Response*

- For flash floods on the Boise Foothills tributaries forms Unified Command along with Boise Fire, Boise Police, Boise Public Works, and Ada County Paramedics.
- Provides field operations support to the Command Post.
- Provides "DETOUR" signs and other traffic direction devices.
- Removes debris, as directed, to provide access to traffic routes.
- Assesses jurisdiction bridges, shores or sandbags bridges, as necessary.
- Provides heavy equipment, personnel, and materials (sand, gravel, etc.) to trench or dike as necessary to protect public roads. Requests for material, heavy equipment or personnel will be determined on a case-by-case basis at the sole discretion of ACHD.

- Provides staff support to the EOC, if activated.

*Recovery*

- Conducts damage assessment.
- Coordinates emergency restoration of vital utility services.

## **6.12. Public Works Departments**

*Mitigation and Preparedness*

- Provides staff support to the LEPC.
- Ensures Incident Command System training for appropriate personnel.
- Acts as technical advisor to the Planning and Community Development Departments and the Planning and Zoning Commissions regarding planning, zoning, and development in high-risk areas.

*Response*

- Boise City, Garden City, and Meridian City Public Works Departments function as Incident Command agency for flooding within their respective jurisdictions.
- For flash floods on the Boise Foothills tributaries Boise Public Works forms Unified Command along with Boise Fire, Boise Police, Ada County Paramedics and Ada County Highway District.
- Provides field operations support to the Command Post, as requested.
- Deploys equipment, supplies, and personnel to perform flood control as the situation demands.
- Protects wastewater collection and treatment facilities from flood contamination, if possible.
- Provides staff support to the EOC, if activated.

*Recovery*

- Performs damage assessment.
- Coordinates emergency restoration of vital utility services.

## **6.13. American Red Cross**

*Mitigation and Preparedness*

- Conducts training in the operation of shelters and mass feeding.
- Maintains list of shelters and shelter resources.
- Provides staff support to the LEPC.

*Response*

- Provides for shelter needs of victims of incident, as required.
- Opens shelter at Timberline High School for Boise Foothills flash floods, or makes other shelter arrangements for evacuees, as required.
- Provides supplementary medical, nursing aid, and other basic health services in shelters.
- Provides canteen service to victims and emergency response personnel.
- Provides staff support to the EOC, if activated.
- Coordinates with other relief organizations, (Salvation Army, Mennonite Disaster Services, etc.), as needed.

*Recovery*

- Provides individualized assistance to families, as required.
- Provides food, shelter and clothing to victims of a disaster.
- Provides Disaster Welfare Inquiry service to relatives of disaster victims.
- Provides for medical needs of disaster victims according to Red Cross policy.

## **6.14. City Building Departments**

### *Response*

- Declares buildings safe/unsafe for occupancy.

### *Recovery*

- Conducts damage assessment.

## **6.15. Flood Control District # 10**

### *Response*

- Assists with specialized resources (heavy equipment and equipment operators).
- Facilitates access to the Boise River.
- Provides technical advice.

### *Recovery*

- Assists with damage assessment.
- Assists with cleanup and debris removal.
- Assists flood victims needing relocation.

## **6.16. Administration**

### *Recovery*

- Each organization is responsible for maintaining records and documentation of expenditures.
- When possible, damage to government structures should be video-documented.

# **7. Responder Communications**

- 7.1. The Incident Commander shall establish a Communications Plan (CommPlan). This plan may include Command, Tactical and Support channels/talkgroups as required to manage an incident. The CommPlan may include telephone/cellphone numbers of individuals that may be of assistance to the incident or who may not have land mobile radio (LMR) communication capabilities.
- 7.2. All communications between organizational elements at an incident should be in plain English. No codes should be used and communications should be confined to essential messages.

# **8. Methods for Alerting the Public**

- 8.1. There is no audible warning system in Ada County. In the event of an emergency requiring mass notification to the public the following means of communication may be used:
  - National Weather Service
  - Television and radio news broadcasts
  - Vehicles equipped with loudspeakers / Door-to-door
  - Reverse 911
  - Idaho State Alert and Warning System (ISAWS)
  - Emergency Alert System
  - Social Media
- 8.2. National Weather Service Warning Program

- 8.2.1. The National Weather Service Weather Warning Program uses a multi-tier concept to increase public awareness and promote a proper response. The multi-tier concept uses the following terms.
- **OUTLOOK** — Public statement issued by the NWS on either a seasonal basis, to indicate the potential for flooding from the snowpack; or on an event basis, to alert the public that conditions are ripe for flooding. It is usually issued with greater than 36 hours lead-time.
  - **WATCH** — Public statement issued by the NWS to indicate that there is a risk of a hazardous weather or hydrologic event occurring. The occurrence, location, and/or timing are not certain. It is intended to give enough lead-time so those who need to set their plans in motion can do so.
  - **WARNING / ADVISORY** — These terms are issued when a hazardous weather event is occurring, is imminent, or has a very high probability of occurrence. A Warning is used for conditions posing a threat to life or property. Advisories are for less serious conditions that cause significant inconvenience and, if caution is not exercised, could lead to situations that may threaten life and/or property.
  - The NWS can also issue a Civil Emergency Message for any emergency situation requiring public warning. NWS dissemination methods include: NOAA Weather Wire System, NOAA Weather Radio, ILETS, and AP Wire Service.
- 8.3. Television and Radio News Broadcasts/Public Service Announcements - The news broadcast media may be contacted directly and requested to air messages aimed at alerting the public
- 8.4. Vehicles equipped with Loudspeakers/Door-to-Door - Law enforcement, fire, or other emergency personnel may warn the public by driving through the designated area in vehicles equipped with loudspeakers, or by going door-to-door. In some cases members of Neighborhood Watch Organizations or Amateur Radio Operators may assist emergency responders. The warning message delivered should include actions to be taken by the public, any special instructions, and how to obtain more information. See IP-2.01.
- 8.5. A reverse 911 service can be activated from the Ada County 911 Dispatch Center. This service can be programmed to call households in a user-defined area.
- 8.6. The Idaho State Alert & Warning System (ISAWS) program enables any Idahoan, including those with special needs and/or with English as a second language, to enroll for notification of emergencies and significant events which might affect them via cell phone, pager, PDA's, email, home phone, or other specialty communication device (in most cases).
- 8.7. Emergency Alert System (EAS)
- 8.7.1. Definition: The Emergency Alert System exists to furnish an expedited means of providing real time communications to the public, including information, direction, and instruction; in the event of war; threat of war; or grave national, regional, or local crisis.
- 8.7.2. Activation: A law enforcement officer or the county emergency management coordinator may request EAS activation, through Idaho State Communications.
- 8.7.3. Messages: Three pre-scripted, fill-in-the-blank, EAS messages have been prepared for communicating with the public during Flood incidents:
- EAS Message # 1; "Evacuation Announcement"
  - EAS Message # 2; "Shelter-In-Place Announcement"

- EAS Message # 3; "School Evacuation Announcement"
- 8.8. Social media platforms have become an important avenue for communicating with the public and may be employed for alert and warning.

## **9. Methods for Informing the Public**

- 9.1. Purpose: To establish procedures for providing coordinated and accurate information to the public in the event of a flood incident, and to establish a program to inform the general public of plans and procedures for their protection in the event of such an incident.
- 9.2. Joint Information Center: A Joint Information Center (JIC) may be established in the Public Safety Building at 7200 Barrister Drive, Boise, or at another location.
- 9.3. Staffing: The lead PIO is responsible for establishing and managing JIC operations. The size of a JIC is flexible and can grow or shrink to fit the situation. The JIC will coordinate public information with the Incident Command PIO.
- 9.4. The JIC should be equipped with telephones for a public concern section. The purpose of this section is to provide accurate, timely information, and to counteract misinformation and rumors. The Incident Commander may brief the Chief Elected Official (CEO) prior to the release of public information in an emergency.
- 9.5. Responsibilities: The PIO is responsible for developing messages designed for release over the local media, as well as the Emergency Alert System, at the time of the emergency. These messages will provide the public with specific emergency instructions based on the seriousness of the incident. The Incident Commander must approve all incident information before it is released to the public.
- 9.6. An annual news orientation should be held to acquaint news media representatives with key elements of the emergency plan and systems, and in particular with methods of disseminating public information and the operation of the JIC.

## **10. Public Protection Strategies**

### **10.1. Sandbagging**

The use of sandbags is a simple but effective way to prevent or reduce floodwater damage. All levels of government (city, county, state, federal), as well as private property owners, are responsible for sandbagging their own property. For sandbag construction techniques see IP-4.05.

### **10.2. Flood-Proofing**

Flood proofing means building or remodeling using materials and methods that will prevent or minimize flood damage. Private property owners are responsible for flood-proofing their own structures.

### **10.3. Evacuation**

Evacuation involves relocating threatened populations to safer areas. Due to the fact that people are subjected to risks when evacuated from their homes, evacuation should not be recommended unless the situation clearly warrants it. The responsibility for recommending an evacuation rests with the Incident Commander or the Chief Elected

Official. Emergency Medical Services (both public and private) and ValleyRide should work together to assist in evacuating disabled persons.

#### **10.4. *Sheltering-in-Place***

Sheltering-in-place means taking refuge indoors. For flash floods or if the flooding is expected to be minor and brief, sheltering-in-place may be the best option.

#### **10.5. *Other Public Protection Strategies***

Other Public Protection Strategies include: long-term relocation of victims, water supply protection, and sewage system protection

### **11. Relationship to Other Plans**

The Ada County Flood Response Plan is designed to be a stand-alone plan. This plan is designed to mesh effectively with the National Response Framework. When the Ada County Emergency Operations Center (EOC) is activated this plan may be used in conjunction with the Ada County Emergency Operations Plan. When local capabilities to respond to a flood have been exceeded, the Idaho Emergency Operations Plan may be implemented. In addition, plans from assisting federal agencies may also be activated.

### **12. Reviewing, Exercising and Updating the Plan**

#### **12.1. *Reviewing this Plan***

This plan should be reviewed by the plan holders annually or more often as circumstances require.

#### **12.2. *Exercising this Plan***

12.2.1. The Emergency Management Office, through the Local Emergency Planning Committee, is responsible for scheduling, conducting, and evaluating flood exercises.

12.2.2. An annual tabletop exercise or field simulation exercise may be conducted to train personnel on the use of this plan. The plan will be revised based on the results of the exercise critique.

#### **12.3. *Updating this Plan***

12.3.1. Recommended changes to the plan should be sent to the Ada City-County Emergency Management Office.

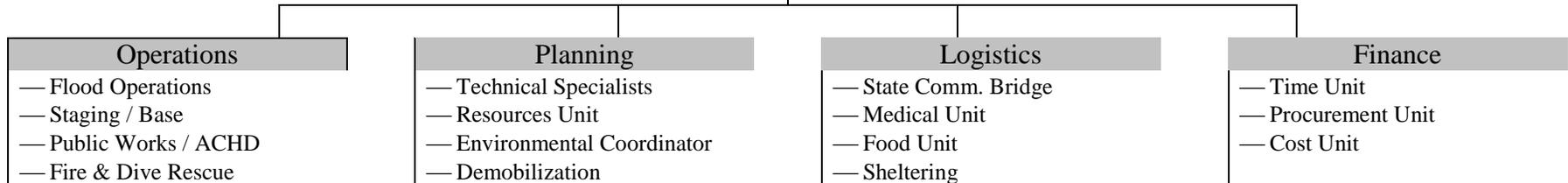
12.3.2. Plans will be provided to agencies and individuals on the plan distribution list. It is the responsibility of the copy holder to keep individual plans current.

# 13. ICS Diagram

## General Flooding

### Incident Command

- PIO
- Safety
- Liaison

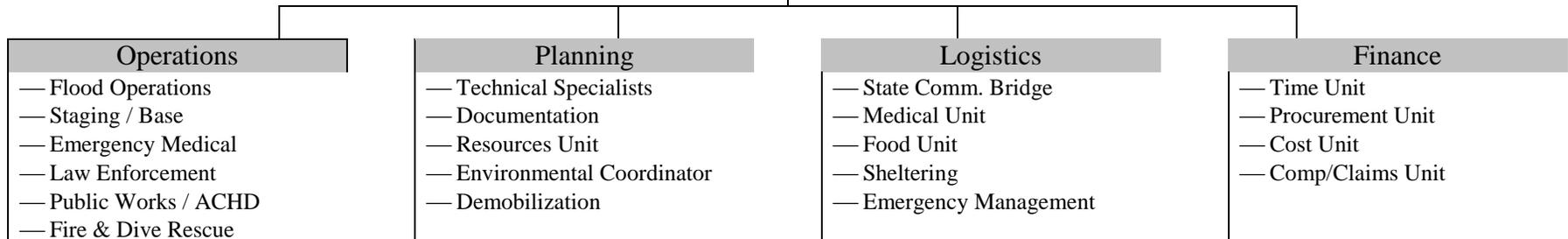


## Boise Foothills Tributary Flooding

### Unified Command

Boise Fire, Public Works,  
Police, ACHD, ACP

- PIO
- Safety
- Liaison



## 14. Definitions and Abbreviations

### 14.1. Definitions

**ACCESS CONTROL POINTS** - Specified points of entry and exit to the controlled areas through which all personnel and equipment must pass.

**ADVISORY** - Public statement issued by NWS used to inform or advise the public of meteorological events which do not meet Warning criteria but are considered to have significant impact.

**BANK FULL** - Bank Full is defined as the maximum amount of water that the river channel can carry. This may vary considerably from point to point along the river. At this level some minor flooding of low lying areas can be expected. A flow of 6,500 cubic feet per second measured at the Glenwood Bridge gage has been established as Bank Full for the Boise River below Lucky Peak Dam.

**BASE** - That location at which the primary logistics functions are coordinated and administered. The Command Post may be co-located with the Base. Usually there is only one Base per incident, although for failure of a major dam on the Boise River there may be two.

**BERM** - A mound of earth shorter than a levee, engineered to keep water out of a floodplain.

**COMMAND POST** - A facility established at a safe distance from an incident site where the Incident Commander, responders, and technical representatives can make response decisions, deploy personnel and equipment, maintain liaison with the media, and handle communications.

**EMERGENCY ALERT SYSTEM** - Consists of broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other emergency.

**EMERGENCY OPERATIONS CENTER (EOC)** - The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. The Ada County EOC is located in the basement at 7200 Barrister Drive in Boise.

**EMERGENCY PLAN** - A document developed to identify and catalog the elements required to respond to an emergency, to define responsibilities and specific tasks, and to serve as a response guide.

**EMERGENCY RESPONDER** Person affiliated with an emergency response agency that is dispatched to the scene upon notification of a flood incident. Emergency responders may be local, state, or federal personnel.

**FIVE HUNDRED YEAR FLOOD** - A flood having an average frequency of occurrence of once in 500 years (.2%), although the flood may occur in any year. It is based on statistical analyses of stream flow records, and rainfall and runoff characteristics in the general region of the watershed.

**FLASH FLOOD** - A flood that is caused by heavy or excessive rainfall in a short period of time, generally less than 6 hours.

**FLOOD** - The inundation of a normally dry area caused by an increased water level in an established watercourse, such as a river or stream, or pooling of water at or near the point where the rain fell.

**FLOODPLAIN** - The relatively flat lowlands adjoining the channel of a river or stream, which has been or may be covered by flood water.

**FLOOD STAGE** - The stage at which water overflowing the banks of a river begins to cause damage. Flood stage is not to be confused with the depth of floodwaters.

**FLOOD WALL** - A flood barrier constructed of brick, stone, or concrete, and often made watertight by the application of a commercial sealant.

**HAZARD** - A situation that may result in death or injury to persons or damage to property. It includes the effects of flood, fire, hazardous materials etc.

**INCIDENT** - An event that results in flooding.

**INCIDENT COMMAND SYSTEM** A management tool designed so that diverse agencies can work together effectively during an emergency response. The system provides a structure for controlling personnel, facilities, equipment and communications. The Incident Command System can be established and expanded depending upon the changing conditions of an incident.

**INCIDENT COMMANDER** - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**LEVEE** - A flood barrier constructed of local fill material (soil, sand, etc.), often covered by sod.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** - A committee created under the authority of the Idaho Bureau of Homeland Security as required by Title III of SARA, to formulate a comprehensive emergency plan for its district.

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

**NATIONAL INCIDENT MANAGEMENT SYSTEM** – A system described by Homeland Security Presidential Directive-5 that provides a consistent nationwide approach for federal,

state, local, and tribal governments; the private sector and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents regardless of cause, size or complexity.

**ON-SCENE** - The total area that may be impacted by the effects of an extraordinary situation.

**ONE HUNDRED YEAR FLOOD** - A flood having an average frequency of occurrence of once in 100 years (1%), although the flood may occur in any year. It is based on statistical analyses of stream flow records, and rainfall and runoff characteristics in the general region of the watershed.

**OUTLOOK** - Public statement issued by the NWS on either a seasonal basis to indicate the potential for flooding from the snowpack, or on an event basis to alert the public that conditions are ripe for flooding. It is usually issued with greater than 36-hour lead-time.

**PIPING** - Erosion by percolating water in a soil resulting in caving and the formation of narrow conduits, tunnels, or pipes through the soil.

**PUBLIC INFORMATION OFFICER** The person responsible for the transfer of information to other agencies, the public, and/or the news media during the response phase of an incident. The Public Information Officer may be the Incident Commander or a designee of the Incident Commander. In some Federal agencies this person is known as the Public Affairs Officer, tasked with similar duties.

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

**SPECIAL POPULATIONS** - Concentrations of people in one area or building for a particular purpose or in special circumstances (for example deaf, handicapped, homebound persons; schools; hospitals; nursing homes; orphanages; shopping centers; etc.).

**STAGING AREA** - That location where personnel and equipment are assigned on a three-minute available status.

**STATE COMMUNICATIONS CENTER** The communications center for Idaho State government. The Communications Center can be reached by calling 1 800 632 8000.

**VULNERABILITY** - Susceptibility of life, property, or the environment to damage if a hazard manifests its potential.

**WARNING** –

- Public statement issued by the NWS when a particular hazard is "imminent" or reported.
- Notifies people of a specific hazard and immediate actions to take.

**WATCH** - Public statement issued by the NWS to indicate that there is a risk of a hazardous weather or hydrologic event occurring. The occurrence, location, and/or timing are not certain. Intended to give enough lead-time so those who need to set their plans in motion can do so.

## 14.2. Abbreviations

ACCEM	Ada City-County Emergency Management	FEMA	Federal Emergency Management Agency
ACHD	Ada County Highway District	FIRM	Flood Insurance Rate Map
ACP	Ada County Paramedics	GCPWD	Garden City Public Works Department
ACSO	Ada County Sheriff's Office	IC	Incident Command
ARC	American Red Cross	ICS	Incident Command System
BFD	Boise Fire Department	IDWR	Idaho Department of Water Resources
BHS	Bureau of Homeland Security (ID)	ILETS	Idaho Law Enforcement Teletype System
BOR	Bureau of Reclamation (US)	IP	Implementing Procedure
BPD	Boise Police Department	ISP	Idaho State Police
BPW	Boise Public Works	ITD	Idaho Transportation Department
CDHD	Central District Health Department	JIC	Joint Information Center
CEO	Chief Elected Official	LEPC	Local Emergency Planning Committee
CFS	Cubic Feet per Second	MAC	Multi-Agency Coordination (Group)
CISM	Critical Incident Stress Management	NIMS	National Incident Management System
COE	Corps of Engineers (US Army)	NOAA	National Oceanic and Atmospheric Administration
CP	Command Post	NWS	National Weather Service
DEQ	Department of Environmental Quality (ID)	PIO	Public Information Officer
DOH	Department of Health & Welfare (ID)	PL	Public Law
DOT	Department of Transportation (US)	SOP	Standard Operating Procedure
DWI	Disaster Welfare Inquiry	USFS	United States Forest Service
EAS	Emergency Alert System	VA	Veterans Administration
EOC	Emergency Operations Center		
EPA	Environmental Protection Agency (US)		

# IP-1.01 Incident Commander Checklist

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**Instructions: For General flooding begin with Part I, for Boise River flooding begin with Part II, for Tributary flooding begin with Part III.**

ACTIONS	COMMENTS
<b><u>Part I – General Flooding</u></b>	
1) Receive notice of flooding.	_____
2) Maintain appropriate records and Unit/Activity Log (ICS 214).	_____
3) Don Incident Command identification vest, if available.	_____
4) Report to flood scene, assess situation.	_____
5) Determine jurisdiction/s & request representatives from:	_____
a) Jurisdiction Flood Incident Command Agency	_____
b) Jurisdiction Floodplain Administrator	_____
c) Impacted Jurisdiction/s	_____
d) Property Owner/s	_____
e) Flood Control District #10 (if in their district)	_____
f) ACHD	_____
6) Conduct Risk Assessment	_____
a) Priority 1: Life Safety	_____
b) Priority 2: Public Infrastructure / Critical Facilities	_____
c) Priority 3: Homes / Commercial Property	_____
d) Priority 4: Agriculture / Parks / Open Space	_____
7) Develop Hasty Incident Action Plan	_____
a) Can't physically repair so defend elsewhere	_____
b) No repair because it is a Priority 3 – 4 event	_____
c) Repair because it is Priority 1 – 2 event	_____
i) ACHD will be the lead repair agency	_____
ii) Costs/reimbursement will be negotiated pre or post event (depending on available time) among affected jurisdictions	_____
8) Establish elements of ICS.	_____
a) Establish Command Post (CP) in a safe area and give name and location of CP to 911 Dispatch.	_____
b) Appoint Incident Command staff as required: Safety, Liaison, Public Information, Operations, etc.	_____
c) Determine and assign appropriate Channel/Talkgroup (ICS 205). Use no codes.	_____
d) Conduct initial briefing.	_____
e) Establish Staging, Base, etc., as required.	_____
f) Ensure planning meetings are held.	_____
9) To alert and issue instructions to the public:	_____
a) Decide which system/s to use to warn the public.	_____
b) Develop appropriate public information message.	_____
c) Request 911 Dispatch activate emergency public alerting phone system to warn the public in the danger area, if appropriate.	_____

- d) Contact local news media and request they warn the public in the danger area.
- e) Consider activating the Emergency Alert System (EAS). To activate the EAS request 911 Dispatch contact the Idaho State Communications Center. Select appropriate pre-scripted message (IP-2.02-2.04) or write your own message.
- f) Use police/fire vehicles with siren/loudspeakers.
- 10) Determine appropriate response actions.
  - a) For Evacuation:
    - i) Designate area/s to be evacuated.
    - ii) Determine evacuation routes.
    - iii) Use the pre-scripted Evacuation Message, IP-2.02, fill in necessary information.
    - iv) Contact Red Cross at 800 853-2570 and request shelter arrangements for evacuees.
    - v) Request Paramedics and ValleyRide assist with evacuation of disabled persons.
    - vi) Assign responsibility for establishing barriers/security around evacuated area/s.
    - vii) If it is safe to do so provide for security patrols in evacuated area/s.
    - viii) Develop re-entry plan for evacuated areas.
  - b) For Shelter-in-Place:
    - i) Designate area/s to be sheltered.
    - ii) Use the pre-scripted Shelter-in-Place Message, IP-2.03, fill in necessary information.
    - iii) Notify the public when it is safe for to emerge.
  - c) Provide assistance to any special facilities at risk (retirement centers, schools, etc.).
  - d) Warn and assist recreationists (Boise or Snake River) as appropriate.
  - e) Determine if any utilities are at risk. Contact appropriate agencies.
  - f) If the flooding involves a canal, contact the canal owner/operator, if necessary request that water be shut off. Depending upon the distance from the mouth of the canal to the problem area it may take several hours or longer for the canal flow to subside. (IP-4.04; IP-5.01)
  - g) If necessary, arrange for sand and sandbags to be stockpiled at strategic locations.
  - h) Citizens are responsible for sandbagging their own structures.
  - i) Each level of government is responsible for sandbagging its own structures.
  - j) For sandbagging of bridges contact ITD and ACHD.
  - k) When activated, EOC may request sandbags from COE
- 11) Request ACHD and Public Works monitor size and movement of floodwaters.
- 12) Obtain weather and/or flood flow information from NWS if

necessary.

- 13) Update PIO and approve release of information to media.
- 14) Establish communications with EOC, if activated.
- 15) Recommend and coordinate course of action with EOC, if activated.
- 16) Implement re-entry plan for evacuees and/or advise people sheltering-in-place when it is safe to emerge.
- 17) Update new Incident Commander at shift change.
- 18) Develop and approve Demobilization Plan.
- 19) Declare incident terminated or response phase over.
- 20) Implement Demobilization Plan.
- 21) Complete and collect necessary documentation.

## **Part II – Boise River Flooding**

- 22) Receive notice of flooding, or high release levels on the Boise River.
- 23) Maintain appropriate records and Unit/Activity Log (ICS 214).
- 24) Don identification vest, if available.
- 25) Assess situation.
- 26) Establish elements of ICS.
  - a) Establish Command Post (CP) in a safe area and give name and location of CP to 911 Dispatch.
  - b) Appoint Incident Command staff as required: Safety, Liaison, Public Information, Operations, etc.
  - c) Determine and assign appropriate Channel/Talkgroups (ICS 205). Use no codes. Request agency representatives at CP, as necessary.
  - d) Conduct initial briefing.
  - e) Establish Staging, Base, etc., as required.
  - f) Ensure planning meetings are held.
- 27) Approve & authorize implementation of Incident Action Plan.
- 28) To alert and issue instructions to the public:
  - a) Decide which system/s to use to warn the public.
  - b) Select appropriate pre-scripted message (IP-2.02-IP-2.04) or write your own message.
  - c) Contact local news media and request they warn the public in the danger area.
  - d) Request 911 Dispatch activate phone-dialing system to warn the public in the danger area.
  - e) Consider activating the Emergency Alert System (EAS). To activate the EAS request 911 Dispatch contact the Idaho State Communications Center.
  - f) Use police/fire vehicles with siren/loudspeakers.
- 29) Determine appropriate response actions.
  - a) For Evacuation:
    - i) Designate area/s to be evacuated.
    - ii) Determine evacuation routes.
    - iii) Use the pre-scripted Evacuation Message, IP-2.02, fill in necessary information.









## IP-1.02 Safety Officer Checklist

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The Safety Officer's function is to develop and recommend measures for ensuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Having full authority of the Incident Commander, the Safety Officer can exercise emergency authority to stop or prevent unsafe acts. Only one Safety Officer will be assigned for each incident. The Safety Officer may have Assistant Safety Officers as necessary, and the Assistant Safety Officers may also come from assisting agencies or jurisdictions as appropriate. Assistant Safety Officers may have specific responsibilities such as air operations, urban search and rescue, hazardous materials, or for specific geographic or functional areas of the incident.

ACTIONS	COMMENTS
1) Receive assignment from Incident Commander.	_____
2) Don identification vest, if available.	_____
3) Obtain situation briefing from Incident Commander.	_____
4) Communicate using clear text and ICS terminology.	_____
5) Acquire & organize work materials including appropriate PPE.	_____
6) Organize, brief, and assign assistants.	_____
7) Recon the incident visually and identify hazardous situations.	_____
8) Identify appropriate PPE, control zones, and safety hazards.	_____
9) Prepare and participate in planning meetings.	_____
10) Review and approve the Medical Plan (ICS 206).	_____
11) Prepare the Incident Safety Analysis (ICS 215A) and other information to be included in the IAP.	_____
12) Ensure that a Personnel Accountability System has been implemented.	_____
13) Exercise emergency authority to prevent or stop unsafe acts.	_____
14) Investigate accidents within incident areas.	_____
15) Maintain and submit all safety-related documentation.	_____
16) Maintain Unit/Activity Log (ICS 214).	_____
17) Prepare, organize and provide appropriate information to the Documentation Unit.	_____
18) Demobilization.	_____

## IP-1.03 PIO Checklist

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The Public Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Public Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Public Information Officer may have Assistant Public Information Officers as necessary, and the Assistant Public Information Officers may also represent assisting agencies or jurisdictions. Agencies have different policies and procedures relative to the handling of public information. The following are the major responsibilities of the Public Information Officer that would generally apply on any incident.

ACTIONS	COMMENTS
1) Receive assignment from Incident Commander.	_____
2) Don identification vest, if available.	_____
3) Obtain situation briefing from Incident Commander.	_____
4) Communicate using clear text and ICS terminology.	_____
5) Acquire and organize work materials.	_____
6) Organize, brief, and assign assistants.	_____
7) Determine from the IC limits on information release.	_____
8) Obtain IC approval for media releases.	_____
9) Establish any restrictions for media access.	_____
10) Prepare an initial information summary for use in media briefings.	_____
11) Establish safe media staging and briefing areas distant from the Incident Command Post.	_____
12) Conduct regularly scheduled media briefings. Include key agency representatives in media briefings to answer questions.	_____
13) Stick to the facts and do not speculate. Give short, concise answers. Do not use jargon.	_____
14) Be truthful and factual. False information will eliminate your credibility with the media and the public.	_____
15) If necessary coordinate with the IC to develop broadcast news or Emergency Alert System messages to update the community. See IPs 4.01- 4.05.	_____
16) Release non-sensitive information about the event:	_____
• Where, what, why, how	_____
• Responding units	_____
• Number of casualties	_____
• Use information/fact sheets, as required.	_____
17) Pertinent information for PIO:	_____
• Information on chemical involved	_____
• Number of people affected	_____
• How to avoid contamination or contaminated areas.	_____
18) Develop information releases that support response activities:	_____
• Public safety information	_____
• Chronology of the event	_____



## IP-1.04 Liaison Checklist

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Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is the point of contact for the Agency Representatives assigned to the incident by assisting or cooperating agencies.

ACTIONS	COMMENTS
1) Receive assignment & briefing from immediate supervisor.	_____
2) Don identification vest, if available.	_____
3) Acquire & organize work materials including appropriate PPE.	_____
4) Conduct all tasks in a safe manner	_____
5) Know the assigned Channel/Talkgroup for your area of responsibility (ICS 205).	_____
6) Communicate using clear text and ICS terminology.	_____
7) Provide a point of contact for assisting and cooperating Agency Representatives.	_____
8) Identify Agency Representatives from each agency and develop complete contact information.	_____
9) Keep agencies supporting incident aware of incident status.	_____
10) Monitor incident operations to identify current or potential inter-organizational issues and advise IC as appropriate.	_____
11) Prepare and participate in planning meetings.	_____
12) Prepare appropriate ICS forms and other information to be included in the IAP.	_____
13) Assign Assistant Liaison Officers as appropriate.	_____
14) Maintain Unit/Activity Log (ICS 214).	_____
15) Prepare, organize and provide appropriate information to the Documentation Unit.	_____
16) Demobilization.	_____

## IP-1.05 Operations Section Chief Checklist

---

The Operations Section Chief (OSC), a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission ensuring the overall safety and welfare of all Section personnel. The OSC activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The OSC also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the Incident Commander. The Deputy Operations Section Chief may be assigned for specific tasks, i.e., planning operations, day/night operations, evacuation or contingency planning, etc.

ACTIONS	COMMENTS
1) Receive assignment from incident commander.	_____
2) Don identification vest, if available.	_____
3) Obtain situation briefing from Incident Commander.	_____
4) Know the assigned Channel/Talkgroup for your area of responsibility (ICS 205).	_____
5) Communicate using clear text and ICS terminology.	_____
6) Acquire & organize work materials including appropriate PPE.	_____
7) Organize, brief, and assign assistants.	_____
8) Recon the incident visually.	_____
9) Develop Operations portion of the Incident Action Plan (IAP).	_____
10) Brief and assign operations personnel in accordance with IAP.	_____
11) Supervise execution of the IAP for Operations.	_____
12) Request resources needed to implement Operation's tactics as part of the IAP development (ICS 215).	_____
13) Ensure safe tactical operations.	_____
14) Make, or approve, expedient changes to the IAP during the operational period, as necessary.	_____
15) Approve suggested list of resources to be released from assigned status (not released from the incident).	_____
16) Assemble and disassemble teams/task forces assigned to the Operations section.	_____
17) Report information about changes to the implementation of the IAP, special activities, events, and occurrences to the Incident Commander as well as Planning Section Chief and Public Information Officer.	_____
18) Maintain Unit/Activity Log (ICS 214).	_____
19) Demobilization.	_____

# IP-1.06 Staging Area Manager Checklist

---

The Staging Area Manager is responsible for managing all activities within a Staging Area.

ACTIONS	COMMENTS
1) Receive assignment from immediate supervisor.	_____
2) Don identification vest, if available.	_____
3) Obtain situation briefing from immediate supervisor.	_____
4) Know the assigned Channel/Talkgroup for your area of responsibility (ICS 205).	_____
5) Communicate using clear text and ICS terminology.	_____
6) Acquire & organize work materials including appropriate PPE.	_____
7) Organize, brief, and assign assistants.	_____
8) Establish and maintain boundaries of staging areas.	_____
9) Determine any support needs for equipment, feeding, sanitation, and security.	_____
10) Post signs for identification and traffic control.	_____
11) Establish check-in function, as appropriate.	_____
12) Determine and request logistical support for personnel and/or equipment, as needed.	_____
13) Advise Operations Section Chief of all changing situation/conditions on scene.	_____
14) Respond to requests for resource assignments.	_____
15) Respond to requests for information, as required.	_____
16) Maintain Unit/Activity Log (ICS 214).	_____
17) Demobilize Staging Area in accordance with the incident Demobilization Plan.	_____
	_____

## IP-1.07 Agency Representative Checklist

---

In many multi-jurisdiction incidents, an agency or jurisdiction may send a representative who is not on direct tactical assignment, but is there to assist in coordination efforts. An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer or the Incident Commander in the Liaison Officer's absence.

ACTIONS	COMMENTS
1) Report to Liaison Officer or Incident Commander.	<hr/>
2) Don identification vest, if available.	<hr/>
3) Obtain situation briefing from Liaison Officer or Incident Command.	<hr/>
4) Ensure that all agency resources are properly checked-in at the incident.	<hr/>
5) Inform assisting or cooperating agency personnel on the incident that the Agency Representative for that agency has been filled.	<hr/>
6) Attend briefings and planning meetings as required.	<hr/>
7) Provide input on the use of agency resources as required.	<hr/>
8) Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.	<hr/>
9) Advise the Liaison Officer of any special agency needs or requirements.	<hr/>
10) Report to home agency dispatch or headquarters on a pre-arranged schedule.	<hr/>
11) Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.	<hr/>
12) Ensure that all required agency forms, reports and documents are completed prior to demobilization.	<hr/>
13) Have a debriefing session with the Liaison Officer or Incident Commander before demobilization.	<hr/>
14) Maintain Unit/Activity Log (ICS 214).	<hr/>
15) Demobilization.	<hr/>



# IP-1.11 Ada County 911 Dispatch Center Checklist

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**Instructions:** For General Flooding begin with Part I, for Foothills Tributary Flooding begin with Part II, for Flood Notifications see Part III.

ACTIONS	COMMENTS
<b><u>Part I – General Flooding</u></b>	
1) Receive notification of flooding.	_____
2) Notify the appropriate jurisdiction flood incident command agency/agencies:	_____
• Ada County: Ada County Sheriff’s Office.	_____
• Boise: Boise Public Works (BFD for flash floods)	_____
• Eagle: Eagle Fire District	_____
• Garden City: Garden City Public Works	_____
• Kuna: Kuna Fire District	_____
• Meridian: Meridian Public Works	_____
• Star: Star Fire District	_____
3) For any flash flood events in Boise notify BFD.	_____
4) For flooding on the Snake River notify ACSO.	_____
5) For a Flash Flood Watch or Warning or high levels on the Boise River make appropriate notifications in Part III.	_____
6) Record important ICS information:	_____
a) Incident Commander’s name	_____
b) Name and location of Command Post	_____
c) Staging and Base locations, if established.	_____
7) Make other notifications or contacts the Incident Commander requests.	_____
8) For flooding involving a canal, at the Incident Commander’s request contact the canal owner/operator and request they shut off the flow of water.	_____
9) Contact the National Weather Service and record weather information.	_____
10) At an Incident Commander’s request, facilitate EAS activation by contacting State Communications Center. Only a law enforcement officer or the county emergency management coordinator may request EAS activation, through Idaho State Communications. Follow procedure in IP-2.05.	_____
11) If evacuation is recommended contact the Red Cross at 800 853-2570 and request they make shelter arrangements for evacuees. Record the name and location of shelters, established and any designated evacuation routes.	_____
12) Coordinate transportation requests from the public. Give the Incident Commander a phone number in the Dispatch Center for the public to call for assistance. This will help keep the 911 lines open.	_____





# IP-1.12 American Red Cross Checklist

---

ACTIONS	COMMENTS
1) Send representative to Command Post, if requested by Incident Command.	_____
2) Don identification vest, if available.	_____
3) Acquire & organize work materials.	_____
4) Establish communications with Incident Command, others, as required.	_____
5) Develop organization sufficient to handle assignment/s.	_____
6) Obtain assignments from Incident Command. Assignments may include:	_____
<ul style="list-style-type: none"> <li>• If evacuation is recommended for Foothills flooding, open/operate shelter at Timberline High School or make other arrangements for evacuees. For other flooding open shelter/s as necessary.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide supplementary health services.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide canteen service for evacuees and response personnel.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Coordinate with other relief agencies.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide DWI service for relatives of victims.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Conduct residential damage assessment survey.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide individualized assistance to families, as required.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide food, shelter, &amp; clothing to disaster victims.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide distribution of bulk supplies such as clean up kits, and comfort kits for disaster victims.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide for disaster victim's medical needs as per ARC policy.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide mental health assessment and referrals for disaster victims and workers.</li> </ul>	_____
7) Maintain appropriate records and Unit/Activity Log (ICS 214).	_____
8) Maintain coordination with EOC, if activated and if necessary.	_____
9) Demobilization.	_____

# IP-1.13 Building Department Checklist

---

ACTIONS	COMMENTS
1) Report to Command Post, if requested by Incident Command.	_____
2) Don appropriate identification vest, if available.	_____
3) Establish communications with Incident Command, others, as required.	_____
4) Obtain situation briefing from Incident Command.	_____
5) Obtain assignments from Incident Command. Assignments may include:	_____
• Conduct damage assessment.	_____
• Condemn unsafe buildings.	_____
6) Move vehicles and equipment to Staging/Base Area, as directed.	_____
7) Formulate plan, procure equipment and personnel, execute plan.	_____
8) Maintain coordination with EOC, if activated, and if required.	_____
9) Maintain appropriate records and Unit/Activity Log (ICS 214).	_____
10) Demobilization.	_____

# IP-1.14 Emergency Management Checklist

---

ACTIONS	COMMENTS
1) Establish communications with Incident Command, others, as required.	_____
2) Obtain situation briefing from Incident Commander.	_____
3) Organize, brief, and assign assistants.	_____
4) Obtain assignments from Incident Command. Assignments may include:	_____
• Notify: ARC, amateur radio operators, elected officials/jurisdictions, as needed.	_____
• Activate/supervise Ada County EOC.	_____
• Coordinate requests for special resources and personnel.	_____
• Assist/coordinate evacuations.	_____
• Prepare draft Disaster-Emergency Declaration.	_____
• Coordinate media announcements.	_____
• Establish Public Concern phones lines, if requested.	_____
• Update BHS on situation.	_____
• Coordinate damage assessment.	_____
5) Formulate plan, procure equipment and personnel, execute plan.	_____
6) Maintain appropriate records and Unit/Activity Log (ICS 214).	_____
7) Demobilization.	_____

# IP-1.15 Emergency Medical Services Checklist

---

ACTIONS	COMMENTS
1) Report to Command Post, if requested by Incident Command.	_____
2) Receive assignment & briefing from immediate supervisor.	_____
3) Don identification vest, if available.	_____
4) Acquire & organize work materials including appropriate PPE.	_____
5) Conduct all tasks in a safe manner	_____
6) Know the assigned Channel/Talkgroup for your area of responsibility (ICS 205).	_____
7) Communicate using clear text and ICS terminology.	_____
8) Organize, brief, and assign assistants.	_____
9) Develop organization sufficient to handle assignment.	_____
10) Obtain assignments from Incident Command. Assignments may include:	_____
• For Flash Flood Warning for Foothills ACP communicate with BFD, BPD, BPW, & ACHD to discuss the need to establish Unified Command & Command Post.	_____
• Assist with evacuation of elderly and disabled persons	_____
• Establish casualty collection points	_____
• Provide on-site treatment to victims	_____
• Transport victims to hospitals.	_____
11) Move vehicles and equipment to Staging/Base Area, as directed.	_____
12) Maintain appropriate records and Unit/Activity Log (ICS 214).	_____
13) Demobilization.	_____

# IP-1.16 Fire Service Checklist

---

☛ Incident Commander follow checklist IP-1.01 ☛

ACTIONS	COMMENTS
1) Report to Command Post.	_____
2) Receive assignment & briefing from immediate supervisor.	_____
3) Don identification vest, if available.	_____
4) Obtain situation briefing from Incident Command. EFD, KFD & SFD are Incident Command within their city jurisdiction.	_____
5) Acquire & organize work materials including appropriate PPE.	_____
6) Conduct all tasks in a safe manner	_____
7) Know the assigned Channel/Talkgroup for your area of responsibility (ICS 205).	_____
8) Communicate using clear text and ICS terminology.	_____
9) Organize, brief, and assign assistants.	_____
10) Develop organization sufficient to handle assignment.	_____
11) Obtain assignments from Incident Command. Assignments may include:	_____
• For Flash Flood Warning for Foothills BFD communicate with BPD, BPW, ACHD, & ACP to discuss the need to establish Unified Command & Command Post.	_____
• If requested, confirm foothills flooding. See flood confirmation locations on map IP-5.12.	_____
• BFD is lead agency for any flash flood events in Boise.	_____
• Conduct flood operations.	_____
• Conduct/assist with evacuation. For Foothills flooding use vehicle PA to warn citizens in Zone 1.	_____
• Conduct life-saving operations, as conditions permit.	_____
• BFD deploy Dive Rescue team, if required.	_____
12) Maintain appropriate records and Unit/Activity Log (ICS 214).	_____
13) Demobilization.	_____

# IP-1.17 Flood Control District #10 Checklist

---

ACTIONS	COMMENTS
1) Report to Command Post (CP), if requested by Incident Command.	_____
2) Don identification vest, if available.	_____
3) Establish communications with Incident Command, others, as required.	_____
4) Obtain situation briefing from Incident Command.	_____
5) Obtain assignments from Incident Command. Assignments may include:	_____
• Provide technical advice.	_____
• Provide heavy equipment and operators.	_____
• Facilitate river access.	_____
• Assist with damage assessment.	_____
• Assist with cleanup, debris removal, and relocation.	_____
6) Move vehicles and equipment, as directed.	_____
7) Formulate plan, procure equipment and personnel, execute plan.	_____
8) Maintain coordination with EOC, if activated, and if required.	_____
9) Demobilization.	_____

# IP-1.18 Health Department Checklist

---

ACTIONS	COMMENTS
1) Receive assignment & briefing from immediate supervisor.	_____
2) Don identification vest, if available.	_____
3) Acquire & organize work materials including appropriate PPE.	_____
4) Conduct all tasks in a safe manner	_____
5) Know the assigned Channel/Talkgroup for your area of responsibility (ICS 205).	_____
6) Use clear text and ICS terminology.	_____
7) Organize, assign, and brief assistants.	_____
8) Develop organization sufficient to handle assignment.	_____
9) Obtain assignments from Incident Command. Assignments may include:	_____
• Assist/Assess flood health effects.	_____
• Assist/Test water, food.	_____
• Assist/Coordinate medical services.	_____
• Coordinate/facilitate medical advice throughout the incident.	_____
10) Coordinate request(s) for additional critical medical supplies as defined in the CDHD Emergency Operations Plan.	_____
11) Maintain appropriate records and Unit/Activity Log (ICS 214).	_____
12) Maintain incident documentation.	_____
13) Demobilization.	_____

# IP-1.19 Highway District Checklist

---

ACTIONS	COMMENTS
1) Report to Command Post.	_____
2) Don identification vest, if available.	_____
3) Acquire & organize work materials including appropriate PPE.	_____
4) Conduct all tasks in a safe manner	_____
5) Know the assigned Channel/Talkgroup for your area of responsibility (ICS 205).	_____
6) Communicate using clear text and ICS terminology.	_____
7) Organize, brief, and assign assistants.	_____
8) Develop organization sufficient to handle assignment.	_____
9) Obtain assignments from Incident Command. Assignments may include:	_____
<ul style="list-style-type: none"> <li>• For Flash Flood Warning for Foothills ACHD communicate with BPD, BFD, BPW, &amp; ACP to discuss the need to establish Unified Command &amp; Command Post.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide equipment, personnel for street cleanup.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide traffic signs.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Deliver sand to designated locations.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Assist with sandbagging.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Assess/maintain bridges.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Remove debris blocking traffic.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide equipment, personnel, and materials to trench or dike flood as necessary to protect public roads. Response to all other requests for material, heavy equipment or personnel by incident command will be determined on a case-by-case basis at the sole discretion of ACHD.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• With BPW prepare/submit to EOC a time/cost estimate for flood debris cleanup using: 1) Public agency labor; &amp; 2) Private contractors.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Assist BPW hire &amp; administer debris removal contractors.</li> </ul>	_____
<ul style="list-style-type: none"> <li>• Provide GIS services to other agencies/departments.</li> </ul>	_____
10) Move vehicles and equipment as directed.	_____
11) Maintain appropriate records and Unit/Activity Log (ICS 214).	_____
12) Demobilization.	_____

# IP-1.20 Law Enforcement Checklist

---

☛ Incident Commander follow checklist IP-1.01 ☛

ACTIONS	COMMENTS
1) Receive assignment & briefing from immediate supervisor.	_____
2) Don identification vest, if available.	_____
3) Acquire & organize work materials including appropriate PPE.	_____
4) Conduct all tasks in a safe manner	_____
5) Know the assigned Channel/Talkgroup for your area of responsibility (ICS 205).	_____
6) Communicate using clear text and ICS terminology.	_____
7) Organize, brief, and assign assistants.	_____
8) Develop organization sufficient to handle assignment.	_____
9) Obtain assignments from Incident Command. Assignments may include:	_____
• For Flash Flood Warning for Foothills BPD communicate with BFD, BPW, ACHD, & ACP to discuss the need to establish Unified Command & Command Post.	_____
• If requested, confirm foothills flooding. See flood confirmation locations on map IP-5.12.	_____
• If evacuation is recommended, conduct evacuation. Use vehicle PA to warn citizens.	_____
• Assist with alerting the public.	_____
• Direct traffic away from danger. Designate alternate traffic routes	_____
• Provide security (crowd & traffic) at flood scene.	_____
• Conduct/assist with evacuation.	_____
• Patrol evacuated areas, if it is safe to do so.	_____
• Provide security at Command Post & staging/base areas.	_____
• Provide security for evacuated areas.	_____
10) Move vehicles and equipment to Staging/Base Area, as directed.	_____
11) Maintain appropriate records and Unit/Activity Log (ICS 214).	_____
12) Demobilization.	_____

# IP-1.21 Public Works Checklist

---

ACTIONS	COMMENTS
1) Report to Command Post.	
2) Don identification vest, if available.	
3) Acquire & organize work materials including appropriate PPE.	
4) Conduct all tasks in a safe manner	
5) Know the assigned Channel/Talkgroup for your area of responsibility (ICS 205).	
6) Communicate using clear text and ICS terminology.	
7) Organize, brief, and assign assistants.	
8) Develop organization sufficient to handle assignment.	
9) Obtain assignments from Incident Command. Assignments may include:	
<ul style="list-style-type: none"> <li>• For foothills flooding               <ul style="list-style-type: none"> <li>○ BPW form Unified Command with BFD, BPD, ACHD, &amp; ACP.</li> <li>○ With ACHD evaluate flood debris to be removed.</li> <li>○ Serve as Incident Command agency for Recovery.</li> <li>○ BPW &amp; ACHD prepare/submit to EOC a time/cost estimate for flood debris cleanup using 1) public agency labor, &amp; 2) private contractors.</li> <li>○ Provide GIS services to other agencies/departments.</li> <li>○ Assist ACHD hire &amp; administer debris removal contractors.</li> </ul> </li> </ul>	
• Conduct flood operations.	
• Assist with sandbagging.	
• BPW ensure that Park Center concrete overflow spillway is kept open.	
• GCPW ensure Riverside Village pathway is kept open.	
• Provide equipment & staff to remove debris.	
• Inspect, clean, & repair sewers.	
• Inspect & repair city flood control facilities.	
• Assist in cleanup of city structures.	
10) Move vehicles and equipment as directed.	
11) Maintain appropriate records and Unit/Activity Log (ICS 214).	
12) Demobilization.	

## IP-1.22 ValleyRide Checklist

---

ACTIONS	COMMENTS
1) Send representative to Command Post, upon request.	_____
2) Don identification vest, if available.	_____
3) Acquire & organize work materials including appropriate PPE.	_____
4) Conduct all tasks in a safe manner	_____
5) Know the assigned Channel/Talkgroup for your area of responsibility (ICS 205).	_____
6) Communicate using clear text and ICS terminology.	_____
7) Organize, brief, and assign assistants.	_____
8) Develop organization sufficient to handle assignment.	_____
9) Obtain assignments from Incident Command. Assignments may include:	_____
• If evacuation is implemented and upon request by Incident Command, establish emergency bus loops (See IP-3.02).	_____
• Transport evacuees to shelter at Timberline H.S., if requested.	_____
• Provide specialized transport for persons with disabilities.	_____
10) Maintain appropriate records and Unit/Activity Log (ICS 214).	_____
11) Demobilization.	_____

## IP-2.01 Evacuation / Shelter Notification

---

INSTRUCTIONS: Emergency Responders divide the involved area into sectors. Personnel assigned to specific sectors should begin near the incident and move outward. To notify the public by vehicle, to shelter or evacuate, follow these steps:

- 1) Drive slowly along the streets and roads of your assigned route with the High-Low siren engaged.
- 2) Stop frequently, turn off siren and use public address system to make the appropriate announcement (sheltering or evacuation).
- 3) FOR SHELTERING ONLY. Announce in a calm clear voice:  
*"Attention! Immediate sheltering of this area is recommended due to a flood emergency. Bring your family and pets inside your home or business. Tune your television or radio to local channels or the Emergency Alert System station for further information."*
- 4) FOR EVACUATION ONLY. Announce in a calm clear voice:  
*"Attention! Immediate evacuation of this area is recommended due to a flood emergency. Leave the area immediately. Bring your pets. You should take the following items with you: special medication or dietary needs, personal items, change of clothes, and infant needs. Lock your home or business. Go to a friend or relative's home or:*

---

(SHELTER LOCATION)

*If you need help or transportation please come outside, or call 911. Tune your radio to the local channels or the Emergency Alert System station for further information."*

- 5) Instruct evacuees to use the designated evacuation routes.

---

(DESIGNATED ROUTES)

- 6) Continue along your assigned route until all residents and businesses have been notified to shelter/evacuate.

## IP-2.02 Evacuation Pre-Scripted Message

---

**INSTRUCTIONS** TO THE PREPARER ARE CAPITALIZED AND IN PARENTHESES, AND SHOULD NOT BE READ OVER THE AIR. FILL OUT THE MESSAGE COMPLETELY BEFORE CONTACTING 911 DISPATCH. GET EVACUATION ROUTES FROM LAW ENFORCEMENT, A TRANSPORTATION PHONE NUMBER FROM THE 911 DISPATCH CENTER, AND SHELTER INFORMATION FROM THE RED CROSS.

---

(NAME/TITLE/AGENCY)

has/have announced that dangerous flooding has occurred, or is likely at:

---

(LOCATION)

and recommends the evacuation of everyone living or working in this area. This advisory affects persons in the following areas:

---

(LOCATION)

(REPEAT THE LIST OF AREAS ONE TIME, THEN CONTINUE THE MESSAGE)

We are advising people to take the following protective actions:

- 1) Leave as soon as possible.
- 2) Take the following items with you: special medications or dietary needs, personal items, infant needs.
- 3) If you or someone in your household needs transportation help call \_\_\_\_\_.  
(PHONE NUMBER)
- 4) Drive slowly and carefully obeying traffic laws and officials directing you along evacuation routes.
- 5) **DO NOT** drive over flooded roads.

---

(READ LIST OF DESIGNATED EVACUATION ROUTES)

- 6) If you will need a place to stay, report to the Shelter at:

---

(READ LIST OF SHELTER LOCATIONS)

- 7) Before leaving your home or business turn off all electrical appliances, including heating or air conditioners systems.
- 8) If you cannot evacuate in time take shelter in your home. Bring pets inside. Close and lock all outside doors and windows.
- 9) For further information, stay tuned to this station.

## IP-2.03 Shelter-in-Place Pre-Scripted Message

---

**INSTRUCTIONS TO THE PREPARER ARE CAPITALIZED AND IN PARENTHESES, AND SHOULD NOT BE READ OVER THE AIR. FILL OUT THE MESSAGE COMPLETELY BEFORE CONTACTING 911 DISPATCH.**

---

(NAME/TITLE/AGENCY)

has/have announced that dangerous flooding has occurred, or is likely at:

---

(LOCATION)

and recommends the sheltering-in-place of everyone living or working in this area. This advisory affects persons in the following areas:

---

(LOCATION)

(REPEAT THE LIST OF AREAS ONE TIME, THEN CONTINUE THE MESSAGE)

We are advising people to take the following protective actions:

- 1) Bring all family members and pets indoors and stay there until further notice.
- 2) Close and lock all outside doors and windows.
- 3) If necessary, move to the second floor, or the roof. Take warm clothing, a flashlight, and portable radio with you.
- 4) If necessary there are a number of precautionary steps that can be taken.
  - a. Turn off all utilities at the main power switch and close the main gas valve. Do not touch any electrical equipment unless it is in a dry area.
  - b. Move valuable papers, furs, jewelry, clothing, and other contents to upper floors or higher elevations.
- 5) For further information, stay tuned to this station.

## IP-2.04 Transfer Possessions Pre-Scripted Message

---

INSTRUCTIONS TO THE PREPARER ARE CAPITALIZED AND IN PARENTHESIS, AND SHOULD NOT BE READ OVER THE AIR. FILL OUT THE MESSAGE COMPLETELY BEFORE CONTACTING STATE COMMUNICATIONS CENTER. CONSULT WITH COUNTY EMERGENCY MANAGEMENT FOR STORAGE LOCATIONS OUT OF THE FLOOD AREA. CONSULT WITH CORPS OF ENGINEERS AT LUCKY PEAK DAM FOR TIME AVAILABLE FOR MOVING POSSESSIONS. ***THIS OPTION SHOULD ONLY BE CONSIDERED FOR FLOODING ON THE BOISE RIVER CAUSED BY HIGH RELEASES FROM LUCKY PEAK DAM, WHEN ADEQUATE TIME IS AVAILABLE.***

---

(NAME/TITLE/AGENCY)

has/have announced that dangerous flooding has occurred, or is likely at:

---

(LOCATION)

and recommends that everyone living or working in this area consider moving their possessions out of the danger zone. This advisory affects persons in the following areas:

---

(REPEAT THE LIST OF AREAS ON TIME, THEN CONTINUE THE MESSAGE)

We are advising people to take the following protective actions:

- 1) Move valuable papers, furs, jewelry, clothing, and other contents to upper floors or higher elevations.
- 2) Bring outdoor items inside the house or tie them down securely.
- 3) Consider moving your possessions to a storage location out of the danger area. You will be responsible for all costs associated with moving your belongings.
- 4) The following storage locations are recommended:

---

(READ LIST OF STORAGE SITES ONE TIME, THEN CONTINUE WITH MESSAGE)

- 5) Moving should be completed by \_\_\_\_\_ when floodwaters  
(TIME/DATE)  
are expected to rise to dangerous levels.
- 6) For further information, stay tuned to this station.

## IP-2.05 EAS Activation Procedure

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- 1) Emergency responders wanting to activate the Emergency Alert System (EAS) should first select a pre-scripted message (see IPs-2.02; 2.03; 2.04) and fill in the missing essential information; or write a message containing the information you wish to convey. The message should include a brief description of the emergency and specific instructions to the public.
- 2) NOTE: Only a law enforcement officer (or ACCEM) may request EAS activation.
- 3) 911 Dispatch may assist the law enforcement officer (or ACCEM) to activate EAS by contacting the Idaho State Communications Center (846-7610 or 800 632-8000). The following format should be used when contacting the State Communications Center.  
  
"This Is (Name / Title) / Organization. I request that the Emergency Alert System be activated for the Southwest Idaho local area because of (Description of Emergency)."
- 4) Upon authentication, local officials and EAS personnel will determine transmission details (i.e., live or recorded, immediate or delayed). EAS messages must be limited to 90 seconds.
- 5) Local officials should maintain contact with EAS personnel and communicate any changes in the EAS message(s).
- 6) If the EAS message has the potential to impact neighboring counties please notify appropriate Dispatch Centers and request they contact their local emergency management coordinators.
- 7) Also notify local media concerning the EAS message prior to broadcast. This should reduce the number of calls to 911 Dispatch Centers following an EAS alert.
- 8) Notify the EAS personnel when the emergency is over and EAS should be de-activated.

## IP-3.01 Foothills Flash Flood Zone

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### Boise Foothills Flash Flood Zone Descriptions

**FLASH FLOOD ZONE:** A Flash Flood Zone has been identified for Stuart, Crane, Hulls, and Cottonwood gulch. A Flash Flood Zone is defined as the highest hazard area and includes the gulches and the immediate flood fan area at the mouth of the gulches. During a flash flood residents should bring family members and pets indoors and shelter-in-place. Anyone recreating outdoors should seek high ground immediately. In the rare event that there is sufficient cause and lead time to evacuate, residents will be advised of this. Residents should not attempt to drive down the gulch in a vehicle or to drive over flooded roads.

Flood Zones shall include:

**Cottonwood Gulch** plus the area bordered on the  
South by Jefferson St and McKinley St  
West by N 3rd St

**Hulls Gulch** plus the area bordered on the  
South by Ridenbaugh St  
East by N 8th St  
West by N 11th St

**Crane Gulch/Bogus Basin Road** (between Curling Dr & Hill Rd) plus the area bordered on the  
South by Dewey St  
East by N 15th St  
West by N 18th St

**Stuart Gulch/Quail Hollow GC/Hillside JHS area** plus the area bordered on the  
South by Forsythia St to Hill Rd  
West by Whitehead St & 39th St

## IP-3.02 Foothills Flash Flood Evacuation Bus Loops

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In the rare event that there is sufficient cause and lead time to evacuate residents, emergency bus loops may be established. ValleyRide may implement emergency bus routes in the north end of Boise on the streets listed below. Two buses should be assigned to each loop on a continuous basis. Buses will begin the loops from the Origin/Transfer point at the intersection of 8th and Idaho streets.

- Loop #1 West on Idaho, North on 10th, East on State, North on 8th, West on Lemp, South on 9th, East on State, South on 6th, and West on Idaho to Transfer Point.
- Loop #2 West on Idaho, North on 13th, West on Lemp, South on 15th, East on State, South on 6th, West on Idaho to Transfer Point.
- Loop #3 West on Idaho, North on 10th, West on Hayes, North on Harrison, West on Irene, South on 20th, East on Alturas, South on Harrison, East on Hayes, South on 6th, West on Idaho to Transfer Point.
- Loop #4 West on Idaho, North on 13th, West on State, North on 26th, West on Smith, South on 28th, East on State, South on 6th, West on Idaho to Transfer Point.

Transfer Point: Evacuees should be shuttled from the flood zone areas via the Loop routes to the transfer point at 8th and Idaho. At least one to two additional buses will be assigned to transport evacuees from the transfer point at the intersection of 8th and Idaho to Timberline High School at 701 East Boise Ave. Evacuees will be returned to the North End by bus when the area is authorized for reentry by the Incident Command after the emergency is over.

When debris flow is imminent or verified all buses should be withdrawn from the hazard area and recalled to the bus shops at Orchard and Gowen road. This should be done with adequate lead-time (at least 15 minutes) via bus Dispatch to clear all loops. ValleyRide has several small buses with wheelchair lifts for special needs clients.

**CONTACT:** ValleyRide Dispatch: 336-0886

## IP-3.03 Public Protection Strategies

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Evacuation, Sheltering-in-Place, Sandbagging, Flood-Proofing, and Relocating Possessions are the principal public protection strategies. For situations where lives are endangered, evacuation is the best option. When time is too short for evacuation, sheltering may be considered.

- 1) **Evacuation** involves relocating threatened populations to safer areas.
  - a) A *general evacuation* would involve the movement of the entire population located within a risk zone. A *selective evacuation* would involve a portion of the risk zone population. Evacuation plans must take into account people who do not have access to private vehicles, handicapped residents, and institutionalized populations. All of these groups require transportation to the specified shelter/s. Handicapped persons may require special vehicles that can accommodate wheelchairs, or beds. Large-scale evacuations must be coordinated with the Emergency Management Office and the Red Cross.
  - b) The responsibility for recommending an evacuation rests with the Incident Commander, or the Chief Elected Official (CEO). Large evacuations should be cleared with the jurisdiction CEO whenever time allows. Due to the fact that people are subjected to risks when evacuated from their homes, evacuation should not be recommended unless the situation clearly warrants it. Law enforcement and/or fire department personnel, possibly assisted by volunteers, should conduct the evacuation.
  - c) Traffic Control Points must be established at major intersections along main evacuation routes to ensure an orderly traffic flow in the event of an evacuation. Access Control Points are needed to divert traffic from entering a risk zone. Law enforcement is responsible for establishing Traffic and Access Control Points. Evacuation should be conducted according to the following procedures:
    - i) Notification to evacuate may be made through the news media, the Emergency Alert System, vehicles with loudspeakers, or by door-to-door contact.
    - ii) Law Enforcement will ensure that traffic and access control points are staffed prior to evacuation, if possible.
    - iii) The Ada County Highway District will deploy road clearance and traffic control resources assigned to support evacuation operations.
    - iv) The Emergency Management Office will coordinate transportation requirements to support special facility evacuation.
- 2) **Sheltering-in-Place** involves bringing family members and pets inside and remaining indoors until the danger is passed. Sheltering may be the best option for flash flood events. Sheltering-in-place may also be recommended when flooding is expected to be brief in duration and limited in extent.
- 3) **Sandbagging** is a simple but effective way to prevent or reduce floodwater damage. Properly filled and placed, sandbags can act as a barrier to divert moving water around, instead of through, buildings. Sandbags can also be used to prevent overtopping of levees. Untied sandbags are recommended in most situations. Each level of government (city, county, state, federal), as well as private property owners will be responsible for sandbagging their own property. Sandbags may sometimes be purchased from local building materials stores or on the Internet. When flooding is severe and widespread an Incident Commander may request that sandbags be stockpiled at designated locations for use by the public. This action should be requested through ACCEM.

- 4) **Flood-Proofing** means building or remodeling using materials and methods that will prevent or minimize flood damage. Private property owners are responsible for flood-proofing their own structures. There are five types of flood-proofing:
  - a) Elevation. Many structures can be raised so that the lowest floor is above the flood protection level.
  - b) Relocation. Moving a building out of the flood-prone area is the surest way to protect it from flood damage.
  - c) Floodwalls. Floodwalls, berms, and levees all work to keep floodwaters from reaching your house.
  - d) Dry Flood-proofing. Dry flood proofing means sealing a building to keep floodwaters out. All areas below the flood protection level are made watertight.
  - e) Wet Flood-proofing. Wet Flood-proofing means modifying a building so that floodwaters will cause only minimal damage to the building and contents. Building materials below the flood protection level are replaced with materials that are resistant to water.
- 5) **Relocating Possessions.** For serious flooding events, when time permits, citizens in the floodplain may be encouraged to move their possessions. The Incident Commander should confer with the Emergency Management Office on this decision. Belongings may be moved to self-storage units or other safe areas recommended by Emergency Management. Emergency Management may recruit and coordinate volunteers to assist citizens who need help in moving their belongings. Citizens who choose to move and/or store belongings will assume all costs associated with these actions. Citizens may be encouraged to leave their house doors open so that mud and debris-laden water will run out. Law enforcement personnel will provide security to evacuated areas, when possible. Several factors must be evaluated to determine the feasibility of relocating possessions.
  - a) Time available: Only when there is ample time available should this option be considered. Citizens should not be encouraged to relocate possessions if there is any danger that they will be caught by rising floodwaters.
  - b) Extent of flooding: only when the flooding is expected to be severe should this option be considered.
- 6) **Sewage System Protection.** Flood waters entering the sewage system can cause serious and long term damage to a treatment plant. It may be necessary to divert sewage, creating another public health threat and environmental problems.

## IP-3.04 National Incident Management System Incident Types

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Incidents may be typed in order to make decisions about resource requirements. NIMS incident types are based on the following five levels in increasing order of complexity.

### **Type 5.**

- The incident can be handled with one or two single resources with up to six personnel.
- Command and General Staff positions (other than the Incident Commander) are not activated.
- No written Incident Action Plan (IAP) is required.
- The incident is typically contained within an hour or two after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

### **Type 4.**

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, possibly including Task Forces or Strike Teams.
- The incident is typically contained within one operational period in the control phase, usually within a few hours after resources arrive on scene.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated.
- No written Incident Action Plan (IAP) is required, but a documented operational briefing will be completed for all incoming resources.
- Examples may include a major structure fire, a multiple vehicle crash with multiple patients, or an armed robbery.

**Type 3.** When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.

- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
- A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.
- The incident typically extends into multiple operational periods.
- A written IAP is typically required for each operational period.
- Examples include a tornado touchdown, earthquake, flood, or multi-day hostage standoff situation.

**Type 2.** When the incident extends beyond the capabilities for local control and the incident is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources to effectively manage the operations, command and general staffing.

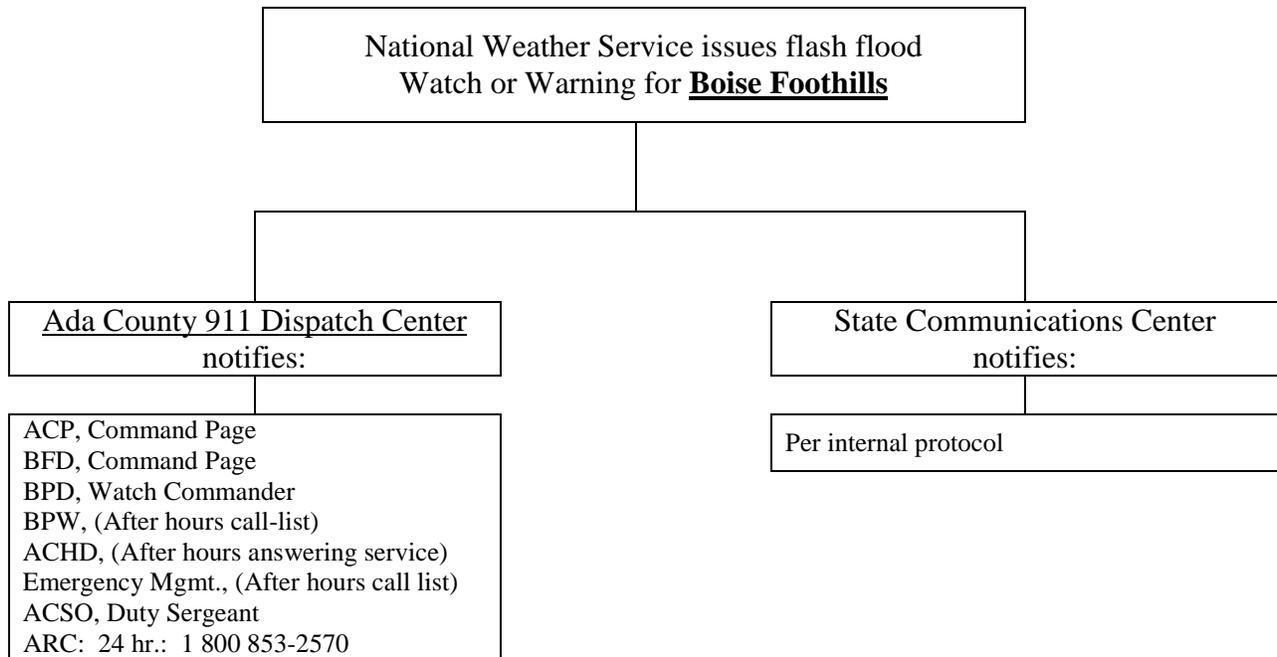
- Most or all of the Command and General Staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The Agency Administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.

- Typically involves incidents of regional significance.

**Type 1.** This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.

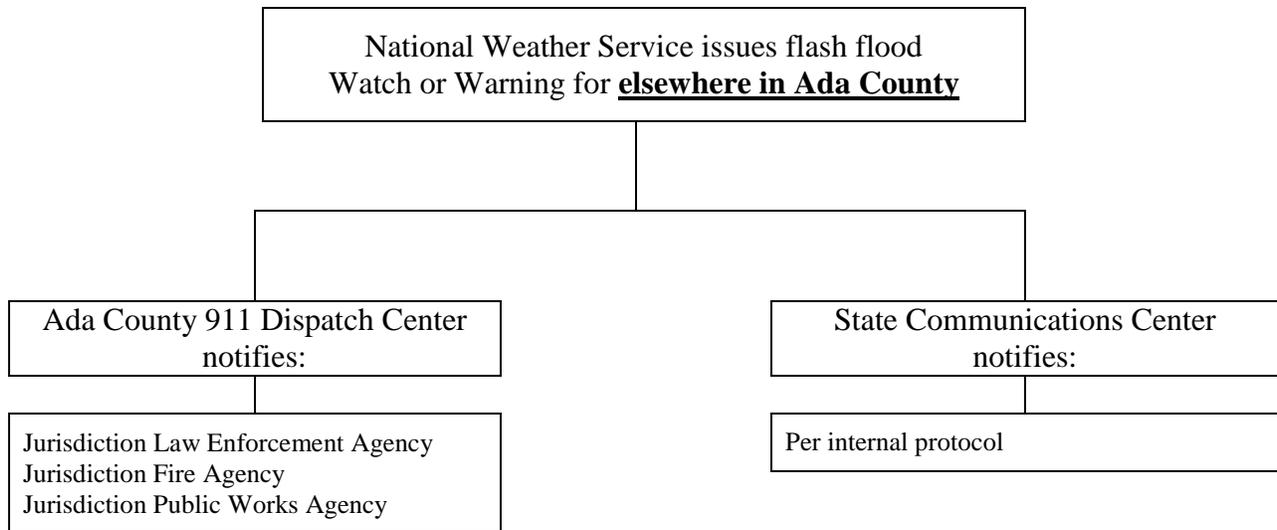
- All Command and General Staff positions are activated.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches may need to be established.
- The Agency Administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the Incident Base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.
- Typically involves incidents of national significance.

# IP-3.05 Foothills Flood Notification Procedure Diagram



ACP = Ada County Paramedics  
 BFD = Boise Fire Department  
 BPD = Boise Police Department  
 BPW = Boise Public Works

ACHD = Ada County Highway District  
 ACSO = Ada County Sheriff's Office  
 ARC = American Red Cross



## IP-4.01 Emergency Phone Numbers

State & Federal Agencies	Emergency	Administrative
ID Bureau of Homeland Security	800 632-8000	422-3040
ID Department of Water Resources	800 632-8000	287-4800
ID State Communications	800 632-8000	846-7610
US Army Corps of Engineers	509 527-7146	509 527-7141
US Bureau of Reclamation	208 365-2600 x10	383-2200
US National Weather Service	334-9508	334-9861
<b>Utilities</b>		
Chevron Pipe Line (Nat'l 800-762-3404)	208-850-9818	375-4242
Idaho Power Company	800-488-6151	388-2200
Intermountain Gas	800-548-3679	377-6000
Williams - Northwest Pipeline	800 972-7733	884-4300
<b>Public Works / Water / Sewer</b>		
Ada County Highway District	484-0398	387-6100
Bench Sewer District Office	866-0255	345-5363
Boise Project Board of Control	336-1884	344-1141
Boise Public Works	608-7380	384-4261
Boise Warm Springs Water District		342-3162
Boise Water Master (Water District #63)		908-5480
Capital Water Corporation		375-0931
Eagle Sewer District		939-0132
Eagle Water		939-0242
Garden City Public Works		472-2900
Garden City Water, Sewer	941-5995	472-2930
Irrigation Districts (Call Ada Co Dispatch)	377-6790	
Kuna Sewer District		922-5546
Kuna Water District		922-3397
Meridian Public Works		898-5500
Meridian Water	489-6302	888-5242
Nampa & Meridian Irrigation District	887-2790	466-7861
Northwest Boise Sewer	515-3934	344-5991
Star Sewer & Water District		286-7388
United Water Idaho	362-1300	362-7325
Warm Springs Mesa Water System (see United Water)		
West Boise Sewer District		375-8521
<b>Floodplain Administrators</b>		
Ada County, Unincorporated		287-7900
Boise City		384-3800
Eagle City		939-0227
Garden City		472-2924
Meridian City		489-0383
Star City		286-7247
Idaho State Floodplain Coordinator		287-4800

## IP-4.02 Boise River Flow Data

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### Annual Peak Spring Discharge Flow Frequencies (CFS)

Flow Frequency	Unregulated Flow	Regulated Flow*
2 YEAR	13,800	4,900
10 YEAR	25,200	7,200
50 YEAR	36,200	11,000
100 YEAR	41,200	16,600
500 YEAR	54,000	34,800

CFS = Cubic Feet per Second

\* = Measured at Glenwood Bridge

## IP-4.03 Foothills Tributaries Flow Data

Several studies have been done on the flow rates of the Boise foothills tributaries. The figures in this table are taken from the U. S. Army Corps of Engineers study from 1992 entitled: *Flood Warning / Preparedness Planning Study Boise Foothills, Ada County, Idaho*. These figures represent worst case scenarios for flooding on these streams.

DRAINAGES DISCHARGES (CFS)					
Stream	Drainage Sq. Mi.	Combined Flow Frequencies*			
		10yr	50yr	100yr	500yr
Cottonwood Creek	16.5	700	5300	7200	12500
Stuart Gulch	9.1	400	2650	3600	6200
Crane Creek	7.8	320	2300	3100	5200
Hulls Gulch	4.3	200	1200	1630	2800
Pierce Gulch	2.0	140	700	1100	1700
Seaman Gulch	1.8	140	700	1100	1700
Polecat Gulch	1.2	110	580	780	1300

CFS = Cubic Feet per Second

\* = Combined winter and thunderstorm

The figures in this table are taken from the Federal Emergency Management Agency document, revised 4/16/93 entitled: *Flood Insurance Study, City of Boise, Idaho, Ada County*.

DRAINAGES DISCHARGES (CFS)					
Stream	Drainage Sq. Mi.	Peak Discharges			
		10yr	50yr	100yr	500yr
Cottonwood Creek	16.5	242	1450	3650	25500
Stuart Gulch	9.1	169	538	1494	11794
Crane Creek	7.8	154	376	1030	8428
Hulls Gulch	4.3	108	263	360	2200

CFS = Cubic Feet per Second

## IP-4.04 Ada County Canals List

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The canals in Ada County include:

- 1) Aiken (Eagle Island)
- 2) Ballentyne
- 3) Boise City (diversion dam)
- 4) Boise Water Corporation Diversions
- 5) Bubb ditch
- 6) Canyon County
- 7) Conway-Hamming ditch
- 8) Davis ditch
- 9) Farmers Union
- 10) Graham-Gilbert ditch (Eagle Island)
- 11) Hart-Davis (Eagle Island)
- 12) Lemp ditch (Eagle Island)
- 13) Little Pioneer
- 14) Mace Mace (Eagle Island)
- 15) Mace-Catlin
- 16) Middleton
- 17) Mora (not on Boise River)
- 18) New Dry Creek
- 19) New York (Diversion Dam)
- 20) Penitentiary
- 21) Phyllis
- 22) Ridenbaugh (diversion dam)
- 23) Rossi Mill ditch
- 24) Settlers (diversion dam)
- 25) Seven Suckers ditch (Eagle Island)
- 26) Spoil Banks (not on Boise River)
- 27) Thurman Mill
- 28) Warm Springs

## IP-4.05 Sandbag Construction

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The use of sandbags is a simple but effective way to prevent or reduce floodwater damage. Properly filled and spaced sandbags can act as a barrier to divert moving water around instead of through buildings. Sandbag construction does not guarantee a watertight seal, but is satisfactory for use in most situations. Sandbags can also be used successfully to prevent overtopping of leveed streams and for training current flow to specific areas.

Untied sandbags are recommended for most situations. Tied sandbags should be used only for special situations when pre-filling and stockpiling may be required for specific purposes such as filling holes, holding objects in position, or to form barriers backed by supportive planks. Tied sandbags are generally easier to handle and stockpile, however sandbags filling operations can generally be best accomplished at or near the placement site and tying of the bags would be a waste of valuable time and effort. If the bags are to be pre-filled at a distant location due consideration must be given to transportation vehicles and placement site access.

The most commonly used bags are untreated burlap sacks available at feed or hardware stores. Empty bags can be stockpiled for emergency use and will be serviceable for several years if properly stored. Filled bags of earth material will deteriorate quickly.

A heavy bodied or sandy soil is most desirable for filling sandbags, but any usable material at or near the site has definite advantages. Course sand could leak out through the weave in the bag. To prevent this double-bag the material. Gravelly or rocky soils are generally poor choices because of they are too permeable to effectively retard water flow.

Two people can easily construct sandbag barriers, as most individuals have the physical capabilities to carry or drag a sandbag weighing approximately 30 pounds.

### How to Fill a Sandbag

Filling sandbags is a two-person operation. One member of the team should place the empty bag between or slightly in front of widespread feet with arms extended. The throat of the bag is folded to form a collar and held with the hands in a position that will enable the other team member to empty a rounded shovel full of material into the open end. The person holding the sack should be standing with knees slightly flexed and head and face as far away from the action of the shovel as practical. It is very important that both people wear gloves.

The shoveler should carefully release the rounded shovel fill of soil into the throat of the bag. Haste in this operation can result in undue spillage and added work. The use of safety goggles is desirable and sometimes necessary.

For large-scale operations filling sandbags can be expedited by using bag-holding racks, metals or plastic funnels, and power loading equipment. However the special equipment required is not always available during an emergency.

Bags should not be filled more than half full or less than one third of their capacity.



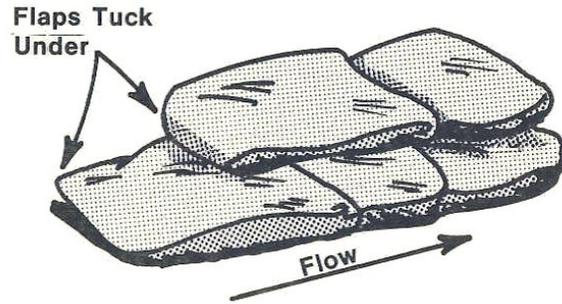
## Placement

Remove any debris from the area where bags are to be placed. Fold the open end of the unfilled portion of the bag to form a triangle. (If tied bags are used flatten or flare the tied end.)

Place the ½ filled bags lengthwise and parallel to the direction of flow, keeping the unfilled portion under the weight of the sack.

Place succeeding bags on top, offsetting by ½ bag length of the previous bag and stamp into place to eliminate voids and form a tight seal.

Stagger the joint connections when multiple layers are necessary. For unsupported layers over three courses high, use pyramid placement method.

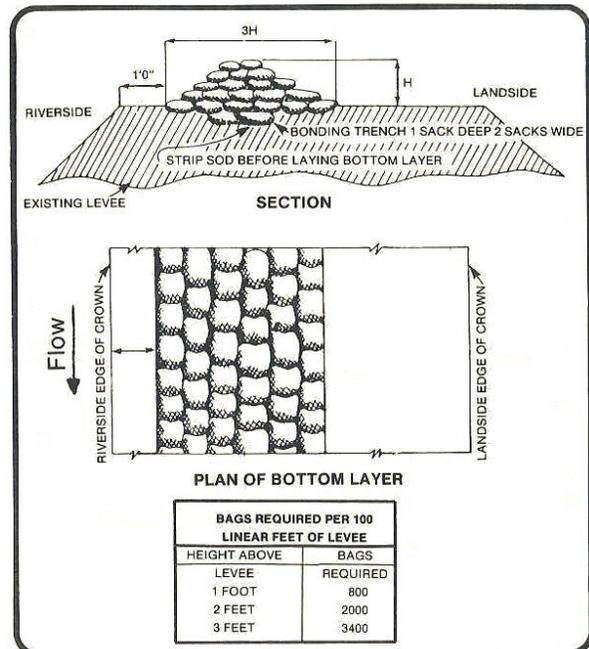


## Pyramid Placement Method

Pyramid placement is used to increase the height of sandbag protection.

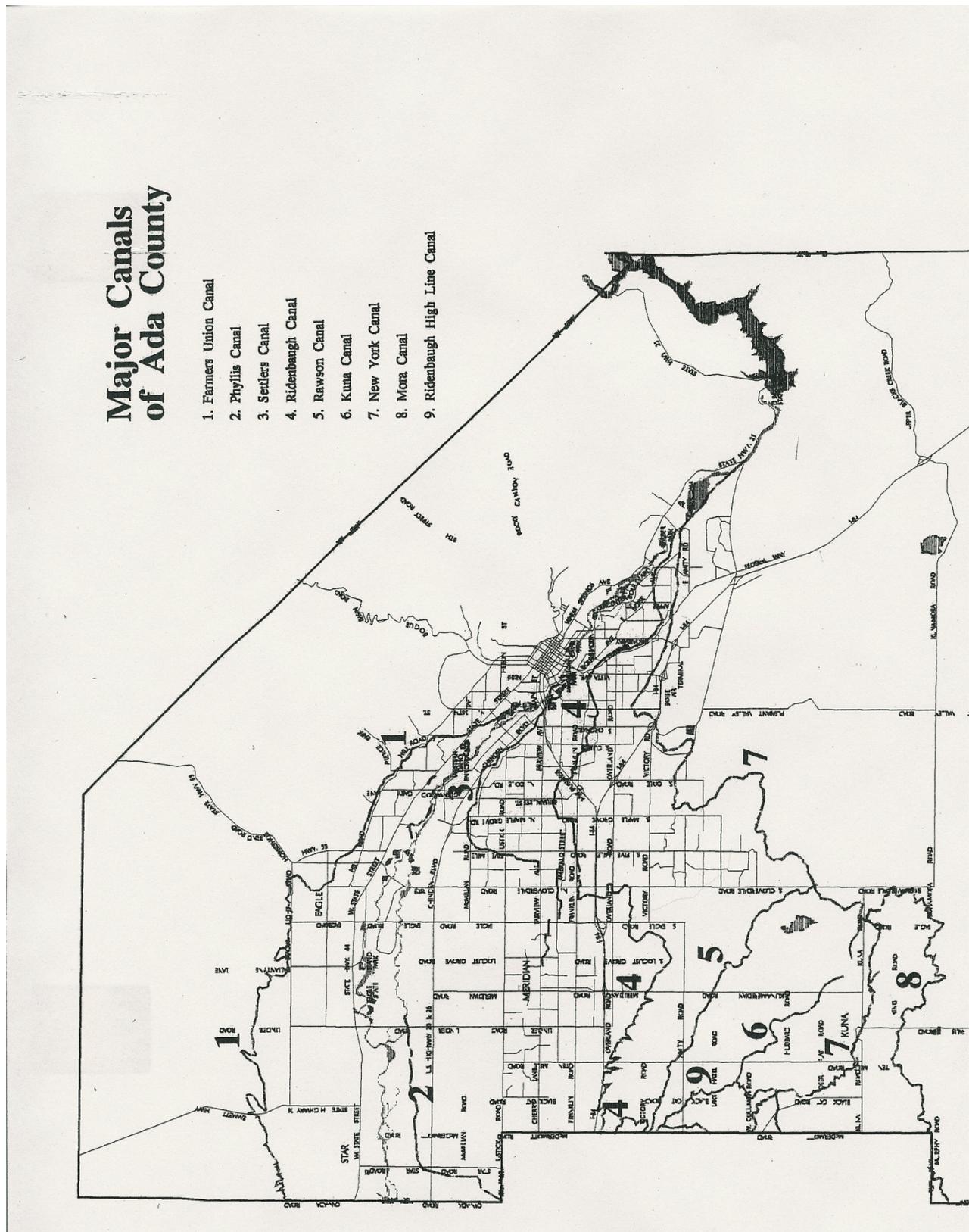
Place the sandbags to form a pyramid by alternating header courses (bags placed crosswise) and stretcher courses (bags placed lengthwise).

Stamp each bag in place, overlap sacks, maintain staggered joint placement and tuck under any loose ends.

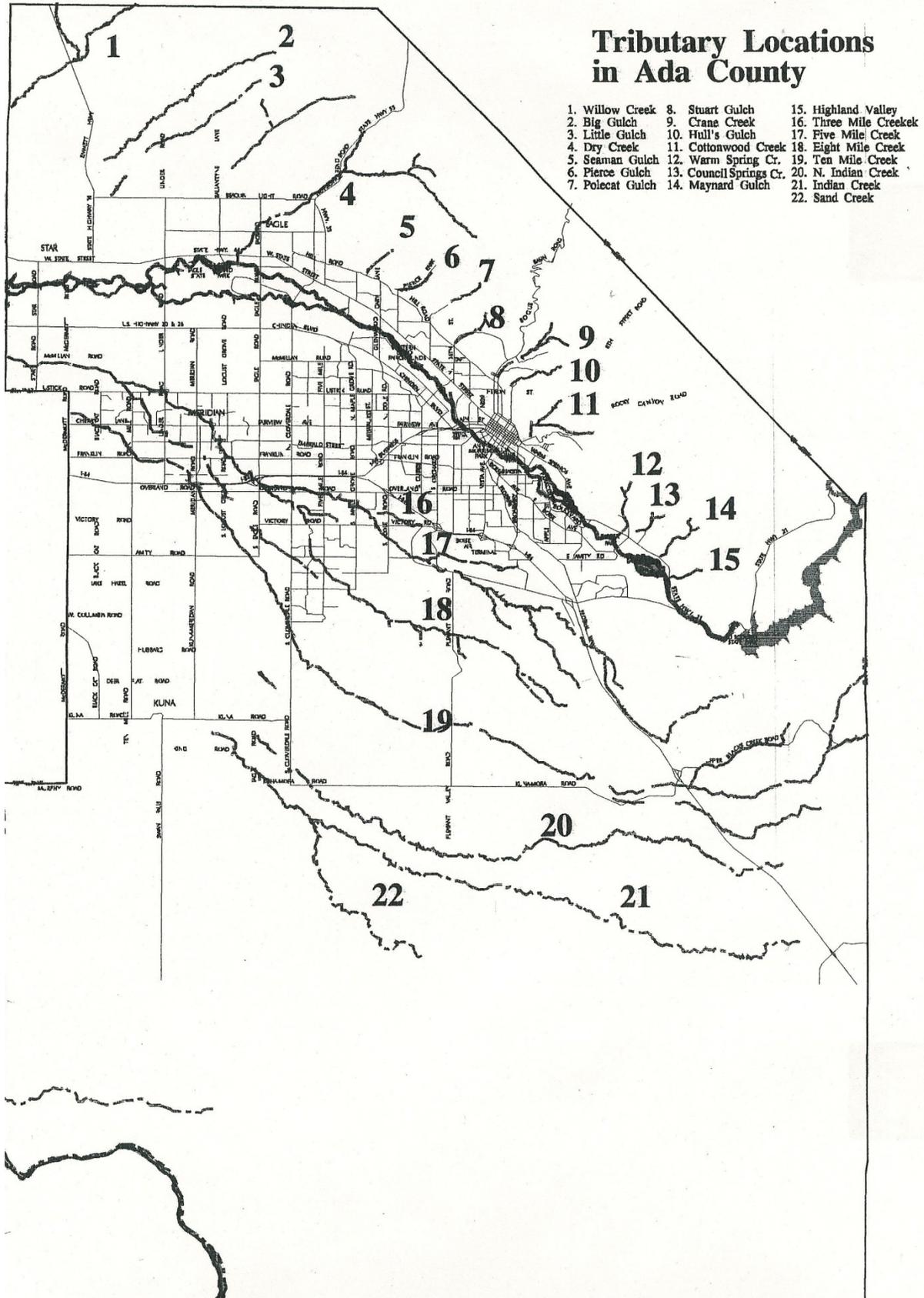


Source: U. S. Army Corps of Engineers

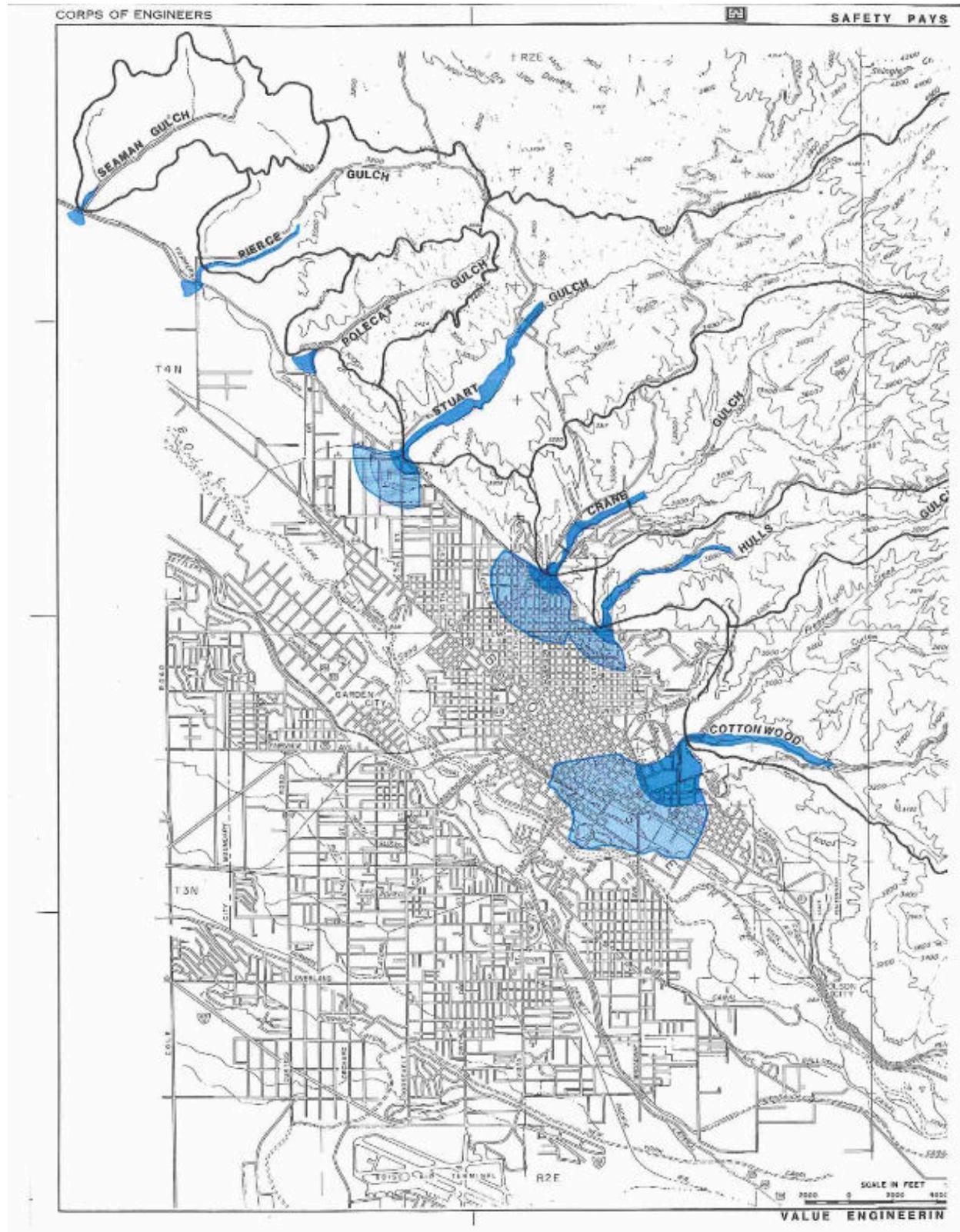
# IP-5.01 Ada County Canals Map



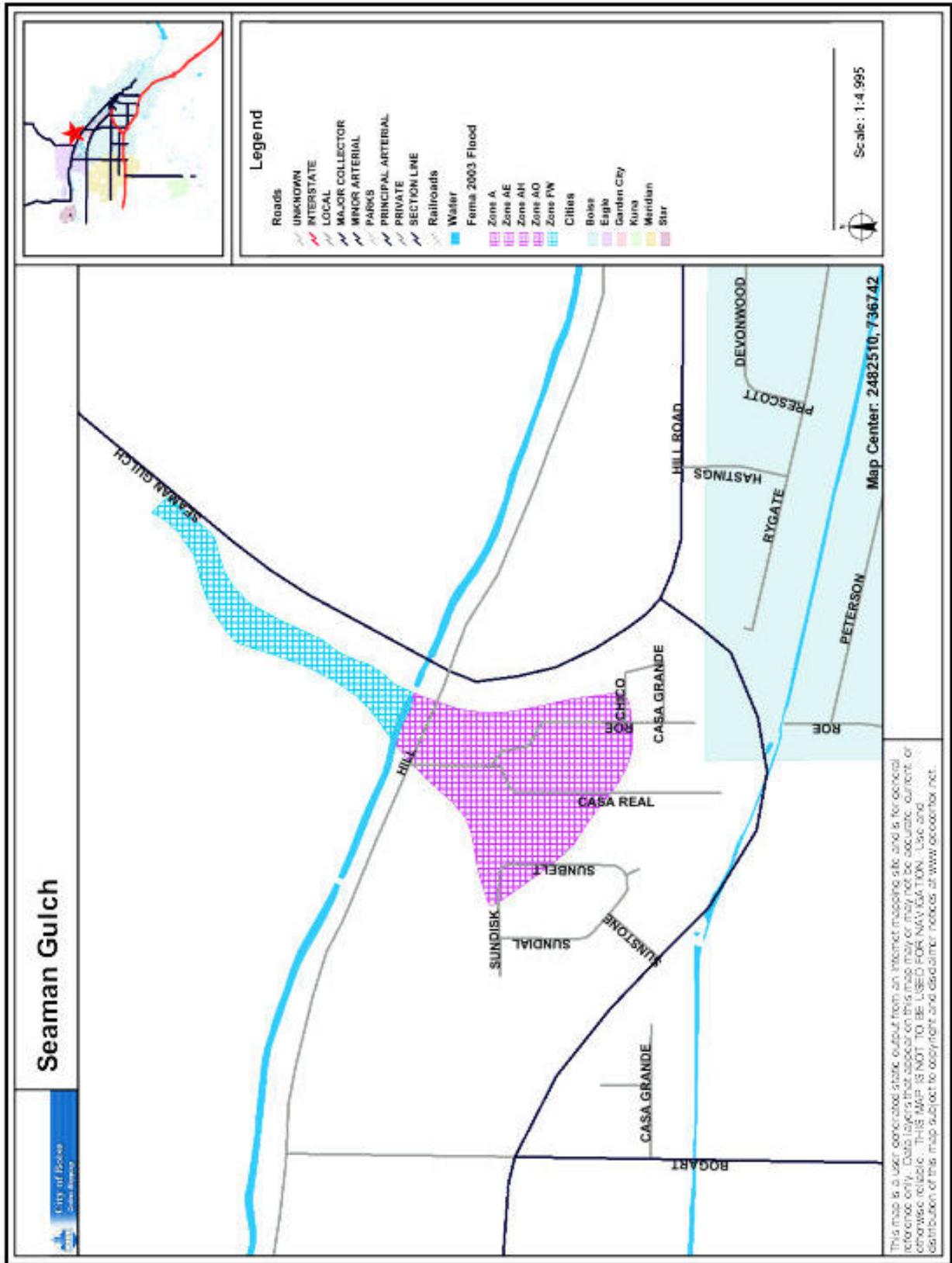
# IP-5.02 Ada County Tributaries Map



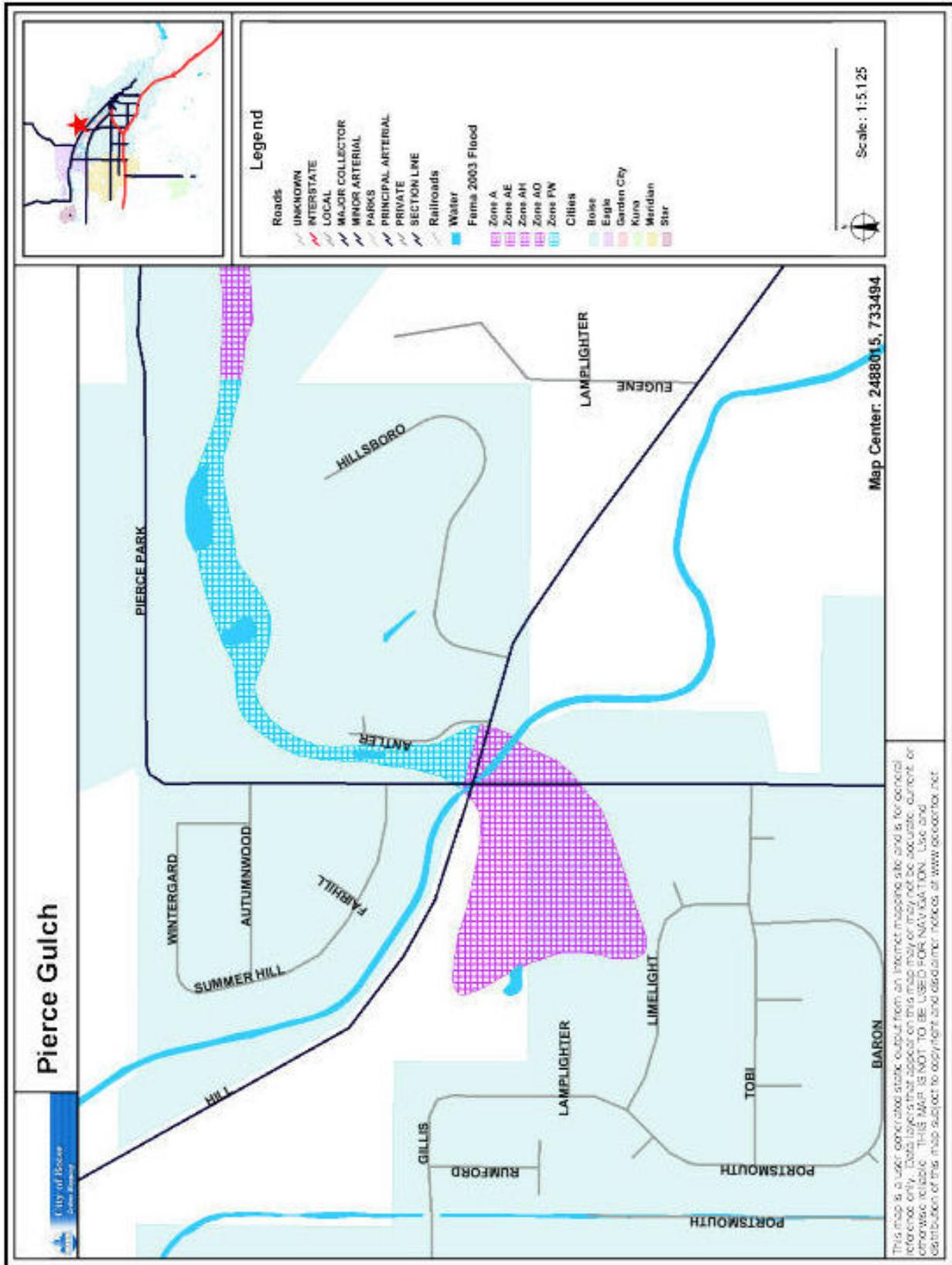
# IP-5.03 Boise Foothills Tributaries Map



# IP-5.04 Seaman Gulch Map

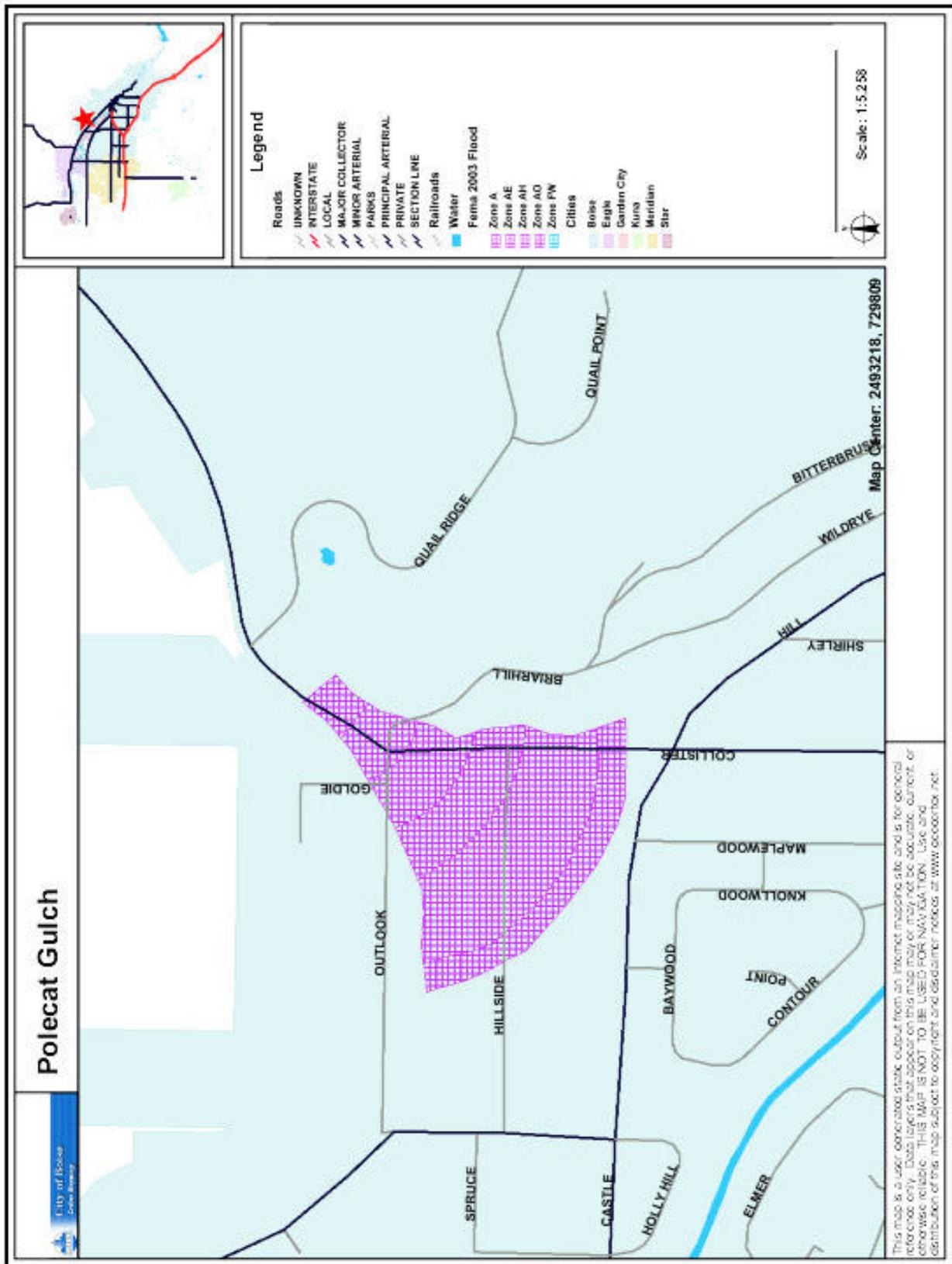


# IP-5.05 Pierce Gulch Map

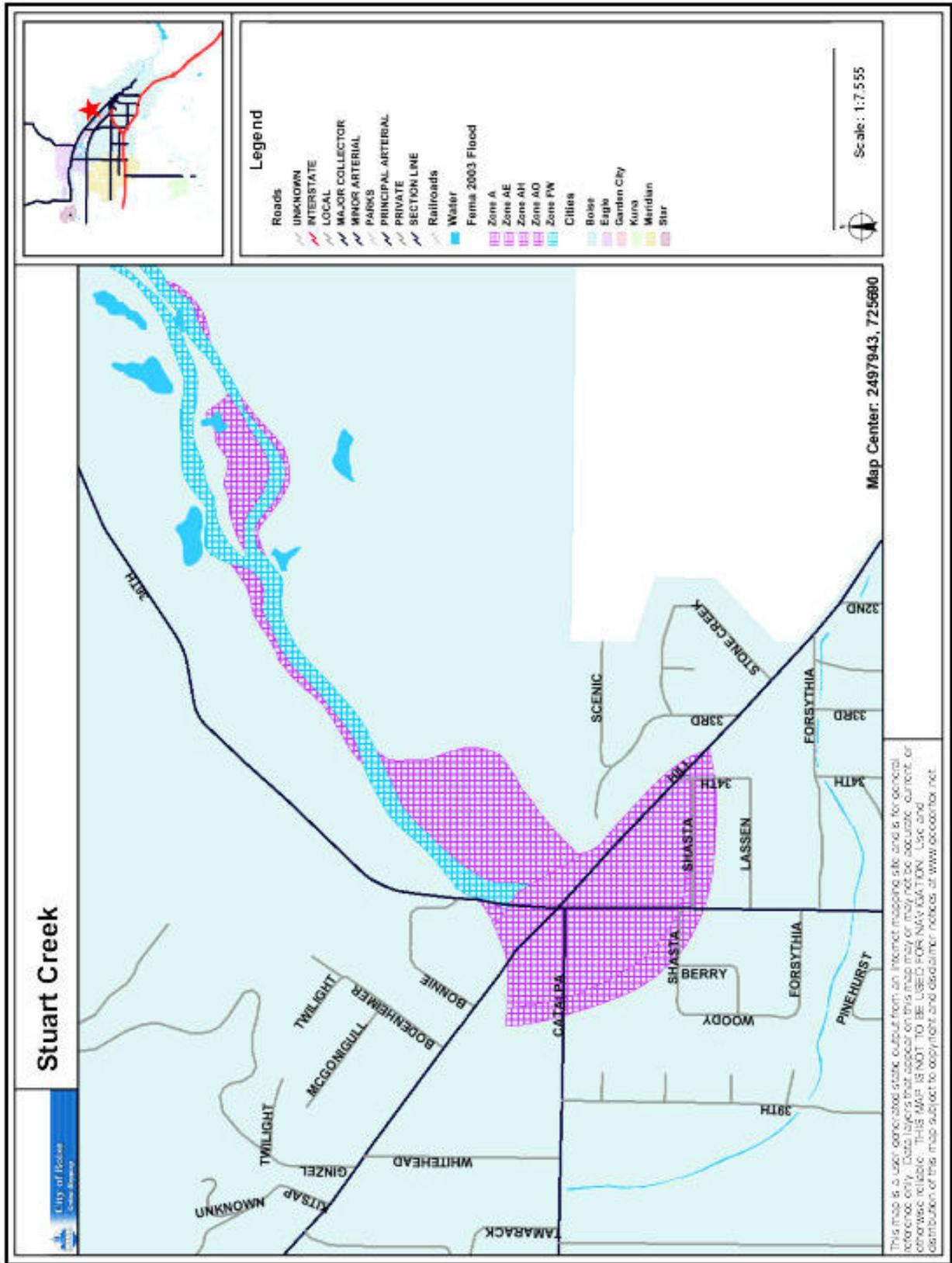


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# IP-5.06 Polecat Gulch Map



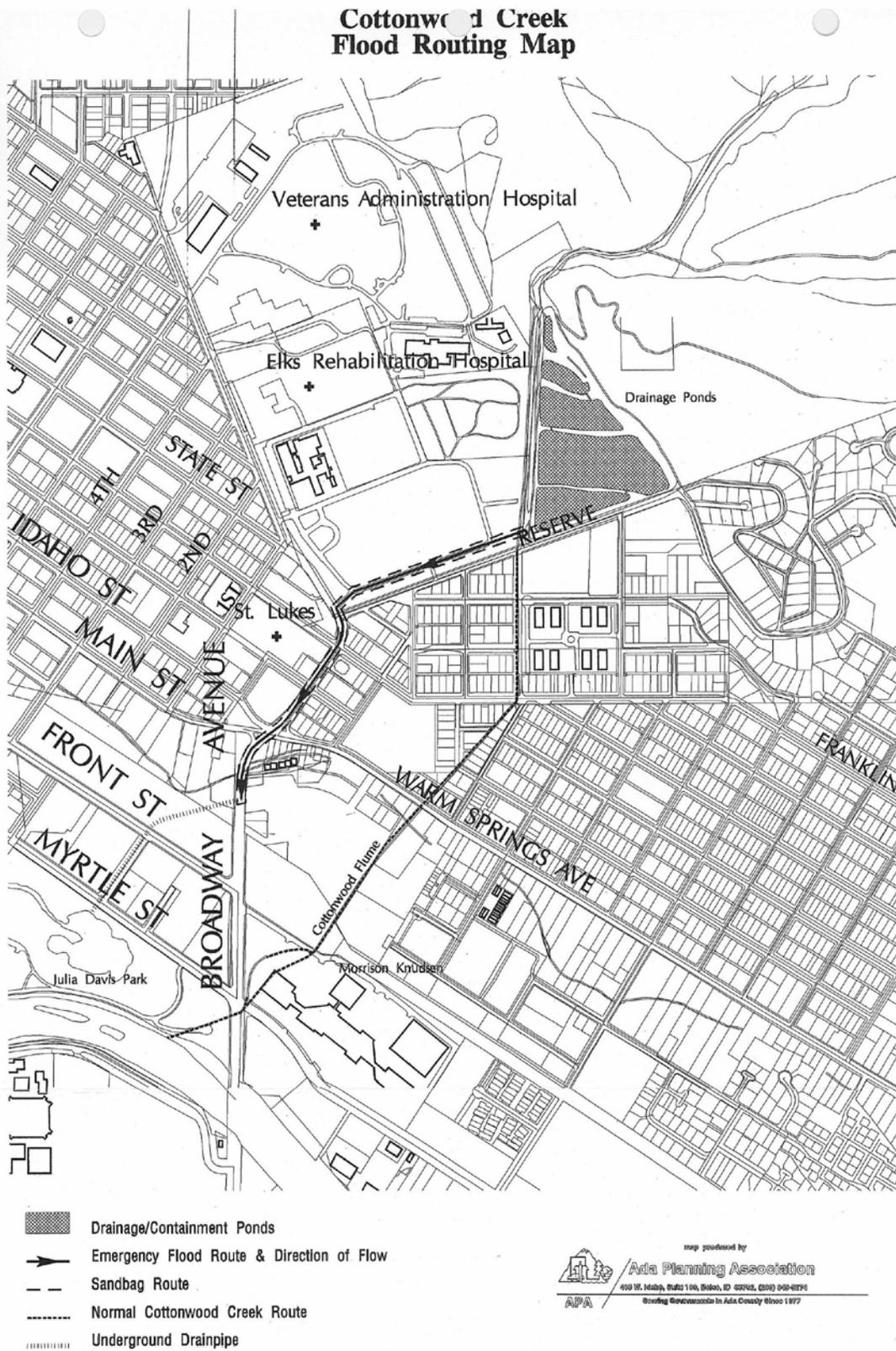
# IP-5.07 Stuart Gulch Map



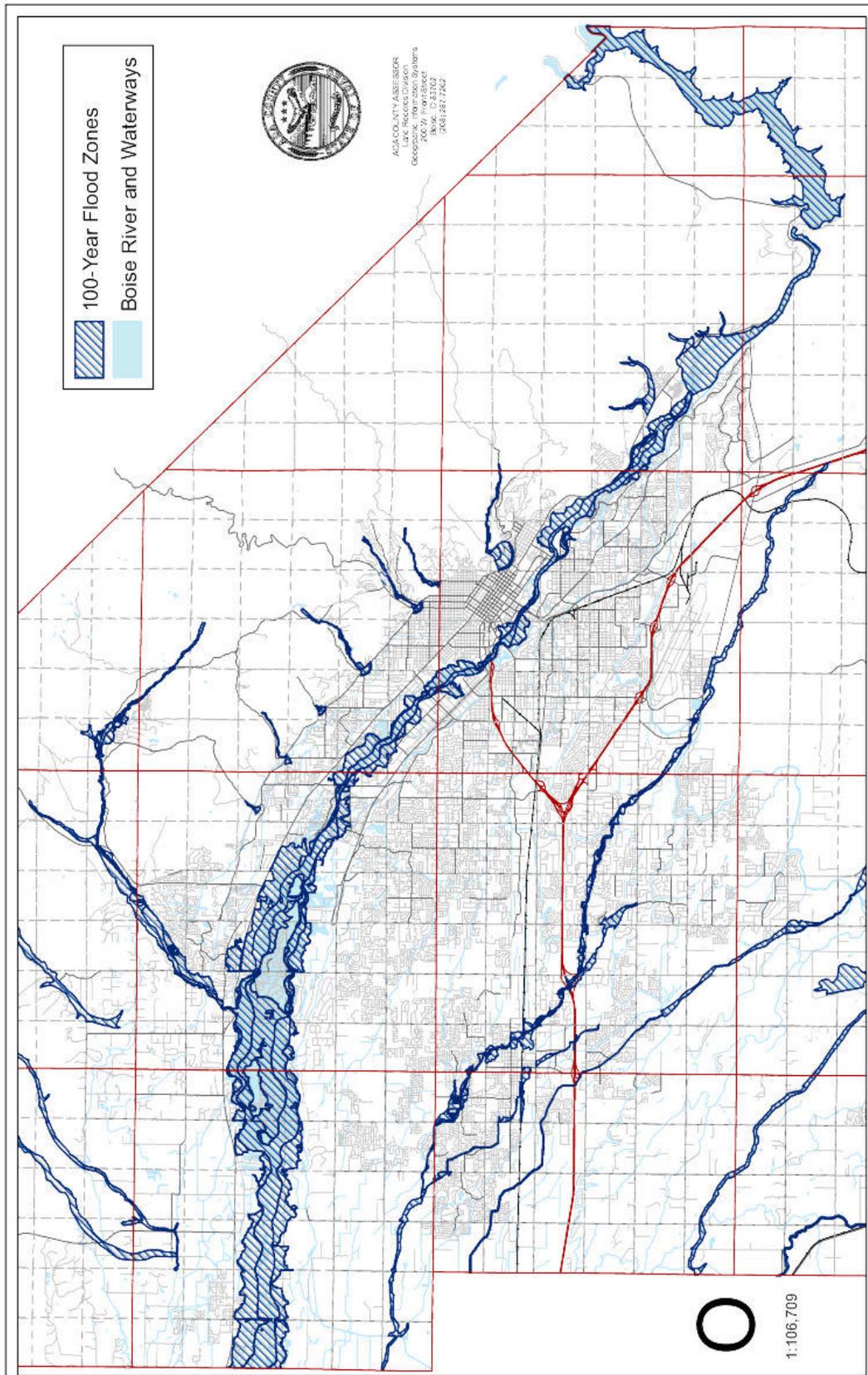




# IP-5.10 Cottonwood Creek Flood Routing Map

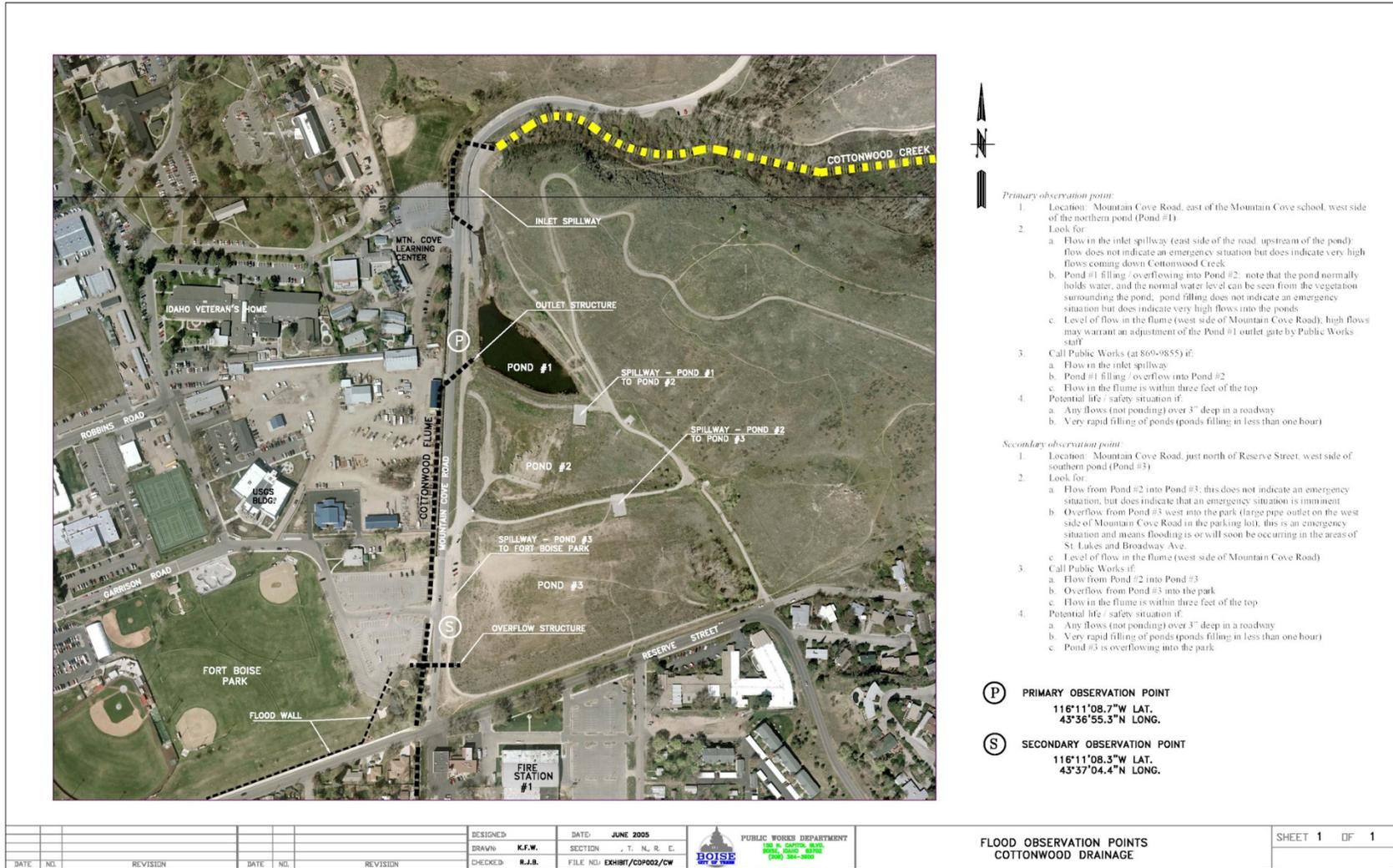


# IP-5.11 Boise River 100-Year Floodplain Map

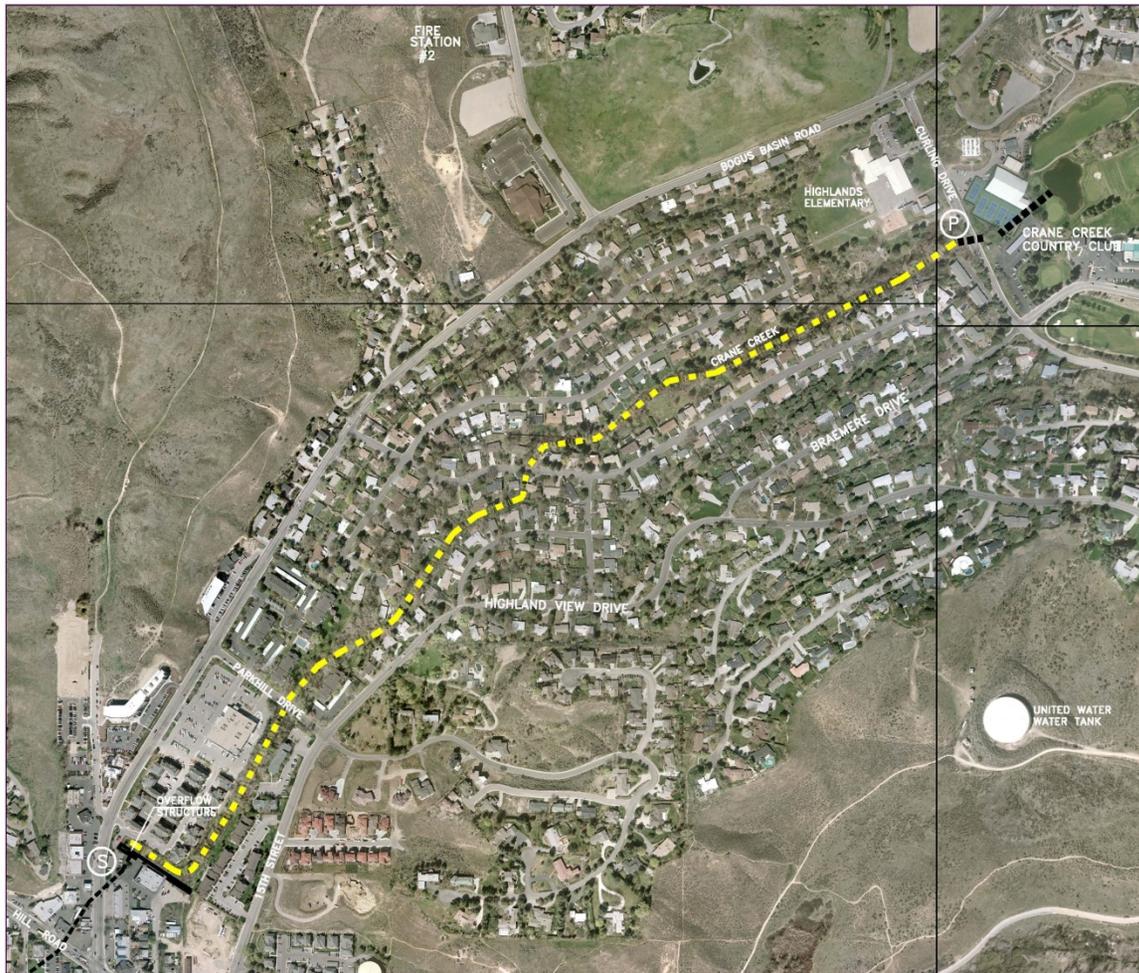


# IP-5.12 Boise Foothills Flood Verification Locations Map

## Cottonwood Creek



# Crane Creek



*Primary observation point:*

1. Location: Curling Drive where Crane Creek crosses, south of the golf course tennis courts
2. Look for:
  - a. Flow over the roadway; this does not mean an emergency situation, but likely indicates that the road should be closed
  - b. Level of flow in the culvert under Curling Drive
3. Call Public Works (at 869-9855) if:
  - a. Flow over the roadway
  - b. The culvert is flowing full
4. Potential life / safety situation if:
  - a. Any flows (not ponding) over 3" deep in a roadway

*Secondary observation point:*

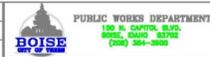
1. Location: East side of Bogus Basin road approximately 0.1 mile north of Hill Road (just north of Greenwood's Ski House)
2. Look for:
  - a. Flow over the concrete wall on the south side of the creek channel
  - b. Level of flow in creek / going into the culvert
3. Call Public Works if:
  - a. Flow is overtopping the concrete wall
  - b. The culvert is flowing full
4. Potential life / safety situation if:
  - a. Any flows (not ponding) over 3" deep in a roadway

**(P)** PRIMARY OBSERVATION POINT  
 116°11'36.15"W LAT.  
 43°38'57.86"N LONG.

**(S)** SECONDARY OBSERVATION POINT  
 116°12'29.10"W LAT.  
 43°38'30.50"N LONG.

DATE	NO.	REVISION	DATE	NO.	REVISION

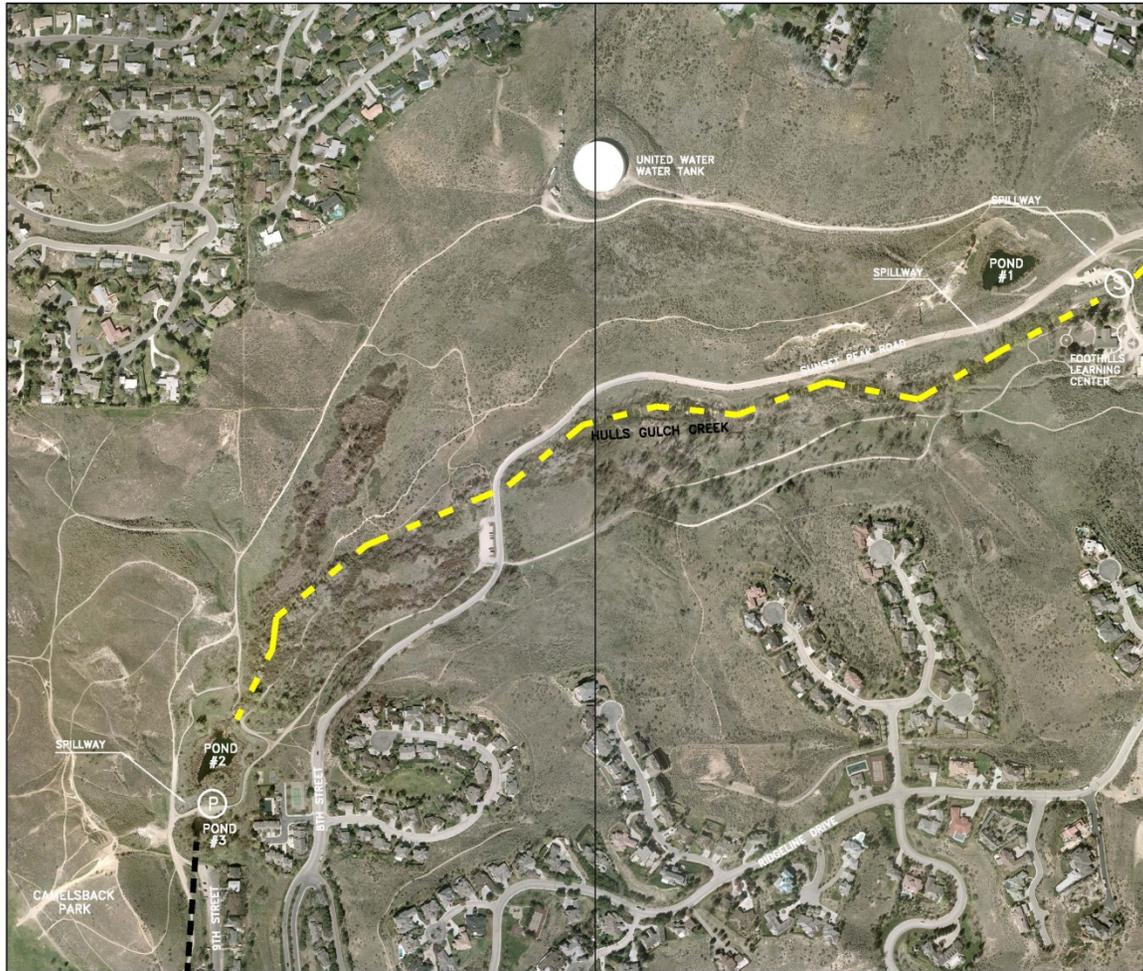
DESIGNED: \_\_\_\_\_ DATE: **JUNE 2005**  
 DRAWN: **K.F.W.** SECTION: T. N. R. E.  
 CHECKED: **R.J.B.** FILE NO: EXHIBIT/CDP002/CC



**FLOOD OBSERVATION POINTS  
 CRANE CREEK DRAINAGE**

SHEET **1** OF **1**

# Hulls Gulch



**Primary observation point:**

1. Location: north end of 9<sup>th</sup> Street (east end of Camelback Park), take path approximately 450 feet north to path between ponds
2. Look for:
  - a. Flow in the spillway (southwest corner of pond #2) or down the path; this is an emergency situation
  - b. Level of flow in the concrete pipe between the Pond #2 & Pond #3
3. Call Public Works (869-9855) if:
  - a. Flow in the spillway / down the path
  - b. Concrete pipe is flowing full
4. Potential life / safety situation if:
  - a. Flow in the spillway / down the path
  - a. Any flows (not ponding) over 3" deep in a roadway

**Secondary observation point:**

1. Location: Sunset Peak Road near the Foothills Learning Center, approximately one mile north of the intersection of 8<sup>th</sup> Street & Lemp Street
2. Look for:
  - a. Flow in the spillway / across the road, into or out of Pond #1; note that low depth flows across the road closer into town at the creek crossing is to be expected and is not an emergency situation unless the flows are greater than 3 inches; flows across the road at the observation point do not mean an emergency situation but do indicate that an emergency situation is imminent
  - b. Level of flow in the culvert under the entrance to the Foothills Learning Center
3. Call Public Works if:
  - a. Flow is in the overflow channels or across the road at any location
  - b. The culvert is flowing full
4. Potential life / safety situation if:
  - a. Any flows (not ponding) over 3" deep in a roadway

**(P) PRIMARY OBSERVATION POINT**

116°11'55.8"W LAT.  
43°38'10.5"N LONG.

**(S) SECONDARY OBSERVATION POINT**

116°11'05.60"W LAT.  
43°38'31.9"N LONG.

DATE	NO.	REVISION	DATE	NO.	REVISION

DESIGNED	DATE	JUNE 2005
DRAWN	K.F.W.	SECTION
CHECKED	R.J.B.	FILE NO: EXHIBIT/CDP002/HG

**PUBLIC WORKS DEPARTMENT**  
 100 N. GARDNER BLVD.  
 BOISE, IDAHO 83725  
 (208) 384-3000

**FLOOD OBSERVATION POINTS  
HULLS GULCH DRAINAGE**

SHEET 1 OF 1

# Stuart Gulch



*Primary observation point:*

1. Location: Northeast corner of the intersection of 36<sup>th</sup> Street & Hill Road
2. Look for:
  - a. Flow in the intersection
  - b. Level of flow in the culvert under the intersection
3. Call Public Works (at 869-9855) if:
  - a. Flow over the roadway
  - b. The culvert is flowing full
4. Potential life / safety situation if:
  - a. Any flows (not ponding) over 3" deep in a roadway

*Secondary observation point:*

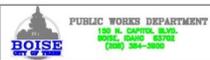
1. Location: Stuart gulch dam on Bogus Basin Road, approximately 2.3 miles north of Curling Drive
2. Look for:
  - a. Water backing up into the dam (water ponding on the east side of the dam), if the dam is nearly full, check for flows in the spillway (under the roadway)
3. Call Public Works (at 869-9855) if:
  - a. Water is backing up into the dam
4. Potential Life / safety situation if:
  - a. Dam is full or is rapidly filling up (dam may fill in less than two hours)
  - b. Any flows (not ponding) over 3" deep in a roadway

**(P) PRIMARY OBSERVATION POINT**  
 116°13'59.6"W LAT.  
 43°39'22.2"N LONG.

**(S) SECONDARY OBSERVATION POINT**  
 116°11'00.9"W LAT.  
 43°40'38.5"N LONG.

DATE	NO.	REVISION	DATE	NO.	REVISION

DESIGNED:	DATE: JUNE 2005
DRAWN: K.F.W.	SECTION: T. N. R. E.
CHECKED: R.J.B.	FILE NO: EXHIBIT/CDP002/SG



**FLOOD OBSERVATION POINTS  
 STUART GULCH DRAINAGE**

SHEET 1 OF 1

# IP-5.13 Snake River Map

