City of Star Evacuation Plan

ACCEM Ada City-County Emergency Management
7200 Barrister Drive ♦ Boise ID 83704-9293 ♦ 208 577-4750 ♦ www.accem.org

☞ EMERGENCY INSTRUCTIONS ☜

TO USE THIS STAR CITY EVACUATION PLAN DO THE FOLLOWING:

Turn to The Implementing Procedures (IP). Find and Follow The Appropriate Checklist.

PLAN LAYOUT

This plan contains a Basic Evacuation Plan and a set of Implementing Procedures (IP). **Each page contains a footer that identifies the jurisdiction (left hand block) the section (second block from left) and the page number (right hand block). To navigate the plan refer to the section and page number blocks of the footer.** The other two blocks enable plan holders to identify revisions and their issue dates.

Forward

Recently several disasters such as large hurricanes and terrorist incidents have demonstrated the importance of evacuation plans. In many instances a well written evacuation plan can reduce or prevent deaths and injuries. An efficient and coordinated large-scale evacuation demands a well-written evacuation plan. This City of Star Evacuation Plan was developed to assist this community in dealing with any type of situation requiring a large-scale evacuation of the city. 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.

Doug Hardman, Director
Ada City-County Emergency Management

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RECORD OF CHANGES

REVISION NUMBER	PAGES CHANGED	DATE POSTED	CHANGE MADE BY (SIGNATURE)

ACCEM Ada City-County Emergency Management
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Promulgation Document

PROVIDING FOR THE ADOPTION OF THE CITY EVACUATION PLANS

WHEREAS, recent natural and man caused incidents such as hurricanes, floods, wildfires, and dam failures have demonstrated the need for city evacuation plans; and

WHEREAS, a recent study by the federal government concluded that evacuations of 1,000 or more people occur approximately every two to three weeks; and

WHEREAS, with the decline of civil defense era plans the federal government is now strongly encouraging all cities to develop up to date evacuation plans for their jurisdictions; and

WHEREAS, these city evacuation plans address such topics as who can initiate an evacuation, evacuation routes, notifying the public, assisting special needs persons, and evacuating pets; and

WHEREAS, these plans were cooperatively developed with appropriate city officials and other agencies, and follow the principles of the Incident Command System and the National Incident Management System;

NOW THEREFORE BE IT RESOLVED, that the Ada City-County Emergency Management Executive Council does hereby adopt these six (6) CITY EVACUATION PLANS to be used for all large scale city evacuations.

ADOPTED THE Thirteenth DAY OF December 2010

Fred Tilman, Chairman
Ada City-County Emergency Management Executive Council

Purpose

1) The purpose of this plan is to establish procedures for orderly and coordinated evacuation operations in the City of Star; and

2) To outline warning procedures to be used for evacuations; and

3) To identify primary evacuation routes, transportation and shelter resources; and

4) To identify procedures for the security of the perimeter and the interior of the affected area during and after evacuation; and

5) To assign specific functions and responsibilities to state and local emergency response agencies and other organizations; and

6) To ensure the most effective use of resources in the shortest time and the safest, most economical manner; and

7) To identify procedures for allowing evacuees to return to their homes.

Legal Authority for the Plan

The following is a partial list of laws and regulations pertinent to evacuation planning in the City of Star, Idaho.

1) This Evacuation Plan follows the principles of the Incident Command System and is compliant with the **National Incident Management System (NIMS)**, as required by Homeland Security Presidential Directive/HSPD-5. It is also designed to mesh effectively with the National Response Framework.

2) Post-Katrina Emergency Management Reform Act of 2006, as set forth in the Department of Homeland Security Appropriations Act of 2007 (Public Law 109-295).

3) Pets Evacuation and Transportation Standards Act of 2006, (Public Law 109-308).

4) Homeland Security Act of 2002 (Public Law 107–296).

5) Americans with Disabilities Act of 1990 (Public Law 101-336).

6) Disaster Relief Act of 1974, as amended (Public Law 93-288).

7) Idaho State Disaster Preparedness Act, Section 46-10; concerns disaster emergencies in Idaho.

8) Idaho Code 46-1008 provides the Governor with the authority to mandate the evacuation of all or part of the population from any stricken or threatened area within the state if he deems

this action necessary for the preservation of life or other disaster mitigation, response, or recovery.

9) Ada County Local Emergency Planning Committee (LEPC); conducts emergency planning in Ada County.

Hazard Analysis

1) The following hazards could require evacuation within the City of Star.
   a. Dam Failure. There are several large dams on the Boise River. Failure of one of these dams may require the complete evacuation of the City of Star.
   b. Earthquake. Evacuations may be required after an incident to permit rehabilitation and reconstruction of an area.
   c. Flood. Heavy thunderstorms, canal obstructions and natural stream flooding can occur at any time. A large flood may require evacuation of low lying areas.
   d. Hazardous Materials. Hazardous materials are produced, stored, and used in Ada County. An accident or unplanned release could result in a limited or a large-scale evacuation, depending on the incident.
   e. Transportation accidents occurring along roads or pipelines may require large-scale evacuations.
   f. Terrorism. A terrorist attack can take a variety of forms. Certain types of terrorist attacks may require widespread and prolonged evacuations.
   g. Wildfire. Wildfires occurring in the urban-wildland interface may require large evacuations.

Planning Factors and Assumptions

Planning Factors - This section summarizes local conditions, which influence the content of the City of Star Evacuation Plan.

1) The City of Star has a population of approximately 5,700 people.

2) The resources of districts, cities, counties, state or the federal government, separately or in combination, may be required to cope with the situation. Delays can be expected due to the time and location of the incident.

3) 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 evacuees.

4) A limited evacuation of a specific area may be needed as a result of a hazardous materials incident, structural fire or wildfire, or a natural gas leak.

5) A large-scale evacuation may be needed as a result of a major hazardous materials incident, a terrorist attack, or a major earthquake.

6) Evacuation incident response may impact and require the assistance of adjacent jurisdictions.

7) Large-scale evacuations will require a high degree of interagency cooperation and communication.

8) A large-scale evacuation may take two to four hours or longer to accomplish.

9) Transient populations at parks, campgrounds, etc., as well as homeless persons, may not have normal household communications available (TV, radio, telephone) to receive instructions.

10) Large-scale evacuations will impact surrounding counties and adjacent states.

11) Mutual aid between federal, state, and local agencies will be encouraged.

12) Logistical factors such as the number of people needing transportation assistance, the number of vehicles available, the time available to conduct the evacuation, the distance to shelters and disembarkation points, and the weather, will significantly affect operations.

13) Valley Regional Transit provides public transportation within Ada County.

Planning Assumptions - This section describes advance judgments that have been made concerning what might happen in the event of an evacuation.

1) The nature of the threat, time available, adequacy of in-place-sheltering, possibility of escalation, weather conditions, and number of people affected will be considered when deciding if evacuation should be recommended.

2) Injuries, damages, or loss of business or productivity may result in liability issues, particularly if it is believed the evacuation was unnecessary or inappropriate. If possible, before a large-scale evacuation is conducted the Star Mayor or designee should declare a Disaster Emergency.

3) The Mayor of Star will issue recommendations for large-scale evacuations within Star City. County Commissioners will issue recommendations for large-scale evacuations in unincorporated areas of the county. For incidents where there is little or no warning Incident Commanders have the authority to initiate an evacuation.

4) The public will receive and understand official information related to warning and evacuation. Credible information from a recognized authority will help reduce confusion about an evacuation.

5) The public will act in its own interest to leave dangerous areas when advised to do so by local authorities, although a small percentage of people may refuse to evacuate, regardless of the threat.

6) If there is forewarning of an impending event many people will spontaneously evacuate before being advised to do so. Some people not at risk will also evacuate.

7) Nighttime evacuations will be accomplished primarily in family groups using private vehicles. Daytime evacuations may not be in family units as people are at work, school, recreating, shopping or driving.

8) Pets and service animals will accompany evacuees and will present some problems on buses and in shelters.

9) Most people will refuse to evacuate without their pets

10) Stranded motorists or abandoned motor vehicles may present significant obstacles during a general evacuation.

11) When possible most evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelters.

12) For very large evacuations food, water, and shelters, especially for special needs individuals may not be immediately available.

13) Damage may be such that electrical power is not available. This may impact traffic lights and affect traffic flow.

14) Damage may be such that telephone, radio and other communications may not be available or may be significantly reduced.

15) Damage may be such that debris may impact evacuation routes and hamper reentry.

16) Law enforcement, fire, and emergency medical services may be greatly hampered.

17) Schools, nursing homes, hospitals, jails and other institutions are responsible for evacuating their own populations.

18) Evacuating people without their own transportation and special needs people will be difficult or impossible in a sudden, catastrophic event.

19) Warning and evacuation instructions to the public will be primarily though Geocast reverse telephone system in the 911 Dispatch Center, the Emergency Alert System (EAS) and electronic media, at least during waking hours. Vehicle loudspeakers and sirens may be used to supplement these methods.

20) Certain unforeseen events may occur which may require modifying this plan. The amount of time available to determine the scope and magnitude of the incident may impact the protective actions recommended.

21) Public buses and school buses may be used to evacuate individuals who are transportation disadvantaged. Neighboring school districts may be contacted for assistance.

22) Communications between Ada County and the State Emergency Operations Center may be limited or non-existent.

23) At the conclusion of the incident residents will need to return to the evacuated area.

24) Following a large-scale evacuation the Star Mayor or designee will decide when to allow evacuees to return.

How the Plan Works

1) The Governor of Idaho has the authority and responsibility for ordering a mandatory evacuation when considered the most suitable means of protecting the public from a hazard.

2) The mayor or designee has the authority and responsibility for recommending a voluntary evacuation when deemed the most suitable means of protecting the public from a hazard. When time permits the mayor or designee will make the decision regarding large-scale evacuations.

3) An Incident Commander may recommend evacuation in situations where rapid evacuation is critical to protect the health and safety of a population at risk.

4) City Quadrants
   To facilitate a partial evacuation the city has been divided into four geographic quadrants: Northeast, Northwest, Southeast, and Southwest. These quadrants may be evacuated singly or in combination. See IP-3.01 for quadrant and evacuation route map.

   - The Northeast quadrant will be defined as the area east of Star Road and north of State Highway 44, within the city limits of Star.
   - The Northwest quadrant will be defined as the area west of Star Road and north of State Highway 44, within the city limits of Star.
   - The Southeast quadrant will be defined as the area east of Star Road and south of State Highway 44, within the city limits of Star.
   - The Southwest quadrant will be defined as the area west of Star Road and south of State Highway 44, within the city limits of Star

5) Notification & Dispatching
   a. The Ada County 911 Dispatch Center (911 Dispatch) will serve as the 24-hour contact point for notification of evacuation incidents.
   b. When notified of a potential evacuation, the dispatcher will immediately record the available information.

6) Communications
   a. It is the Incident Commander's responsibility to ensure that participating responders have common communications.
   b. All personnel will use proper radio etiquette and will use clear text for all radio transmissions, including ICS positions and resource designators.

7) The Incident Command System (ICS) will be used for all evacuation incident response. 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.

8) The Incident Command System is organized into five functional areas that may be used on any major incident.
   a. Command – Overall incident management
   b. Operations – Manages tactical plan to accomplish incident objectives
   c. Planning – Gathers intelligence, formulates incident action plan
   d. Logistics – Provides service and support function
   e. Finance/Administration – Monitors all aspects of the incident for cost effectiveness

9) Who's In Charge – For large-scale evacuations the Star Police Department, the Star Fire District and other appropriate agencies should form a Unified Command. To facilitate communications, the members of a unified command should always work at the same Incident Command Post. Once unified command has been established an Operations Chief should be assigned to manage all interagency evacuation operations.

10) Initial Actions
   a. The Incident Commander (IC) will immediately assess the situation and report information to the 911 dispatch center.
   b. The IC will set up an Incident Command Post (ICP). Displaying a flashing green light or a fluorescent orange flag or traffic cone will signify the ICP.
   c. The IC will establish appropriate communications. Evacuation communications networks may include: Command, Tactical, Support, and others, as the situation demands. Specific frequencies will be determined at the time of the incident. No codes should be used and communications should be confined to essential messages.
   d. Other ICS features such as Staging, Base, etc., should be established as required.

11) Evacuation priorities should be:
   a. First, protect life
   b. Second, stabilize the incident
   c. Third, protect property and the environment
   d. Fourth, preserve evidence.

12) Due to the limited resources that will be available during a mandatory evacuation, emergency personnel will concentrate their efforts on those that are complying with the order. Those that refuse should be left to their own devices. If time permits, emergency personnel should note the name and location (address) of those that refuse to evacuate to aid in locating them after the event.

13) Emergency Operations Center

Large, complex evacuations may require activation of the Emergency Operations Center (EOC) to coordinate field operations and provide support. The Ada County EOC is located in the basement of the Vernon L. Bisterfeldt Public Safety Building at 7200 Barrister Drive in Boise. Personnel from various Star City departments such as finance, human resources, technology, the city clerk, and the Mayor's office may staff positions in the EOC. Personnel from other departments such as building, parks and recreation, planning and zoning, public works, water and waste water may be assigned to assist with various field operations including assisting with school and other special facility evacuations.

14) National Incident Management System (NIMS) Incident Types

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

15) Schools

School districts are responsible for ensuring the safety and well-being of students, staff & visitors to their facilities. Virtually all schools in Star have all-hazard Weather Alert Radios for notification of severe weather events and other emergencies. Public and private schools within the City of Star that must be evacuated will remain under the control of their respective school boards or administrators. All schools have their own procedures that cover evacuation, transport, and relocation of the entire school population. In the event of an evacuation, students will not be sent home. All students and staff will be evacuated to shelter facilities in other quadrants or neighboring jurisdictions. Parents or guardians wishing to remove their children from school during an evacuation may do so at the shelter by making their request in person to school officials at the sheltering facility. All large-scale school evacuations should be coordinated with the Ada County Emergency Operations Center staff. If the entire City of Star is to be evacuated the schools will evacuate to the cities listed below, unless they are also affected. Specific locations will be determined at the time of the incident by EOC staff.

- All schools in the northwest and southwest quadrants will go to: Meridian
- All schools in the northeast and southeast quadrants will go to: Eagle

16) For large-scale evacuation events Public Concern telephone lines may be established in the Emergency Operations Center. These phone numbers will be disseminated to the public so that they can call for official information concerning the evacuation. The intent of this is to relieve pressure on the 911 Dispatch Center.

17) Access and Road Closures
   a. Incident Command will designate and inform the public of recommended primary and secondary evacuation routes.
   b. Security and access control will be the responsibility of the Star Police Department.
   c. Restricting access at control points may cause some emotional distress for evacuees. Police officers should be aware of this and should try to avoid confrontational situations.

18) Evacuation Notification
   Evacuation warning/notification should be carried out by Star Police and Fire Departments, assisted when necessary by public works, etc.

19) Methods of warning the public may include:
   a. Geocast reverse telephone system
   b. Emergency Alert System (EAS)
   c. Local broadcast media
   d. NOAA Weather Alert Radio
   e. Emergency vehicles with sirens and/or public address systems
   f. Door-to-door

20) Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features such as roads, rivers, etc. The message should also tell evacuees where shelters are located.

21) Evacuation transportation may include the following.
   a. Personal vehicles
   b. Valley Regional Transit buses
   c. Local school buses
   d. Ada County Paramedics and Valley Regional Transit have vehicles which can accommodate certain disabled persons.
   e. The Transportation Coordinator in the EOC may assist with additional resources needed for evacuation.

22) Transportation of Special Needs Persons
Public elementary schools may be used as assembly transport centers for certain special needs persons, including persons without their own transportation. Time permitting; these persons should go to the parking lot of the nearest public elementary school where buses (not Meridian School District buses), and possibly limousines, taxicabs and privately owned vehicles may assist with the evacuation. Valley Regional Transit, the Ada County Paramedics, private ambulance services and other local organizations have vehicles that can accommodate wheelchair-bound persons. Vehicles used for evacuation should be loaded with as many evacuees as possible, normal loading rules for such vehicles will be suspended. Buses used for evacuating the public will be given instructions on where to go to offload passengers. Private vehicles will have their own destinations. Evacuees will be permitted to take household pets (cats and dogs, etc.) and service animals aboard the buses with them. Special needs persons without transportation who cannot get to a public elementary school should call 345-RIDE or 911 for transportation assistance. These requests will be handled the best they can under the circumstances.

23) Shelters
   a. Any time a major evacuation occurs, the Incident Commander will notify 911 Dispatch, who will then contact the American Red Cross (ARC).
   b. The ARC will open shelter(s) or make other arrangements for evacuees, as required, including special needs evacuees and evacuees with pets and service animals.
   c. Pet-friendly shelters and shelters for special needs persons may be established as soon as circumstances permit.
   d. Medical personnel from school district staff, regional medical facilities, public health, developmental supports, or human services and aging, etc., may under certain circumstances be used to support sheltered victims.

24) Search and Rescue
   a. The Incident Commander will determine when search and rescue operations are required.
   b. Search and rescue operations will be conducted by the Ada County Sheriff's Office and the Star Police Department.
   c. If necessary, other law enforcement and fire agencies and resources such as Idaho Mountain Search and Rescue, may conduct search and rescue.

25) For very large evacuations the Incident Commander or Emergency Operations Center staff should request the Idaho Bureau of Homeland Security notify surrounding states.

26) Reentry
   a. Evacuees will be allowed to return when it is determined that it is safe to do so. The criteria for safe return include:
      - Access on primary roads, including debris removal.
      - Reestablishment of emergency services (police, fire, emergency medical services).
      - Elimination of utility hazards.
      - Functioning infrastructure including at a minimum: electric power, potable water, approved sewage disposal.
   b. A phased reentry to the evacuated areas should be as follows:
      - First, emergency responders and road maintenance personnel.
      - Second, disaster and utility personnel.
      - Third, access to residents.
      - Fourth, access to non-resident owners.
      - Fifth, unrestricted access.
   c. In some circumstances color-coded reentry permits, which will allow access to specific areas, may be used. Returning evacuees will be restricted to the area designated by their permits.

Organizational Responsibilities

This section lists those organizations and officials responsible for planning and/or executing the mitigation, preparedness, response and recovery activities for large-scale evacuations.

1) Local Emergency Planning Committee (LEPC)
   a. The LEPC is established through the authority of the Idaho Bureau of Homeland Security and EPCRA.

b. The Committee may be comprised of:
   - Elected State and Local Officials
   - Emergency Management
   - Law Enforcement
   - Fire Service
   - Emergency Medical Service
   - Health Department
   - Local Environmental
   - Hospital
   - Transportation
   - Broadcast and Print Media
   - Community Groups
   - Emergency Communications
   - Public Works
   - Highway District
   - Local Weather Service
   - American Red Cross
   - Business and Industry

c. The Committee's responsibilities include:
   - Forming a local planning team.
   - Establishing appropriate sub-committees as required.
   - Evaluating the resources needed to develop, implement, and exercise the City of Star Evacuation Plan.
   - Identifying the existing emergency response equipment and personnel.
   - Conducting a needs assessment of emergency response equipment and personnel requirements.
   - Providing oversight for preparation of the plan by the planning team.
   - Scheduling and supervising an evacuation preparedness exercise.
   - Scheduling an annual review of the plan.

2) Chief Elected Official (CEO):

The CEO has ultimate responsibility for decision making within their jurisdiction in the event of a large-scale evacuation. For most evacuations the Incident Commander will assume this responsibility.

a. Response
   - Issues evacuation recommendation to citizens, when appropriate.
   - Approves release of warnings, instructions, and other emergency public information relating to the evacuation.
   - Coordinates evacuation response efforts with other local jurisdictions, when appropriate.
   - Directs the relocation of at risk essential resources (personnel, equipment, supplies) to safe areas, when appropriate.
   - Directs the opening of local shelters and mass care facilities, including facilities for persons with special needs, and pets and service animals, if needed.
   - Authorizes return to evacuated areas, when appropriate.

3) Incident Commander responsibilities include:
   a. Response
      - Appoints Incident Command staff including Command, Operations, Planning, Logistics, and Finance, as required.
      - Establishes a Command Post (CP) 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.
      - Coordinates with ACCEM for special resources.
      - Conducts evacuation operations as the situation demands.
      - Requests EOC activation for large-scale evacuations to coordinate activities beyond the incident site, including transportation and sheltering.
      - Determines the need and method of providing public warning; see IP-2.01 — IP-2.06.
      - Updates Public Information Officer; approves the release of information to the media.
      - Coordinates with EOC concerning situation status, strategies, tactics, resources, media, etc.
   b. Recovery
      - In coordination with EOC declares incident terminated, or response phase over.
      - Declares evacuated areas safe for reentry under supervision of law enforcement.
      - Determines cleanup requirements.

4) Fire Service responsibilities include:
   a. Mitigation and Preparedness
      - Coordinates planning activities with appropriate agencies, jurisdictions, and departments to develop efficient departmental evacuation Standard Operating Procedures (SOPs).
      - Develops procedures for conducting or assisting with evacuation and rescue, especially for disadvantaged persons.
      - Develops fire plans for vital structures that may be unattended during evacuation situations.
      - Provides staff support to the LEPC.
      - Conducts training in the Incident Command System for officers and firefighters.
      - 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.
   b. Response
      - Participates in Unified Command for large-scale evacuations.
      - Provides field operations support to the Command Post.
      - Conducts or assists with evacuation operations as the situation demands and as outlined in departmental SOPs.
      - Assists in warning the public to evacuate.
      - Renders life saving assistance as necessary and as conditions permit.
      - Assists in evacuating special needs groups, as requested.
      - Provides fire protection in vacated areas, if possible.

- Mitigates fires and hazards associated with evacuations.
- Provides staff support to EOC, if activated.

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

5) Law Enforcement responsibilities include:

a. Mitigation and Preparedness
- Participates in planning activities with appropriate agencies, jurisdictions, and departments to develop efficient departmental evacuation Standard Operating Procedures.
- Arranges appropriate training in the Incident Command System for all officers.
- Maintains mutual aid agreements providing for staffing 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.

b. Response
- Participates in Unified Command for large-scale evacuations.
- Provides field operations support to the Command Post.
- Supervises and coordinates large-scale evacuations.
- Assists in warning the public to evacuate.
- Recommends evacuation routes.
- 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 evacuated areas.
- Designates alternate routes for the traveling public and coordinates placement of warning devices and barricades.
- Secures and protects or relocates prisoners.
- Maintains security for vital facilities.
- Provides staff support to the EOC, if activated.

c. Recovery
- Establishes reentry procedures for the public to return to evacuated areas after the Incident Commander has declared those areas safe for reentry.
- Supervises reentry of the general public into evacuated areas.
- Provides access for rescue and damage analysis teams.
- Maintains security for evacuated areas, with provisions for residents to recover critical possessions.

6) Emergency Management responsibilities include:

a. Mitigation and Preparedness
- Recommends, and when possible, acquires warning systems.
- Maintains the county Emergency Operations Center (EOC).
- Maintains plans and coordinates training and exercise programs.
- Maintains liaison with local response agencies.
- Develops a community awareness program for emergency preparedness.

- Provides administrative support to the LEPC.

b. Response
- Coordinates requests for special resources and personnel.
- Assists/coordinates large-scale evacuations.
- Assists/coordinates transportation, sheltering, special needs and pet care.
- 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 the county Emergency Operations Center (EOC), as required.
- Supervises the EOC during activation.
- Coordinates establishment of Public Concern phone lines, as required.

c. Recovery
- Closes incident with the Idaho Bureau of Homeland Security.
- Coordinates damage assessment activities, state and federal support requests.
- Issues public information bulletins as necessary.

7) Emergency Medical Services responsibilities include:

a. Mitigation and Preparedness
- Provides staff support to the LEPC
- Develops efficient departmental evacuation Standard Operating Procedures (SOPs).
- Assists in identifying disadvantaged and bedridden populations.
- Develops procedures for assisting in emergency evacuations of sick or disabled persons.

b. Response
- 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 Valley Regional Transit to provide for evacuation of disabled persons, including those in nursing homes or hospitals, etc.

c. Recovery
- Assists with return of medical evacuees to usable facilities.

8) County Coroner responsibilities include:

Response
- Provides mortuary services for incident fatalities.
- Makes all death notifications to next of kin.

9) 911 Dispatch Center responsibilities include:

a. Mitigation and Preparedness
- Provides staff support to the LEPC.

b. Response
- Receives notification of evacuation incidents.
- Obtains weather and other information at Incident Commander's request.
- Activates Geocast phone-dialing system at Incident Commander's request.
- Facilitates activating Emergency Alert System (EAS) by communicating with the National Weather Service and/or the Idaho State EMS Communications Center.

- Handles communications among emergency responders.
- Coordinates transportation requests for evacuations.

10) Public Works Departments responsibilities include:
    a. Mitigation and Preparedness
        - Provides staff support to the LEPC.
    b. Response
        - Provides field operations support to the Command Post, if requested.
        - Assists in keeping evacuation routes open.
        - Provides barricades and barriers to restrict entry to evacuated areas.
        - Deploys equipment, supplies, and personnel as the situation demands.
        - Provides staff support to the EOC, if activated.
    c. Recovery
        - Performs damage assessment.
        - Coordinates emergency restoration of vital utility services.

11) Highway District responsibilities include:
    a. Mitigation and Preparedness
        - Provides staff support to the LEPC.
    b. Response
        - Provides field operations support to the Command Post.
        - Coordinates with Idaho Transportation Department if evacuation will affect state or federal highways.
        - Provides "DETOUR" signs and other traffic direction devices upon request.
        - Adjusts traffic light pattern to expedite evacuating traffic.
        - Removes debris to provide access to traffic routes.
        - Assesses jurisdiction roads and bridges, shores bridges, as necessary.
        - Provides equipment, personnel, and materials 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.
        - Provides staff support to the EOC, if activated.
    c. Recovery
        - Conducts damage assessment.
        - Coordinates emergency restoration of vital utility services.

12) American Red Cross responsibilities include:
    a. Mitigation and Preparedness
        - Conducts training in the operation of shelters and mass feeding.
        - Maintains list of shelters and shelter resources.
        - Provides staff support to LEPC.
    b. Response
        - Coordinates shelter operations, including handicap accessible shelters, operates Red Cross shelters for evacuees, as required.
        - Provides basic health services in shelters.
        - Provides canteen service to victims and emergency response personnel.
        - Provides staff support to the EOC, if activated.

- Provides Disaster Welfare Inquiry service to reunite separated family members.
- Coordinates with other relief organizations, (Salvation Army, Mennonite Disaster Services, etc.), as needed.

c. 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 basic first aid and CPR to disaster victims according to Red Cross policy.

13) District Health Department responsibilities include:

a. Mitigation and Preparedness
- Provides staff support to LEPC.
- Prepares health and sanitation guidance for evacuated populations.
- Prepares guidelines for preventive health and sanitation management during evacuations.

b. Response
- Provides staff support to the command post at the Incident Commander's request.
- Assists in assessment of health effects of an evolving hazard.
- Issues health and sanitation guidance for evacuated populations.
- Assists the private sector with coordination of medical services, as appropriate.
- Coordinates medical response throughout the incident.
- Coordinates vaccinations and immunizations, as required.
- Provides staff support to the EOC, if activated.

c. Recovery
- Coordinates with Ada County Indigent Services, Idaho Health and Welfare Department Mental Health Services, and other agencies to provide mental health care for evacuees.

14) U. S. National Weather Service responsibilities include:

Response
- Activates Emergency Alert System for large-scale evacuations.
- Provides notification for weather related incidents.
- Provides relevant weather information to Command Post and/or EOC.

15) Administration

Response
- Provides EOC support to Finance/Administration section, when activated.

Recovery
- Expenses for carrying out certain evacuations may be recoverable from the responsible party. Responding organizations are responsible for maintaining records and documentation of expenditures.
- When possible, damage to government structures should be documented on video.

Review

Large-scale evacuations should be followed by a post incident review conducted by the lead agencies. The purpose of the review is to identify needed improvements, procedures, and equipment. This evacuation plan should be reviewed annually by the participating agencies. Changes or amendments to the plan should be sent to the Ada City-County Emergency Management office. Exercises focused on an evacuation scenario should be conducted periodically.

Definitions and Abbreviations

DEFINITIONS

BASE - That location at which the primary logistics functions are coordinated and administered. The Incident Command Post may be collocated with the Base. There is only one base per incident.

DEMOBILIZATION - The release of incident personnel, apparatus and related equipment.

DISABILITY – A physical or mental impairment that substantially limits one or more of the major life activities of such individual.

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

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

EVACUATION – Organized, phased, and supervised withdrawal, dispersal, or removal of citizens from dangerous or potentially dangerous areas, and their reception and care in safe areas.

GEOCAST – A reverse 911 telephone system that allows users to geographically define notification areas and automatically call the homes and businesses in that area.

INCIDENT COMMANDER - The individual responsible for the command of all functions at the field response level. This person must be fully trained and knowledgeable in the Incident Command System.

INCIDENT COMMAND POST (ICP) **-** The location from which the Incident Commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event must have some form of an ICP.

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.

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.

RESOURCES - All personnel and major items of equipment that are available, or potentially available, for assignment to incidents.

STAGING AREA -Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

STRATEGY - The science and art of command as applied to overall planning and conduct of an incident.

TACTICS - Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

UNIFIED COMMAND - In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

ABBREVIATIONS

ACCEM = Ada City-County Emergency Management
ACHD = Ada County Highway District
ARC = American Red Cross
EOC = Emergency Operations Center
CPR = Cardio-Pulmonary Resuscitation
FAA = Federal Aviation Administration
IC = Incident Commander
ICP = Incident Command Post
ICS = Incident Command System
IP = Implementing Procedure
ITD = Idaho Transportation Department
LEPC = Local Emergency Planning Committee
NWS = National Weather Service
USC = United States Code
VRT = Valley Regional Transit

Title: **Table of Contents, Implementing Procedures**

SECTION	TITLE
IP-1.01	Incident Commander Checklist
IP-1.02	Safety Officer Checklist
IP-1.03	Public Information Officer Checklist
IP-1.04	Liaison Officer Checklist
IP-1.05	Operations Chief Checklist
IP-1.06	Staging Officer Checklist
IP-1.07	Agency Representative Checklist
IP-1.08	Unified Command Checklist
IP-1.15	911 Dispatch Center Checklist
IP-1.16	Emergency Management Checklist
IP-1.17	Emergency Medical Services Checklist
IP-1.18	Fire Service Checklist
IP-1.19	District Health Department Checklist
IP-1.20	Highway District Checklist
IP-1.21	Law Enforcement Checklist
IP-1.22	Public Works Checklist
IP-1.23	Red Cross Checklist
IP-1.24	EOC Management Checklist
IP-2.01	EAS Activation Procedure
IP-2.02	Evacuation Notification Procedure
IP-2.03	Pre-Scripted EAS Total City Evacuation Message
IP-2.04	Pre-Scripted EAS Partial City Evacuation Message
IP-2.05	Pre-Scripted EAS School Evacuation Message
IP-2.06	Geocast Activation Procedure
IP-3.01	Map of Evacuation Quadrants & Routes

Title: **Incident Commander Checklist**

ACTIONS	TIME/INITIALS
1) Determine that incident requires large-scale evacuation.	
2) Ensure that Unit/Activity log is maintained.	
3) Don identification vest, if available.	
4) If not already completed, establish elements of ICS.	
a) Establish Unified Command.	
b) Establish Command Post/Staging Areas.	
c) Appoint Incident Command staff as required: Safety, Liaison, Public Information, Operations, etc.	
d) Establish communications with all responding agencies.	
e) Conduct initial briefing.	
f) Ensure planning meetings are held.	
5) Request the Emergency Operations Center (EOC) be activated. Request EOC appoint coordinators for Transportation, Shelters, Special Needs Persons, and Pets & Service Animals.	
6) Determine population at risk	
7) Designate quadrant/s or the entire city to be evacuated. Or adjust evacuation to suit situation. If possible have Mayor request city-wide evacuation, when possible. See map IP-3.01	
8) Determine preferred evacuation routes. Refer to map IP-3.01	
9) Ensure the public at risk is advised to evacuate immediately. Evacuees may be advised to leave designated quadrants or the entire city. Use pre-scripted evacuation message IP-2.03 (total evacuation), 2.04 (partial evacuation), 2.05 (school children).	
10) Request law enforcement, fire, public works, etc., assist in warning the public, including outdoor recreationists and homeless persons. Use vehicle loudspeakers and sirens. Advise people to evacuate immediately.	
11) Advise special needs persons and those without transportation to go to the nearest public elementary school where transportation may be provided.	
12) Request VRT and school districts provide buses to evacuate people from collection point schools and take them to designated shelters. Household pets will be allowed on buses.	
13) Advise special needs persons who cannot get to a public elementary school to call 345-RIDE or 911 for transportation assistance. These requests should be handled the best they can under the circumstances.	
14) If necessary contact neighboring school districts and request they provide buses and drivers to assist with facility evacuations, such as nursing homes and hospitals.	

15) Request Paramedics and VRT coordinate the evacuation of disabled persons and special facilities. _____
16) Decide which system/s to use to warn the public (Geocast, EAS, TV/radio news bulletins, vehicle PA, door-to-door). _____
17) To activate Geocast see IP-2.06. _____
18) To activate the Emergency Alert System (EAS) see IP-2.01. _____
19) For EAS, select the appropriate message/s; fill in the necessary information; activate the EAS system. See IP-2.03, 2.04, 2.05. _____
20) Request law enforcement establish Barriers/Security around evacuated area to prevent unauthorized reentry, if possible. _____
21) Request ARC (800 853-2570), school districts, city government and, if needed, adjacent local governments open shelters, including those for special needs persons, and pet-friendly shelters. _____
22) Request law enforcement facilitate evacuating traffic. _____
23) Request ACHD activate traffic-light plan to expedite evacuating traffic. _____
24) Inform ISP & ITD of large-scale evacuation. Request they take necessary actions to deal with evacuating vehicles. _____
25) Request and position available tow-trucks on main egress routes. If tow-trucks are not available push stalled vehicles out of the way by any means possible. _____
26) Update Public Information Officer (PIO) in EOC. _____
27) When appropriate, initiate search and rescue operations. _____
28) Alert other impacted jurisdictions. _____
29) Maintain coordination during ongoing response phase operations. _____
30) Update new Incident Commander at shift change. _____
31) Demobilization. _____
32) Reports and critique.

ACHD = Ada County Highway District
ARC = American Red Cross
CP = Command Post
EAS = Emergency Alert System
EOC = Emergency Operations Center
ICS = Incident Command System
IP = Implementing Procedure
ISP = Idaho State Police
ITD = Idaho Transportation Department
PIO = Public Information Officer
VRT = Valley Regional Transit

Title: **Safety Officer Checklist**

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. Only one Safety Officer will be assigned for each incident.

The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities, such as hazardous materials, extrication, etc.

ACTIONS	TIME/INITIALS
1) Receive appointment from Incident Commander.	_____
2) Don identification vest, if available.	_____
3) Obtain situation briefing from Incident Command.	_____
4) Maintain Unit/Activity log.	_____
5) Identify hazardous situations associated with the incident. Ensure that solutions are developed to correct identified problems.	_____
6) Participate in planning meetings.	_____
7) Ensure that a regrouping area is designated and that all personnel are informed of the area.	_____
8) Ensure that an emergency evacuation signal is designated and that all personnel are informed of the signal.	_____
9) Review Incident Action Plan for safety implications.	_____
10) Exercise emergency authority to stop and prevent unsafe acts.	_____
11) Assign assistants as needed.	_____
12) Keep Incident Commander informed of operational problems and potential hazards.	_____
13) Ensure that a Personnel Accountability System has been implemented.	_____
14) Maintain and submit all safety-related documentation.	_____
15) Demobilization.	_____
16) Reports and critique.	_____

Title: **Public Information Officer Checklist**

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, organizations, and the public.

Only ONE PIO will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The PIO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Major responsibilities of the PIO are listed below. For large incidents when the EOC is activated a Joint Information Center (JIC) may be established.

ACTIONS	TIME/INITIALS
1) Receive appointment from Incident Commander.	_____
2) Don identification vest, if available.	_____
3) Obtain situation briefing from Incident Command.	_____
4) Maintain Unit/Activity log.	_____
5) Confirm with the Incident Commander limits on information release.	_____
6) Prepare an initial information summary for use in media briefings.	_____
7) Establish safe media staging and briefing areas distant from the Incident Command Post.	_____
8) Prepare for media arrival.	_____
9) If necessary, establish a “hot line” for media inquiries.	_____
10) If necessary, establish & staff public concern phone lines.	_____
11) Conduct regularly scheduled media briefings. Include key agency representatives in media briefings to answer questions.	_____
12) If the EOC has been activated or a JIC established, coordinate all media activities with the EOC/JIC.	_____
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) Use media for public service announcements.	_____
16) Obtain Incident Commander’s approval of media releases.	_____
17) Determine what information is appropriate to release. If necessary coordinate with Incident Commander to develop Emergency Alert System (EAS) messages to alert and update the community. (See IP-2.01)	_____
18) Release non-sensitive information regarding the event:	_____
• Where, what, why, how.	_____
• Responding units.	_____
• Number of casualties.	_____

- Use information/fact sheets, as required. _____

19) Pertinent information for PIO: _____
- Number of people affected. _____
- Area affected. _____

20) Develop information releases that support response activities: _____
- Public safety information. _____
- Chronology of the event. _____
- Transportation avenues and other areas that are closed off to the public, locations the public should avoid. _____
- Location of evacuation shelter facilities. _____

21) Examples of types of information that should NOT be released: _____
   a) Names of fatalities (responders or citizens). _____
   b) Sensitive law enforcement activities. _____
   c) Condition of victims. _____
   d) Speculation on what/who caused the incident. _____

22) Arrange for tours, props, visuals, and other interviews or briefings that may be required. _____

23) Obtain media information that may be useful to incident planning. _____

24) Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel. _____

25) Log and post all media releases. _____

26) Demobilization. _____

27) Reports and critique. _____

EAS = Emergency Alert System
EOC = Emergency Operations Center
IP = Implementing Procedure
JIC = Joint Information Center
PIO = Public Information Officer

Title: **Liaison Officer Checklist**

Incidents that are multi-jurisdictional or have several agencies involved will require the appointment of a Liaison Officer on the Command staff.

Only one Liaison Officer will be assigned for each command post, 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 assigned to the incident to be the contact for assisting and/or cooperating Agency Representatives.

ACTIONS	TIME/INITIALS
1. Receive appointment from Incident Commander.	_____
2. Don identification vest, if available.	_____
3. Obtain situation briefing from Incident Command.	_____
4. Maintain Unit/Activity log.	_____
5. Be a contact point for Agency Representatives.	_____
6. Maintain a list of assisting and cooperating agencies and Agency Representatives.	_____
7. Assist in establishing and coordinating interagency contacts.	_____
8. Brief supporting agencies on incident status.	_____
9. Ensure all agency representatives know the regrouping area.	_____
10. Ensure all agency representatives know the emergency evacuation signal.	_____
11. Monitor incident operations to identify current or potential inter-organizational problems.	_____
12. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.	_____
13. Coordinate response resource needs, and needs for incident investigation activities.	_____
14. Coordinate activities of visiting dignitaries.	_____
15. Ensure that all required forms, reports and documents are completed prior to demobilization.	_____
16. Demobilization	_____
17. Reports and critique.	_____

Title: **Operations Section Chief Checklist**

The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises organization elements in accordance with the Incident Action Plan (IAP) and directs its execution. When Unified Command is established the Operations Section Chief should also be part of the Unified Command structure.

The Operations Section Chief also directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the IAP, as necessary, and reports such to the Incident Commander.

ACTIONS	TIME/INITIALS
1) Receive appointment from Incident Commander.	_____
2) Don identification vest, if available.	_____
3) Obtain situation briefing from Incident Command.	_____
4) Maintain Unit/Activity log.	_____
5) Develop operations portion of the IAP.	_____
6) Brief and assign Operations Section personnel in accordance with the IAP.	_____
7) Supervise Operations Section.	_____
8) Determine need and request additional resources.	_____
9) Review suggested list of resources to be released and initiate recommendation for release of resources.	_____
10) Assemble and disassemble strike teams assigned to the Operations Section.	_____
11) Repost information about special activities, events and occurrences to the Incident Commander.	_____
12) Demobilization.	_____
13) Reports and critique.	_____

IAP = Incident Action Plan

Title: **Staging Area Manager Checklist**

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

ACTIONS	TIME/INITIALS
1) Receive appointment from Incident Commander.	_____
2) Don identification vest, if available.	_____
3) Obtain situation briefing from Incident Command.	_____
4) Proceed to Staging Area.	_____
5) Maintain Unit/Activity log.	_____
6) Establish Staging Area layout.	_____
7) Determine any support needs for equipment, feeding, sanitation, and security.	_____
8) Establish check-in function as appropriate.	_____
9) Post areas for identification and traffic control.	_____
10) Request maintenance service for equipment at Staging Area as appropriate.	_____
11) Respond to request for resource assignments. (This may be direct from the Operations Chief or via the incident communications center.)	_____
12) Obtain and issue receipts for equipment and supplies distributed and received at Staging Area.	_____
13) Determine required resource levels from Operations Section.	_____
14) Advise the Operations Section Chief when reserve levels reach minimums.	_____
15) Maintain and provide status to Resource Unit of all resources in Staging Area.	_____
16) Maintain Staging Area in orderly condition.	_____
17) Demobilize Staging Area in accordance with the incident Demobilization Plan.	_____
18) Demobilization.	_____
19) Reports and critique.	_____

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

Title: **Unified Command Checklist**

ACTIONS	COMMENTS
1) Start early to implement Unified Command.	
2) Collocate (stick together).	
3) State the jurisdictional/agency priorities and objectives. Each jurisdiction will bring some concerns, needs, and priorities to the incident.	
4) Present jurisdictional limitations, concerns, and restrictions.	
5) Develop a collective set of incident objectives.	
6) Establish and agree on acceptable priorities.	
7) Adopt an overall strategy or strategies to accomplish objectives.	
8) Agree on the basic organization structure.	
9) Designate the most qualified and acceptable Operations Section Chief. The Operations Section Chief will normally be from the jurisdiction or agency that has the greatest involvement in the incident, although that is not essential.	
10) Agree on General Staff personnel designations and planning, logistical, and finance agreements and procedures.	
11) Agree on the resource ordering process to be followed.	
12) Agree on cost-sharing procedures. Promote cost effectiveness.	
13) Agree on informational matters.	
14) Promote communication between agencies.	
15) Eliminate duplication.	
16) Designate one agency official to act as the Unified Command spokesperson. There should be one spokesperson (Incident Commander) at a given time.	
17) Use Unified Command for collective problem solving & better decision making.	

Title: **911 Dispatch Center Checklist**

ACTIONS	TIME/INITIALS
1) Receive report of incident requiring large-scale evacuation of the city.	_____
2) Notify all local emergency response agencies (law enforcement, fire & EMS, ACHD, etc.). Advise them of the large-scale evacuation.	_____
3) Notify ACCEM staff and request they activate the EOC.	_____
4) Notify State EMS Communications Center.	_____
5) If necessary recall off-duty dispatchers to increase staffing level.	_____
6) Coordinate with Incident Commander to notify the public in the danger zone and advise them to evacuate immediately. If appropriate use Geocast system. Also, select the appropriate warning message advising immediate evacuation & fax to NWS: 334-1662. Request they activate the EAS & disseminate the warning at once.	_____
7) Notify Ada County Commissioners and other cities within Ada County.	_____
8) Request ACHD initiate a traffic light plan to facilitate evacuation.	_____
9) Maintain coordination during ongoing response phase operations.	_____
10) Request assistance from Records Section personnel, if needed.	_____
11) Contact ARC (800 853-2570), request they open shelters, including special needs-accessible and pet-friendly shelters.	_____
12) Contact tow truck companies (see Towing – Auto, in the Yellow Pages) and arrange for tow trucks to be positioned on as many major evacuation routes as possible.	_____

ACCEM = Ada City-County Emergency Management
ACHD = Ada County Highway District
ARC = American Red Cross
EAS = Emergency Alert System
EMS = Emergency Medical Services
EOC = Emergency Operations Center
NWS = National Weather Service

Title: **Emergency Management Checklist**

ACTIONS	TIME/INITIALS
1) Receive report of incident requiring large-scale evacuation of the city.	
2) Maintain Unit/Activity log.	
3) ACCEM staff immediately report to EOC, 7200 Barrister Dr. Boise.	
4) Activate & supervise the EOC.	
5) Request assistance from ACSO with room setup if necessary..	
6) Request EOC staff don identification vests.	
7) Notify BHS when EOC is declared activated.	
8) Ensure that the public is notified to evacuate. Use all available means of notification. Ensure that appropriate pre-scripted messages are broadcast over EAS, IP-2.03, 2.04, 2.05.	
9) Ensure that special facilities (schools, daycares, retirement centers, etc.) and special needs persons are notified to evacuate.	
10) Ensure that buses are sent to collection point schools to transport evacuees to shelter locations.	
11) Ensure that shelters for evacuees, including special needs-accessible and pet-friendly shelters are opened.	
12) Time permitting, ensure that recreationists and homeless people are notified.	
13) Request ACHD activate a traffic light plan to facilitate evacuating traffic.	
14) Ensure tow truck companies are contacted and requested to position trucks on primary evacuation routes.	
15) Ensure that all EOC staff has been notified to report to the EOC.	
16) Contact Amateur Radio Operators, request that they report to EOC and the shelters.	
17) Prepare Disaster Declaration for Mayor and County Commissioners. Notify BHS and request the Governor issue a Disaster Declaration, if necessary.	
18) Collect and evaluate incoming situation information.	
19) Activate/publicize/staff Public Concern phone lines.	
20) Assume PIO duties until EOC PIO position is staffed.	
21) Request activation of Idaho State Communications Bridge to coordinate between many agencies simultaneously.	
22) Coordinate requests for special resources and personnel.	
23) Coordinate search and rescue operations, if needed.	
24) Request temporary housing, emergency power generation,	

potable water & debris clearance, as needed. _____

25) Request FBI identification teams, if needed. _____

26) Request DMORT Teams & DPMU, if needed. _____

27) Coordinate building department staff, engineers for damage assessment. _____

28) Coordinate with Idaho Dept. of Agriculture and County Agricultural Extension office for removal and disposal of dead livestock and to establish animal shelters for evacuee pets. _____

29) Develop procedure for return of public to evacuated areas. _____

30) Arrange, publicize & coordinate public meetings. _____

31) Continue to coordinate response phase operations. _____

32) Demobilization. _____

33) Reports and critique.

ACCEM = Ada City-County Emergency Management
ACHD = Ada County Highway District
ACSO = Ada County Sheriff's Office
ARC = American Red Cross
BHS = Bureau of Homeland Security
DMORT = Disaster Mortuary Operational Response Team
DPMU = Disaster Portable Morgue Unit
EAS = Emergency Alert System
EOC = Emergency Operations Center
FBI = Federal Bureau of Investigation
IAP = Incident Action Plan
IP = Implementation Procedure
PIO = Public Information Officer

Title: **Emergency Medical Services Checklist**

ACTIONS	TIME/INITIALS
1) Receive report of incident requiring large-scale evacuation of the city.	_____
2) Report to CP & form Unified Command.	_____
3) Don identification vest, if available.	_____
4) Director/Supervisor report to EOC (7200 Barrister Dr., Boise), if activated.	_____
5) Obtain situation briefing from CP/EOC staff.	_____
6) Establish & maintain coordination between CP, EOC & field elements.	_____
7) Obtain missions from CP/EOC staff. Missions may include:	_____
• Assist with evacuation of hospitals, elderly, handicapped.	_____
• Assist at collection point schools and shelter schools.	_____
• Establish casualty collection points where appropriate.	_____
• Provide on-site treatment to victims.	_____
• Transport victims to hospitals.	_____
8) Formulate IAP, procure equipment & personnel, execute IAP.	_____
9) Maintain coordination during ongoing response phase operations.	_____
10) Demobilization.	_____
11) Reports and critique.	_____

CP = Command Post
EOC = Emergency Operations Center
IAP = Incident Action Plan

Title: **Fire Service Checklist**

ACTIONS	TIME/INITIALS
1) Receive report of incident requiring large-scale evacuation of the city.	_____
2) Recall off-duty personnel to increase staffing levels, if necessary.	_____
3) Establish or report to CP & form Unified Command.	_____
4) Chief/Supervisor report to EOC (7200 Barrister Dr., Boise), if activated.	_____
5) Obtain missions from CP/EOC staff. Missions may include:	_____
• Conduct life saving operations, as conditions permit.	_____
• Inspect shelters for fire safety.	_____
• Assist with alerting special facilities (schools, daycares, retirement centers, etc.) in the danger zone.	_____
• Assist with alerting the public in the danger zone.	_____
• If possible assist with notifying recreationists and homeless people.	_____
• If possible assist special needs evacuation at collection point schools and shelter schools.	_____
6) Establish communications between EOC, field personnel & others, as required.	_____
7) Formulate IAP, procure equipment & personnel, execute IAP.	_____
8) Maintain coordination during ongoing response phase operations.	_____
9) Demobilization.	_____
10) Reports and critique.	_____

CP = Command Post
EOC = Emergency Operations Center
IAP = Incident Action Plan

Title: **District Health Department Checklist**

ACTIONS	TIME/INITIALS
1) Receive report of incident requiring large-scale evacuation of the city.	_____
2) Recall off-duty personnel to increase staffing levels.	_____
3) Report to CP, if requested.	_____
4) Don identification vest, if available.	_____
5) Supervisor report to EOC (7200 Barrister Dr., Boise).	_____
6) Establish communications with field personnel, as required.	_____
7) Obtain situation briefing from CP/EOC staff.	_____
8) Obtain missions from CP/EOC staff. Missions may include:	_____
• Inspect food, water and other consumables.	_____
• Advise the public on boiling/treating water.	_____
• Administer immunizations to public, as needed.	_____
• Coordinate mental health counseling for evacuees.	_____
• Coordinate patient returns to medical facilities.	_____
• Identify sources of dangerous contamination.	_____
• Coordinate mosquito & other vector control.	_____
• Coordinate with Coroner on disposition of dead persons, if needed by Coroner.	_____
9) Formulate IAP, procure equipment & personnel, execute IAP.	_____
10) Maintain coordination with field elements.	_____
11) Demobilization.	_____
12) Reports and critique.	_____

CP = Command Post
EOC = Emergency Operations Center
IAP = Incident Action Plan

Title: **Highway District Checklist**

ACTIONS	TIME/INITIALS
1) Receive report of incident requiring large-scale evacuation of the city.	_____
2) Recall off-duty personnel to increase staffing levels.	_____
3) Initiate traffic light plan to facilitate evacuation traffic.	_____
4) Report to CP, if requested.	_____
5) Don identification vest, if available.	_____
6) Chief/Supervisor report to EOC (7200 Barrister Dr., Boise), if activated.	_____
7) Obtain situation briefing from CP/EOC staff.	_____
8) Establish & maintain coordination between CP, EOC & field elements.	_____
9) Obtain missions from CP/EOC staff. Missions may include:	_____
• Facilitate evacuating traffic	_____
• Provide traffic direction signs	_____
• Provide barricades and personnel to restrict traffic where needed	_____
• Assess/maintain ACHD bridges & roads	_____
• Remove any debris blocking traffic	_____
10) Formulate IAP, procure equipment & personnel, execute IAP.	_____
11) Demobilization.	_____
12) Reports and critique.	_____

ACHD = Ada County Highway District
CP = Command Post
EOC = Emergency Operations Center
IAP = Incident Action Plan

Title: **Law Enforcement Checklist**

ACTIONS	TIME/INITIALS
1) Receive report of incident requiring large-scale evacuation of the city.	_____
2) Recall off-duty personnel to increase staffing levels, if needed.	_____
3) Establish or report to CP. Form Unified Command.	_____
4) Don identification vest, if available.	_____
5) Chief/Supervisor report to EOC (7200 Barrister Dr., Boise), if activated.	_____
6) Obtain situation briefing from CP/EOC staff.	_____
7) Establish communications between EOC, field personnel & others, as required.	_____
8) Obtain missions from CP/EOC staff. Missions may include:	_____
• Assist with alerting special facilities (schools, daycares, retirement centers, etc.) in the danger zone.	_____
• If possible notify and assist outdoor recreationists and homeless people to evacuate.	_____
• Determine and advise public of primary evacuation routes.	_____
• Establish roadblocks at appropriate locations to prevent the public from reentering the evacuation area.	_____
• Assist at collection point schools and shelter schools.	_____
• Coordinate with ACHD and ISP to facilitate evacuating traffic.	_____
• Secure the perimeter of the evacuated area to prevent unauthorized re-entry.	_____
9) Formulate IAP, procure equipment & personnel, execute IAP.	_____
10) Maintain coordination during ongoing response phase operations.	_____
11) Demobilization.	_____
12) Reports and critique.	_____

ACHD = Ada County Highway District
CP = Command Post
EOC = Emergency Operations Center
IAP = Incident Action Plan
ISP = Idaho State Police

Title: **Public Works Checklist**

ACTIONS	TIME/INITIALS
1) Receive report of incident requiring a large-scale evacuation of the city.	_____
2) Recall off-duty personnel to increase staffing levels, if necessary.	_____
3) Report to CP, if requested.	_____
4) Don identification vest, if available.	_____
5) Chief/Supervisor report to EOC (7200 Barrister Dr., Boise), if activated.	_____
6) Obtain situation briefing from CP/EOC staff.	_____
7) Establish & maintain coordination between CP, EOC & field elements.	_____
8) Obtain missions from CP/EOC staff. Missions may include:	_____
• Assist with evacuation & alerting.	_____
• Assist with miscellaneous field operations.	_____
• Recruit additional engineers, if required.	_____
9) Formulate IAP, procure equipment & personnel, execute IAP.	_____
10) Demobilization.	_____
11) Reports and critique.	_____

CP = Command Post
EOC = Emergency Operations Center
IAP = Incident Action Plan

Title: **Red Cross Checklist**

ACTIONS	TIME/INITIALS
1) Receive report of incident requiring large-scale evacuation of the city.	_____
2) Recall off-duty personnel to increase staffing levels.	_____
3) Report to CP, if requested.	_____
4) Don identification vest, if available.	_____
5) Chief/Supervisor report to EOC (7200 Barrister Dr., Boise), if activated.	_____
6) Obtain situation briefing from CP/EOC staff.	_____
7) Establish & maintain coordination with CP and EOC, if activated.	_____
8) Obtain missions from CP/EOC staff. Missions may include:	_____
• Coordinate/operate shelters for evacuees, as required. Only non-ARC Shelters will accept household pets.	_____
• Coordinate with IDHW to open/operate handicap-accessible shelters, as required.	_____
• Provide basic health services in shelters.	_____
• Provide canteen service for evacuees & response personnel.	_____
• Coordinate with other relief agencies.	_____
• Provide DWI service.	_____
9) Formulate IAP, procure equipment & personnel, execute IAP.	_____
10) Demobilization.	_____
11) Reports and critique.	_____

ARC = American Red Cross
CP = Command Post
DWI = Disaster Welfare Inquiry
EOC = Emergency Operations Center
IAP = Incident Action Plan
IDHW = Idaho Department of Health & Welfare

CITY OF STAR EVACUATION PLAN

Title: **EOC Management Checklist**

ACTIONS	TIME/INITIALS
1) Receive notice of incident requiring large-scale evacuation of the city.	
2) Report to EOC. Don EOC identification vest, if available.	
3) Maintain Unit/Activity log.	
4) Establish a Multi-Agency Coordination Group. A qualified MAC-Group Coordinator should lead this group.	
5) MAC-Group should assign the following positions:	
a) Transportation Coordinator	
• Designate and publicize phone numbers for public to call for transportation assistance	
• Contact and arrange for necessary transportation resources, including public and school district buses, private ambulances, and resources from neighboring jurisdictions	
• Work with schools, retirement centers, hospitals and other facilities, and individuals needing transportation	
b) Shelter Coordinator	
• Coordinate establishing shelters as necessary.	
• Establish shelters for special needs persons, and pet-friendly shelters	
c) Special Needs Person Coordinator	
• Coordinate any particular requirements for special needs persons, including transportation, sheltering, and health needs (work with other coordinators).	
d) Animal Coordinator	
• Work with humane society to arrange for pets and service animals to stay in shelters that accept them.	
• Arrange sheltering/boarding needs for any animals not suited for pet-friendly shelters.	
• Work to provide water, pet food, carriers and leashes.	
• Work with State Agriculture Dept. to provide for the needs of horses and other large animals.	
6) Ensure that the public is advised to immediately evacuate the danger zone.	
7) Ensure that EAS is activated and appropriate evacuation messages are broadcast, IP-2.03, 2.04, 2.05.	
8) Special needs persons and persons without transportation may be advised to go to the nearest public elementary school. Buses should be assigned to evacuate these persons to the nearest public elementary school out of the danger area. Evacuees may take household pets with them on the buses.	
9) Arrange for VRT and school district buses to assist with evacuation. Schools buses for schools out of the danger area and buses from other school districts may be used.	
10) If possible, special needs persons who cannot get to an elementary school may call for transportation assistance.	

These requests should be handled the best they can, given the circumstances.

11) If possible, request emergency responders warn the public. Law enforcement, fire services, public works, etc., use vehicle loudspeakers and sirens to warn the public. Advise people to evacuate immediately.

12) If possible, attempt to notify and assist people recreating outdoors and homeless persons to evacuate.

13) Establish communications with all responding agencies. Appoint a Communications Unit Leader.

14) Conduct initial briefing.

15) Ensure planning meetings are held & an IAP is developed.

16) Request ACHD initiate traffic light plan to facilitate evacuation traffic.

17) Request Red Cross establish shelter operations, including handicap-accessible shelters. Some non-ARC shelters should accept household pets & service animals.

18) Request and position available tow-trucks on main egress routes. If tow-trucks are not available push stalled vehicles out of the way by any means possible.

19) Determine what actions may be taken in the available time to assist special facilities in the danger area.

20) Contact FAA to request no-fly-zone is established over incident, if necessary.

21) Draft disaster declaration for elected official signature.

22) Update Public Information Officer (PIO) in EOC.

23) When appropriate, initiate search and rescue operations.

24) Maintain coordination during ongoing response phase operations.

25) Update new EOC management personnel at shift change.

26) Demobilization.

27) Reports and critique.

ACHD = Ada County Highway District
ARC = American Red Cross
BHS = Bureau of Homeland Security
CEO = Chief Elected Official
EAS = Emergency Alert System
EOC = Emergency Operations Center
FAA = Federal Aviation Administration
IAP = Incident Action Plan
PIO = Public Information Officer
VRT = Valley Regional Transit

Title: Emergency Alert System Activation Procedure

To activate the Emergency Alert System (EAS) take the following steps:

1. Select a pre-scripted message (see IP-2.03 – IP-2.06) and fill in the missing essential information; or write a message containing the information you wish to convey.

2. Inform the 911 Dispatch Center that you will be activating the EAS.

3. Contact the National Weather Service. They will require the following information.

   a. Name & title of person requesting EAS activation. **NOTE:** At the local level only law enforcement personnel or the County Emergency Management Coordinator may initiate an EAS message.
   b. Call back telephone number.
   c. Situation taking place requiring EAS activation.
   d. Location of incident.
   e. Desired coverage area for the EAS message.
   f. Script for EAS message (must be less than 45 seconds).

4. NWS will contact the 911 Dispatch Center to confirm that the activating individual is a law enforcement officer or the emergency management coordinator.

5. The message to be broadcast must be able to be read twice in 90 seconds. NWS will record the message for broadcast.

6. Maintain contact with the EAS personnel. Communicate any changes in the EAS message(s).

7. Notify the EAS personnel when the emergency is over and EAS should be de-activated.

Title: **Evacuation Notification Procedure**

INSTRUCTIONS: DIVIDE THE INVOLVED AREA INTO SECTORS. PERSONNEL ASSIGNED TO SPECIFIC SECTORS SHOULD BEGIN NEAR THE INCIDENT AND MOVE OUTWARD. TO NOTIFY THE PUBIC BY VEHICLE TO EVACUATE, RECORD THE INCIDENT TYPE AND DESIGNATED EVACUATION ROUTES BELOW, THEN 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 EVACUATION announcement**.

   Announce in a calm clear voice:

   "Attention! Immediate EVACUATION of this area is required due to _____.
   (INCIDENT TYPE)
   Leave the area immediately. Take special medication or dietary needs, and infant needs with you. Lock your home or business. If you need help or transportation please call 345-RIDE or 911. Go to a friend or relative's home in a safe area, or:

   _____
   (READ LIST ESTABLISHED SHELTERS)

   (READ THE FOLLOWING SECTION IF SCHOOL IS IN SESSION)
   Parents of public school children should NOT go to their child's school. Parents should meet their children at designated host schools located outside the city of Star.

   Tune to your Emergency Alert System radio or television station for further information."

   (INSTRUCT EVACUEES TO USE THE DESIGNATD EVACUATION ROUTES.)

   _____
   (DESIGNATED ROUTES)

3. **Continue** along your assigned route until all residents and businesses have been notified to evacuate.

Title: **Pre-Scripted EAS Total City Evacuation Message**

INSTRUCTIONS TO THE PREPARER ARE CAPITALIZED AND IN PARENTHESES, AND SHOULD NOT BE READ OVER THE AIR. CONTACT THE NATIONAL WEATHER SERVICE OR STATE EMS COMM. CENTER TO AIR THE MESSAGE.

_____

(TITLE/AGENCY)

has announced that _____

(DESCRIBE/INCIDENT)

has occurred requiring the immediate evacuation of the entire City of Star. This advisory affects all persons living anywhere within the Star City limits.

- Leave the city immediately
- Take special medications, dietary needs, personal items, & infant needs with you
- Use you own transportation & help your neighbors if you have room
- If you need transportation or you need help moving invalid persons call 345-RIDE or 911
- Turn off electrical devices and secure your home or business before leaving
- Obey traffic laws and officials & use the closest primary road
- Shelters will be opened as soon as possible. Stay tuned for further information.
- Parents of public school children should NOT go to their child's school. Parents should meet their children at the designated host schools. Listen for announcements.

We recommend you use the following primary evacuation routes away from the city:

- State Highway 44
- Floating Feather Road
- Beacon Light Road
- Star Road

For further information stay tuned to this station or other local radio or television stations.

Title: **Pre-Scripted EAS Partial City Evacuation Message**

INSTRUCTIONS TO THE PREPARER ARE CAPITALIZED AND IN PARENTHESES, AND SHOULD NOT BE READ OVER THE AIR. CONTACT THE NATIONAL WEATHER SERVICE OR STATE EMS COMM. CENTER TO AIR THE MESSAGE.

_____

(**TITLE/AGENCY**)

has announced that _____

(**DESCRIBE/INCIDENT**)

has occurred requiring an immediate evacuation of large areas of the City of Star. This advisory affects all persons living in the following areas of the City of Star.

_____

(LIST QUADRANTS WITH BOUNDARIES)

(EXAMPLE NW QUADRANT: EAST OF STAR RD & NORTH OF HIGHWAY 44 TO CITY LIMITS)

- Leave the city immediately
- Take special medications, dietary needs, personal items, & infant needs with you
- Use you own transportation & help your neighbors if you have room
- If you need transportation or you need help moving invalid persons call 345-RIDE or 911
- Turn off electrical devices and secure your home or business before leaving
- Obey traffic laws and officials & use the closest primary road
- Shelters will be opened as soon as possible. Stay tuned for further information.
- Parents of public school children should NOT go to their child's school. Parents should meet their children at the designated host schools. Listen for announcements.

We recommend you use the following primary evacuation routes away from the city:

- State Highway 44
- Floating Feather Road
- Beacon Light Road

Star Road

For further information stay tuned to this station or other local radio or television stations.

Title: **Pre-Scripted EAS School Evacuation Message**

INSTRUCTIONS TO THE PREPARER ARE CAPITALIZED AND IN PARENTHESES, AND SHOULD NOT BE READ OVER THE AIR. CONTACT THE NATIONAL WEATHER SERVICE OR STATE EMS COMM. CENTER TO AIR THE MESSAGE.

_____

(**TITLE/AGENCY**)

has issued this advisory for parents with children attending public school in

_____

(SPECIFY QUADRANT OR ENTIRE CITY OF STAR).

Parents are reminded that their children are subject to a separate evacuation plan while school is in session. Children will be bused directly to schools outside the evacuation area. Parents should NOT go to their child's school. Parents should meet their children at designated host schools located outside the evacuation area. Parents must present identification.

Children attending schools within the evacuation area:

_____

(SPECIFY QUADRANT/S OR ENTIRE CITY OF STAR)

will be bused to the following schools where their parents may pick them up:

- Schools in the area WEST of Star Road will evacuate to the City of Meridian.
- Schools in the area EAST of Star Road will evacuate to the City of Eagle.

- Middle Schools will go to Middle Schools in the host city
- Elementary Schools will go to Elementary Schools in the host city
- Announcements of which Star schools will go to which host schools will be made as soon as possible.

- Parents with children attending private schools within the evacuated area should follow the school's emergency plan or contact the school administration.

For further information stay tuned to this station or other EAS radio or Television stations.

Title: **Geocast Notification Procedure**

Geocast is a telephone notification system that can be used to alert residents and businesses in a specific geographic area to take a desired action, such as evacuate. Activated through the Ada County 911 Dispatch Center, the system has eleven (11) dedicated telephone lines for making phone calls. The length of the message and the number of lines combine to determine how many calls can be made in a given time. For a relatively brief message, under ideal conditions, approximately 400 – 500 calls may be made in an hour. Depending on the circumstances fewer calls might be made. To activate the Geocast system follow the instructions below.

1. Identify the streets that define the outer boundaries of the area that needs to be evacuated.
2. Complete the message below, or create your own message (be brief).
3. Contact the 911 Dispatch Center, identify yourself and indicate that you wish to activate Geocast for an evacuation message.
4. If possible, request 911 Dispatch prioritize calls to warn those closest to the incident first, followed by those further away.
5. Provide 911 Dispatch with your exact message and request they begin notifications as soon as possible.

"Stand by for an emergency message.

_____

(NAME / TITLE / AGENCY)

is recommending immediate evacuation of your area due to

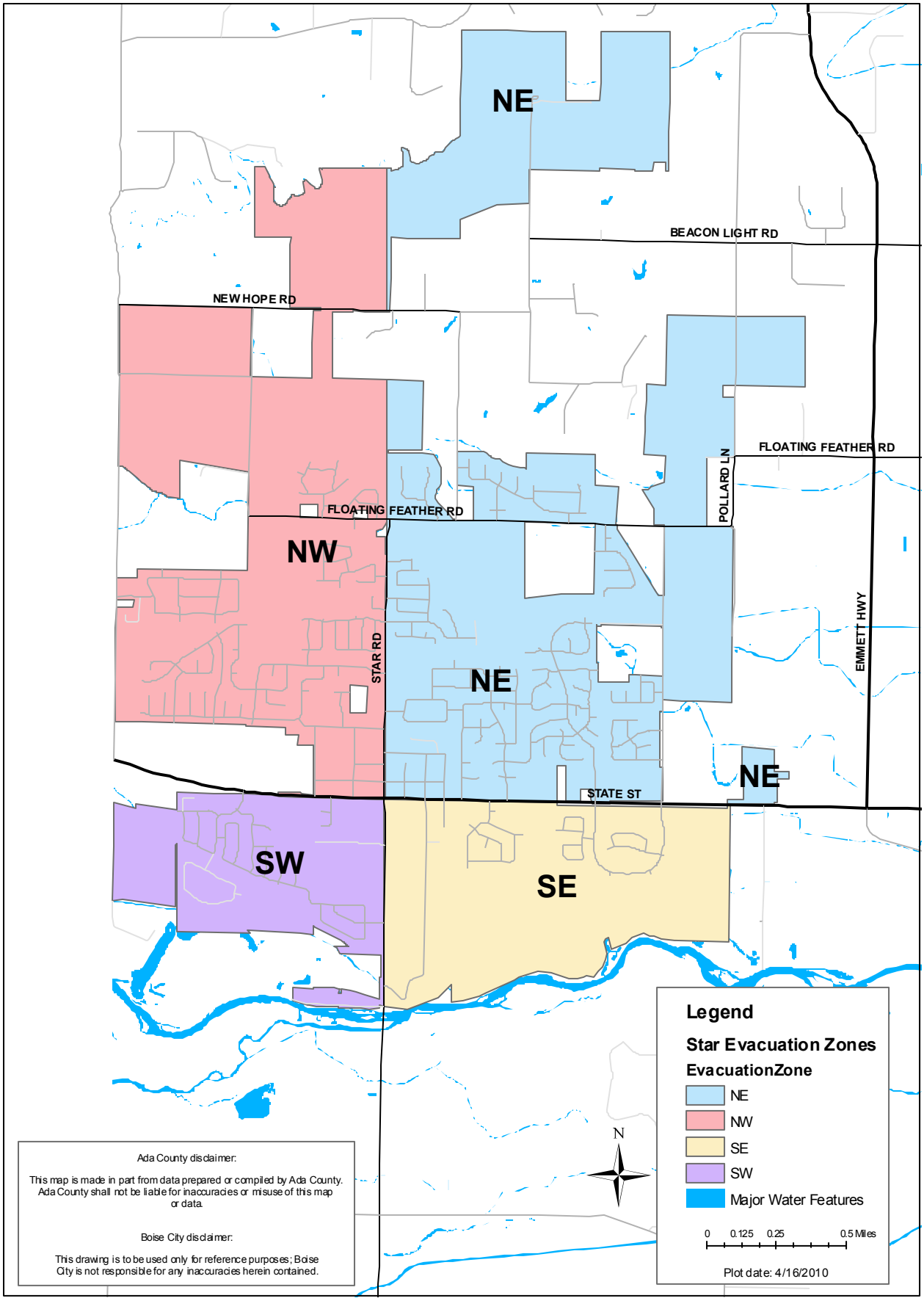
_____

(TYPE OF INCIDENT).

If you are between

_____

(IDENTIFY BOUNDARY STREETS),

gather your family and pets and LEAVE IMMEDIATELY. Turn off electrical appliances and lock your home or business. Tune to local radio or television stations for further information."

Star City Evacuation Zones