

Kootenai County, Idaho



Evacuation and Reception Plan

December 11, 2018

Evacuation and Reception Plan

Kootenai County, Idaho

December 11, 2018

Developed under contract by

**All Hands Consulting,
Columbia, Maryland**

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ACKNOWLEDGEMENTS

The development of this plan would not have been possible without the dedicated efforts of the Kootenai County Local Emergency Planning Committee and Evacuation Sub-Committee; Local Law Enforcement, Fire/EMS Services, Panhandle Health District, Area Agency on Aging, the Disability Action Center, the Coeur d'Alene Homeless Coalition, the Coeur d'Alene Tribe, the American Red Cross, Southern Baptist Disaster Relief, Salvation Army, St. Vincent de Paul, Kootenai Health, Kootenai Electric, Lake Coeur d'Alene Cruises, Citylink, Coleman Fuel, Harrison Dock Builders, Coeur d'Alene, Lakeland and Post Falls School Districts, Idaho Office of Homeland Security and Department of Lands, Kootenai County Sheriff's Office, Juvenile Detention Center, and Office of Emergency Management.



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LETTER OF PROMULGATION

The Kootenai County Evacuation and Reception Plan, dated December 11, 2018 hereby authorized to be the official plan for Kootenai County incidents requiring evacuation and/or reception. This plan will coordinate evacuation and reception efforts and is designed to promote the coordination of County-wide and site-specific emergency services and the use of available resources. Periodic exercises will be scheduled to provide familiarity with this plan.

The signatories to this evacuation and reception plan concur with the concepts, requirements, and assignments of the basic plan, to include all procedural appendices and standard operating procedures found therein.

It is understood that this evacuation plan is a living document and may be changed, updated or expanded as changes within the County warrant.

Marc Eberlein, Chairman
Board of County Commissioners

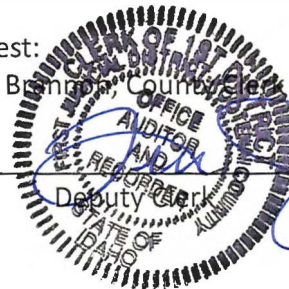
Chris Fillios
Board of County Commissioners

Bob Bingham
Board of County Commissioners

Adopted by the Board of County Commissioners of Kootenai County on the 11th day of December, 2018.

Attest:
Jim Bingham, County Clerk

By:





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CONTROLLED COPIES (PROVIDED ELECTRONICALLY)

The following plan stakeholders have been provided a copy of this plan electronically. Plan holders will be provided with changes and updates in the same format.

NAME OF AGENCY	NAME OF AGENCY
<p>American Red Cross Benewah County Emergency Management Bonner County Emergency Management City of Athol City of Coeur d’Alene City of Dalton Gardens City of Harrison City of Hauser City of Hayden City of Hayden Lake City of Huetter City of Post Falls City of Rathdrum City of Spirit Lake City of Worley Coeur d’Alene Fire Department Coeur d’Alene Interagency Dispatch Coeur d’Alene Police Department Coeur d’Alene School District #271 Coeur d’Alene Tribal Casino Security Coeur d’Alene Tribal Emergency Management Coeur d’Alene Tribal Police Disability Action Center North West Inc. East Side Fire District East Side Highway District Fernan Lake Village Greater Spokane Emergency Management Hauser Lake Fire Protection District Hayden Lake Police Department Idaho Department of Lands</p> <ul style="list-style-type: none"> • Bureau Office • Cataldo Supervisory Area • Mica Supervisory Area 	<p>Idaho Office of Emergency Management</p> <ul style="list-style-type: none"> • Boise • North Idaho Area Field Officer <p>Idaho State Police Idaho Transportation Department Kootenai County 9-1-1 Kootenai County Board of Commissioners Kootenai County Emergency Medical Services Kootenai County Emergency Operations Center Kootenai County Fire & Rescue Kootenai County Office of Emergency Management Kootenai County Risk Management Kootenai County Sheriff’s Office</p> <ul style="list-style-type: none"> • Sheriff • Administration Sergeant • Captain Patrol • KCOEM Deputy Director • Undersheriff <p>Kootenai Joint School District #274 Lakeland School District #272 Lakes Highway District Mica Kidd Island Fire Protection District North Idaho College Northern Lakes Fire District Panhandle Health District Plummer-Worley Joint School District #44 Post Falls Highway District Post Falls Police Department Post Falls School District #273 Rathdrum Police Department Region One Hazmat Response Team Shoshone County Emergency Management Shoshone County Fire District #1 Spirit Lake Fire District</p>



Spirit Lake Police Department
St. Maries Fire Protection District
State Line Village
Timberlake Fire Protection District

U.S. Forest Services

- Idaho Panhandle National Forest
Coeur d'Alene River Ranger District

Worley Fire District
Worley Highway District



RECORD OF CHANGES

KCOEM ensures that necessary changes and revisions to this plan are prepared, coordinated, published and distributed.

The Kootenai County Evacuation and Reception Plan will undergo revision whenever:

- Any other condition occurs that causes conditions to change
- The plan fails during an emergency
- Exercises, drills reveal deficiencies or shortfalls
- Local government structure changes
- Community situations change
- State or federal requirements change

KCOEM will maintain a list of those organizations and individuals which possess controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

“Record of Changes” Form is on the following page.

RECORD OF CHANGES FORM			
Nature of Change	Date of Change	Page(s) Affected	Changes Made By (Signature)
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PREFACE

This document is a multi-jurisdictional, multi-agency plan describing general concepts of operations, agency responsibilities, and operational considerations for incidents involving evacuation and reception in Kootenai County. This is a broad strategic plan rather than a specific tactical procedural document. Agencies having responsibilities identified in this plan have the additional duty of establishing the requisite standard operating procedures and protocols needed to perform their roles in the event of an evacuation.

The plan also provides guidance and considerations in the event Kootenai County is called upon to host and/or provide assistance to evacuees from other areas of the region, state or country.

This evacuation plan focuses on the area encompassed by Kootenai County, Idaho, and the municipalities, districts and jurisdictions contained within. It is based upon Kootenai County's Risk Analysis of natural and man-made hazards.

The plan is general in nature. It provides guidelines and refers to where resources can be found, and considerations to be addressed in an emergency evacuation situation.

Kootenai County acknowledges the existence of numerous variables and a wide range of possible scenarios that preclude a dictate of specific emergency actions. As such, it is essential that local responders fully establish the Incident Command System early during response. The Incident Action Plan developed on-scene should then describe the details of the evacuation process, specific to the incident location and magnitude of the hazards identified at the time of the event.

This plan exists within the context of other on-going emergency plans and preparedness efforts. Where appropriate, the plan will reference these and other documents but will not seek to duplicate their contents.

Suggestions for the improvement of this plan are solicited and should be directed to KCOEM.



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I. INTRODUCTION

A. PURPOSE AND GOALS

1. Purpose.

- To prepare, coordinate, and conduct the orderly and coordinated evacuation and reception of all or any part of the population of Kootenai County if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation; to coordinate the orderly reception of evacuees from other areas of the region, state or country upon request from other jurisdictions or the State.

2. This Plan:

- a. Provides a strategy for mass evacuations and movement of people and their pets or livestock from hazardous areas in Kootenai County to places of safe refuge.
- b. Identifies main elements and associated tasks and instructions for conducting evacuation operations.
- c. Includes tools and strategic source material for preparing a comprehensive evacuation strategy and, if an incident occurs, develop and implement the appropriate strategy.

3. Goals.

- a. Establish an effective evacuation notification and tracking process.
- b. Identify the chain of command and responsibilities should an evacuation be necessary.
- c. Provide a decision-making framework and operational guidelines for emergency managers and Incident Commanders.
- d. Establish an evacuation group/branch within the incident organization and identify the appropriate resources and/or agencies in support of the Kootenai County Sheriff's Office to supervise the assigned resources.
- e. Plan for appropriate media involvement during the evacuation effort.
- f. Identify the means of transportation, routes of travel and destination of evacuees.
- g. Plan for necessary security during the period of evacuation.

- h. Provide shelter for evacuees within Kootenai County and as called upon for other areas of the region, state or country.
- i. Provide communications templates for rapid dissemination of information to the general public.
- j. Describe a strategy for improvements to local and county plans to assure that gaps or deficiencies identified in the planning, training and exercising process are addressed.
- k. Provide any necessary follow-up.

B. SCOPE

- 1. This Plan applies to all County departments, districts, municipalities, and agencies as well as to Non-Governmental Organizations (NGO's), volunteer organizations, and private entities that may be asked to provide evacuation and reception assistance in an emergency. The Plan is structured so that agencies can respond under individual authorizations or as part of a functional team in a collaborative effort.
- 2. The Plan concepts apply to any emergency, disaster, catastrophe, or emergency situation where the health, safety, or welfare of persons in the County is threatened by actual or imminent emergency events.

C. SITUATION AND ASSUMPTIONS

- 1. Situation.
 - a. Evacuation is a process by which people are moved from a place of immediate or anticipated danger to a place of safety. Citizens are offered appropriate temporary welfare facilities and provided with life essentials until they return to their normal activities when the threat to safety has gone. Emergency services and other public service organizations have key roles to play in ensuring that an evacuation is effective, safe, and comfortable for the people involved, and that they are given appropriate support to cope with any short term or long term problems which may arise.
 - b. There are a wide variety of emergency situations that might require an evacuation and the need to provide reception of evacuees.
 - (1) Limited evacuation of specific geographic areas may be required as a result of major wildland fire, localized flooding, hazardous materials accident, and/or natural gas leak.



- (2) Large-scale evacuation could be required in the event of a major wildfire, hazardous materials spill, terrorist attack with chemical agent, earthquake, or extensive flooding.
- c. Hazards likely to require an evacuation in Kootenai County are found in the table below, prioritized in the order they are most likely to occur:

Hazard	Areas at Risk	Priority	Warning Time
Flood	Cataldo, Coeur d’Alene River Basin, Harbor Island, Hayden, /Hayden Lake, Hauser Lake, Spokane River area, City of Coeur d’Alene, Twin Lakes, Spirit Lake, French Gulch, Wolf Lodge, Kidd Island, Mica Bay, Latour Creek	1	Hours to days
Hazardous Materials: Fixed Site	Industrial parks, commercial sites, (see GIS Tier II overlay), pipeline sites	2	No warning
Wildfire	Wildland Urban Interface, all of Kootenai County except downtown cores	3	Hours to days
Civil Unrest/ Terrorism	Gas lines, power lines, bridges, dam, large public events, schools, critical facilities	4	Terrorism – 0 Civil unrest - hours
Winter Storms	Most of Kootenai County, highways, streets	5	Hours to days
Wind Storm/ Tornado	Kootenai County	6	Hours to days
Hazardous Materials: Transportation	Interstate 90, major highways and railroads (in accordance with Transportation Flow Study)	7	0 to hours
Extended Power Outage	All of Kootenai County, rural areas for long periods dependent upon hazard creating the outage. Highest risk is to outer edges of system	8	Within 24 hours
Landslide	Cape Horn, Highway 97, Lake Pend Oreille area, Coeur d’Alene Lake Drive, Upper Hayden to Lower Hayden Road, City of Harrison, houses on hillsides	9	Little to no warning
Volcano	Kootenai County	10	Hours
Earthquake	Populated areas and infrastructure	11	0
Nuclear Release	Travels on designated highways (I-90) and railroads. Entire population if downwind from Hanford.	12	0 - hours



- d. In some emergency situations, evacuation is not required. Buildings give good shelter from threats, such as smoke or chemical clouds and when evacuating people would expose them to unnecessary risk. Also, the evacuation process carries its own potential problems, especially if large numbers of people try to leave the area all at once, or if evacuees already ill or infirm would be adversely affected by being moved.
- e. There are many variables involved in evacuations:
- (1) **Size** – An evacuation can involve anything from one person up to hundreds, and in extreme cases, thousands. The level and type of response will vary according to the number of people and size of area evacuated. The principles of planning and response are applicable across the full range of evacuations.
 - (2) **Location** – It is almost impossible to predict where an emergency will occur which would require evacuation. Evacuations are more common in urban areas, as they tend to contain more risks, but rural areas can be involved too. Some areas are exposed to specific risks, such as industrial activity or flooding, which should be taken account of in emergency response. In urban areas the density of occupation will mean that evacuation of a given area is likely to involve many more people than an equivalent area of the countryside would.
 - (3) **Property Type** – Evacuations can be required of any type of property, including commercial and industrial premises, entertainment venues, parks and open spaces and domestic property. Evacuation strategies tend to concentrate on domestic properties, but emergency services, commercial premises occupiers, owners of public spaces and event organizers should all have flexible strategies which relate to risks identified.
 - (4) **Timescale** – Length of time available for strategic evacuations can vary and have a direct impact on the opportunity for developing evacuation operations.
 - Immediate. Little or no pre– preparation possible.
 - Hours. Evacuation required shortly, either in response to an imminent threat or as a precaution against escalation of an existing situation. Some basic preparation possible, such as, obtaining transport and arranging for evacuation reception, mass care, and recovery centers to be opened.
 - Days or Weeks. Evacuation is required but the timing is negotiable. Formulating a detailed evacuation strategy possible.
 - Long–term. A period of research and consultation is possible to prepare contingent strategies. Once the decision is taken to evacuate, the process should proceed with minimal delay.
 - Citizen Self–Evacuation. This process may occur in response to a perceived or actual



threat. This may be the first indication that an emergency exists. In such circumstances no pre-planning would occur for providing services to self-evacuees, but consideration would have to be given as to whether the situation warranted a full, planned evacuation.

(5) **Duration** – Most evacuations last for a few hours and evacuees are then able to return to their properties. However, there is potential for some evacuations to last overnight or longer, for example where severe weather causes prolonged flooding of properties. In some cases, the immediate cause of the evacuation may pass quickly, but buildings and the infrastructure of an area may be so damaged that evacuees are unable to return until initial clearing-up and repair has taken place.

- f. Certain industrial premises contain fixed-site hazards where a potential need for evacuation could be predicted. Response to the need to evacuate such areas should be conducted alongside preparation of flexible evacuation strategies.
- g. Most evacuations are of relatively short duration – a few hours – and on a small scale. In these circumstances, people are often able to find their own temporary shelter, and would need little support from outside agencies. However, even these small events can represent serious emergencies for individuals, and planned, appropriate, support would significantly reduce the stress they experience. This document and associated strategies applies to evacuation operations that are of sufficiently large size to require an integrated response from a range of organizations. However, the principles can, and should, be applied to evacuations of any scale or type.

2. Assumptions.

- a. The primary responsibility for planning and executing an evacuation rests with the local jurisdiction in which the triggering incident occurs.
- b. Most people at risk will evacuate using their own modes of transportation when local officials recommend they do so. However, some will refuse to leave their homes, regardless of the threat. Generally, the proportion of the population that will evacuate tends to increase as the threat becomes more obvious or more serious.
- c. When there is sufficient warning of a significant threat, some individuals who are not at risk will also evacuate.
- d. While some emergency situations may be slow to develop, others will occur without warning. In some cases there may be time for deliberate evacuation planning. In others, it is possible that an evacuation may be conducted with minimal preparation time.
- e. In the event of short-notice incidents, there may be little if any time to obtain personnel or

equipment from external sources to support the evacuation operation.

- f. Sufficient planning time will be available to evacuate.
- g. Spontaneous evacuation will occur.
- h. Some people will refuse to evacuate regardless of threat.
- i. Some owners of companion animals will refuse to evacuate unless arrangements have been made for their pets. These arrangements are the responsibility of the individual animal owner.
- j. Kootenai County is ill suited for long-term reception of evacuees. There are no large military facilities or unused housing complexes to provide long-term housing during cold weather months.
- k. Evacuees coming from outside of Kootenai County can be housed for the short-term at temporary shelters opened by the American Red Cross or at available hotels and motels.

D. POLICIES

- 1. The Incident Command System will be used to manage emergency incident response.
- 2. In coordination with the Board of County Commissioners, KCOEM may activate the Kootenai County Emergency Operations Center (KCEOC).
- 3. Resources in response to emergencies will be provided by primary and support agencies, or through Mutual Aid Agreements/Memorandum of Understanding.
- 4. The following organizations are responsible for evacuation of their own populations and are required to have an evacuation plan:
 - a. Schools and daycare centers.
 - b. Nursing and Assisted Living Homes.
 - c. Hospitals and Hospices.
 - d. Mental Health Institutions.
 - e. Correction facilities, juvenile facilities, and drug treatment centers.



5. Priorities for allocation of assets are as follows:
 - a. The protection of life.
 - b. Evacuating persons from immediate peril.
 - c. Coordinating and monitoring traffic movement for self-evacuation.
 - d. Clearing debris and hazards for ingress and egress of emergency resources.
 - e. Transporting materials, personnel, and supplies in support of emergency response activities.
 - f. Transporting relief supplies necessary for recovery from the emergency.

E. LIMITATIONS

1. Kootenai County law enforcement agencies and fire services are limited in their assets to conduct door-to-door notification and evacuation of individuals. Preparation and conduct of evacuation is ultimately the responsibility of each resident.
2. Kootenai County is limited to hosting and assisting only with short term sheltering needs for out of the area evacuees, as long term housing facilities are extremely limited.

F. AUTHORITIES

1. Kootenai County.
 - Resolution No. 2005-80 NIMS/ICS 10/18/2005
 - Resolution No. 2011-90 Delegation of Authority to KCOEM Manager 9/6/2011
 - Resolution No. 96-40 Sheriff designated as Incident Commander 8/27/1996
2. State Idaho.
 - Idaho Code § 46-1008, the Governor and Disaster Emergencies chapter of the State Disaster Preparedness Act
 - Idaho Code §46-1011 the Local Disaster Emergencies chapter of the State Disaster Preparedness Act. (Note: local evacuation would be pursuant to 46-1011)
 - The Post-Attack Resource Management Act, Idaho Code §67-5506
 - The Terrorist Control Act, Idaho Code §18-8101
 - The Emergency Relocation Act, Idaho Code §67-102



3. Federal.

- The Homeland Security Act of 2002
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-707)
- Title 44 of the Code of Federal regulations, Emergency Management and Assistance (generally referred to as 44 C.F.R. 1)
- Americans with Disabilities Act of 1990 (ADA)
- Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA).
- Emergency Planning and Community Right-to-Know Act of 1986 (codified at 42 U.S.C. 11001, *et seq.*)

G. MUTUAL AID AGREEMENTS AND UNDERSTANDINGS

1. Kootenai County and its jurisdictions have various mutual aid agreements and memorandums of understanding on file that support this Plan.



II. EVACUATION RESPONSIBILITIES

A. GENERAL

1. Fire and law enforcement agencies have lead responsibility for organizing and mobilizing evacuation operations, during emergencies. The KCOEM serves as the county point of contact for setting up shelters and ensures coordination with impacted jurisdictions in the use of county resources in support of affected jurisdiction(s).
2. Direction and control of evacuation is primarily on-scene. The primary function of Incident Command is to confirm an incident has occurred, initiate evacuations, oversee and coordinate all phases of the evacuation process, and fulfill responsibilities deferred to them by local government. This includes implementing procedures to alert and warn citizens of the need to evacuate and provide continuous information on all phases of the evacuation process. The KCEOC may support Incident Command with alert and warnings. It also may be necessary for KCEOC planning staff to establish and implement operational plans for reception/ mass care centers.

B. EVACUATION ROLES

COUNTY	
Kootenai County Board of County Commissioners	<ol style="list-style-type: none"> a. For emergencies and disasters, issue a recommendation or request that citizens evacuate, when appropriate. b. Authorize the return to evacuated areas when appropriate. c. Declare a disaster/emergency if needed.
Kootenai County Sheriff	<ol style="list-style-type: none"> a. Serves as Incident Commander for evacuations in Kootenai County if the Governor does not exercise authority to direct evacuations pursuant to Idaho Code 46-1008(5)(e). b. Identify risk areas in the vicinity of the incident site and determine protective actions for people in those areas. c. Providing emergency warning and notification. d. Should evacuation of at risk areas and special needs facilities be required, plan, organize and conduct the evacuation with the resources assigned. e. Determine Kootenai County policy for dealing with persons who refuse to comply with evacuation instructions. f. Request support from the KCEOC to assist in coordinating evacuation activities beyond the incident site, such as activation of transportation assets, shelter and mass care facilities, if required. g. In the event of wildland fires, coordinate with local, state and federal fire services.

COUNTY	
	<ul style="list-style-type: none"> h. Set up Incident Command Post. i. Perform normal law enforcement duties. j. Coordinate with support agencies. k. Coordinate with the Office of Emergency Management for State assistance if needed. l. Establish Unified Command as required. m. Establish and maintain evacuation routes in coordination with Highway Districts, Street Departments, Idaho Transportation and State Police, and appropriate support agencies. n. Assist in providing initial damage assessment information to the KCOEM/KCEOC when appropriate.
Kootenai County Office of Emergency Management	<ul style="list-style-type: none"> a. In coordination with the Sheriff’s Office activate, manage and staff the KCEOC at appropriate levels to support Incident Command. b. In coordination with Incident Commander, advise Board of County Commissioners on the need to declare a County emergency/disaster. c. Coordinate with the American Red Cross in the opening of local shelters and mass care facilities as needed. d. Assist the Sheriff’s Office with warning and notifications utilizing one or more of the following: the Emergency Alert System, Public Notification Systems, media sources, etc. e. Assist in the coordination of primary and support agencies. f. Gather and submit damage assessment information to the Idaho Office of Emergency Management. g. Coordinate Federal Public and Individual Assistance Programs.
KC Emergency Operations Center	<ul style="list-style-type: none"> a. Provide liaison support to the Incident Commander in coordination of evacuation efforts with other local governments that may be affected by the evacuation, where appropriate. b. In coordination with the Incident Commander, provide logistical support, assist with planning, mission requests, communication, and other support as needed. c. Assist the PIO with the coordination of public information. d. Assist with the coordination of primary and support agencies. e. Prepare and provide situation reports for officials.
Kootenai County Public Information Officer	<ul style="list-style-type: none"> a. Disseminate emergency information from the Board of County Commissioners, Incident Commander, KCEOC, and Office of Emergency Management. b. Coordinate with area news media for news releases. c. Establish the Joint Information Center (JIC) as needed.



COUNTY	
	<ul style="list-style-type: none"> d. Push information to evacuees and general public so as to keep them informed of evacuation activities and any actions they should take. e. Assist in the notification and dissemination of information, flyers, and instructions to Special Needs contacts (i.e., camps, homeless, transients, tourists, medical facilities, child care centers and assisted living and nursing homes). f. Disseminate information on appropriate actions to protect and care for pets and farm animals that are to be evacuated or left behind. g. Develop and implement a communication strategy for recovery and re-entry.
Kootenai County Highway Districts	<ul style="list-style-type: none"> a. When requested send representative to the KCEOC. b. Assess County transportation assets and provide damage assessment information to the KCOEM/KCEOC. c. Coordinate with lead agency and provide for removal of wreckage and/or debris. d. Provide temporary repair of damaged County roads and bridges if possible. e. Assist with road closures and establishing detour routes. f. Assist with traffic control and barricade placements. g. Establish and/or maintain evacuation routes in coordination with the Incident Commander. h. Provide sand, gravel, de-ice, trucks and drivers as needed. i. In coordination with Incident Command perform other tasks that would enhance response efforts.
Kootenai County Solid Waste Department	<ul style="list-style-type: none"> • Provide support and coordination for emergency solid waste disposal.
Kootenai County Parks and Waterways	<ul style="list-style-type: none"> • Make watercraft and personnel available to assist with emergency response and damage assessment when disaster is near or on county waterways.
Special Needs Facilities (schools, hospitals, nursing homes, childcare and correctional facilities)	<ul style="list-style-type: none"> a. Implement facility evacuation plan. b. Close and supervise evacuation of their facilities. c. Coordinate appropriate transportation for evacuees and in route medical or security support. d. Arrange for use of suitable host facilities. e. Request emergency assistance from local government if assistance cannot be obtained from other sources. f. Ensure assigned personnel are trained and knowledgeable of evacuation

COUNTY	
	<p>procedures.</p> <ul style="list-style-type: none"> g. Disseminate public information to advise relatives and the general public of the status of their facilities and the patients, students or inmates served by those facilities. h. Advise KCEOC of any facility damage and/or if additional resources are required for evacuation.

DISTRICTS	
Panhandle Health District	<ul style="list-style-type: none"> a. Develop a registry of businesses and agencies that serve special needs populations. b. Monitor evacuation of special needs facilities and coordinate evacuation assistance, if requested. c. c. Coordinate mental health care teams to conduct crisis counseling for first responders. d. Coordinate mental health care and crisis counseling to evacuated residents in medical shelters in Kootenai County. e. Upon request by the American Red Cross, open a medical needs shelter for individuals who have no acute medical conditions but require some medical surveillance and/or assistance beyond what is available in a general population shelter.
Kootenai County School Districts	<ul style="list-style-type: none"> a. If requested, provide representative to the KCEOC. b. Provide emergency mass transportation utilizing school buses and drivers to support the overall evacuation and re-entry effort in accordance with the Kootenai County/School Districts Memorandums of Understanding (MOU). c. Provide designated schools as shelters, as necessary. d. Evacuate students and faculty from school buildings when the situation warrants. e. Close school facilities and release students from schools in accordance with school district protocol when directed to do so by appropriate authority.
Fire Protection Districts	<ul style="list-style-type: none"> a. Support emergency operations where appropriate. b. Assist in warning and notification of people in the evacuation area. c. Be responsible for fire protection in the evacuated area. d. Provide damage assessment information as appropriate to the KCOEM/KCEOC. e. Assist with evacuation of special needs groups, as requested.



MUNICIPALITIES	
Coeur d’Alene Air- port Office	<ul style="list-style-type: none"> a. Perform airport damage assessment and provide to the KCOEM/KCEOC. b. Coordinate with Incident Command and assist with airport debris removal. c. Coordinate with emergency response agencies on the ingress and egress of emergency supplies and personnel at the airport and provide other support as appropriate.
Municipal Police Departments	<ul style="list-style-type: none"> a. Perform routine law enforcement duties. b. Assist in notification of people in the evacuation area. c. Coordinate and assist other law enforcement agencies when requested.
Municipal Public Works and/or Street Depart- ments	<ul style="list-style-type: none"> a. Provide damage assessment information to the KCOEM/KCEOC. b. Provide and coordinate for removal of wreckage and debris. c. Assist with road closure and establishing detour routes. d. Assist in keeping evacuation routes open. e. Verify the structural safety of routes (roads and bridges) that will be used to evacuate people and for transporting emergency supplies and personnel. Report this information to the KCEOC. f. Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled. g. In coordination with IC perform other tasks that would enhance response efforts.

REGIONAL	
Area Agency on Aging	<ul style="list-style-type: none"> a. Provide representative to the KCEOC as requested. b. Provide updated listing of homebound elderly. c. Coordinate with Senior Center staffs for shelter assistance and meals. d. Provide assistance in communicating critical information to and requests from the senior communities.

STATE	
Idaho Transporta- tion Department	<ul style="list-style-type: none"> a. Coordinate transportation resources in support of local and voluntary agencies. b. Provide assistance in accordance with signed MAA/MOUs with local agencies. c. Provide engineering assistance.

STATE	
	<ul style="list-style-type: none"> d. Provide damage assessment information to IC and the KCOEM/KCEOC: <ul style="list-style-type: none"> • If authorized by a gubernatorial proclamation, ITD may offer assistance beyond state highways through a request from the Idaho Office of Emergency Management. e. Provide and coordinate equipment and resources to include maintenance resources pertaining to debris removal, specialized heavy construction and transport equipment (including operators), and a backup statewide emergency communication system. f. Provide engineering services for traffic control, signing, detours, and the repair and maintenance of highways, bridges, and airfields. g. Provide and coordinate the use of state-owned aviation assets for transportation of personnel and cargo for evacuation, search and rescue operations, aerial radiological monitoring, and other aviation activities. Assist to coordinate air space restrictions over disaster emergency areas. h. Ensure transportation related resources meet Idaho codes and statutes, such as state highway road closures and motor vehicle laws. i. Following a natural disaster emergency, an immediate survey of the road network shall be made to determine extent of physical damage. Necessary signs and barricades will be erected to protect and reroute traffic.
Idaho Office of Emergency Management	<ul style="list-style-type: none"> a. Monitor emergency incident. b. Consult, coordinate, and act as State liaison for the KCOEM and KCEOC. c. Activate State EOC (IDEOC) to support the County as needed. d. Assist with the coordination of State and Federal agencies to provide support to the County. e. Assist with training programs and exercises as needed.
Idaho State Police	<ul style="list-style-type: none"> a. Coordinate with local law enforcement and local support agencies. Perform law enforcement duties in coordination with local law enforcement and according to protocol. b. Assist with initial damage assessment and provide information to the KCOEM/KCEOC when appropriate.

VOLUNTEER	
American Red Cross	<ul style="list-style-type: none"> a. Open temporary shelters for the displaced population. b. Activate or organize shelter teams and provide shelter kits. c. Register those occupying public shelters. d. Request Panhandle Health District activate a medical needs shelter when individuals present to a general population shelter with medical



VOLUNTEER	
	<p>needs that cannot be accommodated and/or require medical surveillance.</p> <ul style="list-style-type: none"> e. Provide feeding, emergency first aid, and other basic life support needs for those occupying temporary shelters. f. Provide crisis counseling and mental health care for shelter population in conjunction with the Panhandle Health District. g. Inform KCOEM/KCEOC when there is a need to open a medical needs shelter in conjunction with the Panhandle Health District. h. For extended shelter operations, activate a Disaster Welfare Inquiry system. i. Provide representative to KCEOC and/or provide periodic reports on the status of shelter and mass care operations to the KCEOC.
Civil Air Patrol	<ul style="list-style-type: none"> • Assist with damage assessment from the air and provide information to KCOEM/KCEOC.
U.S. Coast Guard Auxiliary Flotilla 84	<ul style="list-style-type: none"> • Using watercraft, assist in transportation of evacuees and needed resources (personnel, food, and equipment) over and across local lakes and rivers.
ARES/RACES	<ul style="list-style-type: none"> a. Establish radio communications at the KCEOC. b. Establish radio communication stations at shelters. c. Establish radio communication stations at hospital emergency rooms during the evacuation. d. Establish radio communication station at Central Dispatch as needed. d. Provide emergency backup communications where needed and assigned by KCOEM/KCEOC.

PRIVATE SECTOR	
Lake Coeur d'Alene Cruises	<ul style="list-style-type: none"> • In accordance with Memorandum of Agreement, provide waterborne transportation assistance to emergency responders. This would include watercraft capable of transporting several emergency responders and/or victims of the incident or vans capable of transporting small groups.
Marine Co. Inc.	<ul style="list-style-type: none"> • Provide available barges and tugboats to assist emergency operations on county waterways as per Memorandum of Agreement.



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III. CONCEPT OF OPERATIONS

A. GENERAL.

1. The primary focus of any response must be the safety and well-being of people. Citizens in the path of a hazard must be informed, consulted and protected throughout the emergency.
2. **Evacuation Order.** Idaho Code 46-1008 provides the Governor with the authority to direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if he/she deems this action necessary for the preservation of life or other disaster mitigation, response, or recovery; prescribe routes, modes of transportation, and destinations in connection with the evacuation; and control ingress and egress to and from a disaster area, the movement of persons within the area, and the occupancy of premises therein.
3. **Voluntary Evacuation.**
 - a. The Governor of Idaho, Board of County Commissioners, Kootenai County Sheriff and fire services personnel may order a written voluntary evacuation order. The Board of County Commissioners have the general responsibility for ordering a voluntary evacuation in Kootenai County, when deemed the most suitable means of protecting the public from a hazard.
 - b. In the event of a disaster, the Coeur d'Alene Tribal Council may declare a state of emergency on the Coeur d'Alene Reservation and issue a request for evacuation.
 - c. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of people at risk in and around an accident scene. The Incident Commander will then direct and control the evacuation.
4. **Analysis of the Situation.** The Incident Commander will make a determination as to the scope of the evacuation required or whether an order to shelter-in-place is preferable, based upon an analysis of the situation. This analysis would include:
 - a. The nature and magnitude (size) of the incident.
 - Threat to the populace
 - Intensity
 - Speed of movement
 - Duration
 - Number of people affected
 - Injuries and casualties
 - Possibility of escalation

- Time available
 - b. Hazards and safety concerns.
 - Hazards facing response personnel
 - The need to secure and isolate the area
 - c. Initial priorities.
 - d. Immediate resource requirements.
 - e. Entrance and exit routes for responders and the public.
5. **Evacuation versus Shelter-in-Place.** Based upon the aforementioned analysis, the Incident Commander will decide if an evacuation is warranted, and if so, will make a recommendation to either conduct a partial evacuation, a full evacuation, or to conduct shelter-in-place:
- a. **Partial Evacuation.** A partial evacuation is one limited to include only those in immediate risk of loss of life if they remain in the path or area of the threat. A partial evacuation may include an area the size of established neighborhoods, housing developments or business districts, focusing only on moving people for their safety. A partial evacuation may affect a large area, but not the entire county.
 - b. **Full Evacuation.** A full evacuation involves moving all citizens of the county from their homes to locations away from, and outside of Kootenai County. This is extreme and considered unlikely.
 - c. **Shelter-in-Place.** Individuals in the evacuation area are asked to take shelter in their place of business or residence and to take appropriate precautionary measures (Annex E, Attachment 1: Shelter-in-Place Procedures and Attachment 2: Shelter-in-Place: Pros and Cons).

Shelter-in-Place (SIP) will be given priority, if appropriate.



B. EMERGENCY MANAGEMENT OPERATIONAL PHASES

1. There are six different operational phases/notification levels that may be employed at any time as dictated by the situation. They are listed below.

Emergency Management Operational Phases	Description
Stage I (Alert)	The Incident Commander recognizes the possibility of a need to evacuate and/or shelter in place. Residents must be alerted and made aware of the possibility that the incident may reach a point where they will be asked to evacuate or shelter in place, and to determine a safe location to which they can go. They should be notified to gather personal belongings, prepare their homes; have a plan for the evacuation, transportation and shelter of their pets and livestock; A Safety Advisory may be sent to media to alert residents and businesses in the area.
Stage II (Evacuation Warning)	Residents in the impacted area are asked to voluntarily leave their homes. Public Notification System messages and Safety Advisory should be used early to assist in notification. They are advised to move livestock, domestic animals, RV's and other large or time consuming items to safety. Shelters should be established for those being evacuated.
Stage III (Evacuation Requested)	The public is requested to leave immediately but safely through designated routes. Residents are informed that there may not be another warning given based on totality of circumstances within the incident. Public Notification System messages are issued to assist in notification. The "Emergency Alert System" is activated.
Stage IV (Evacuation Ordered)	Requires a State of Emergency as ordered by the Governor, State of Idaho. The Incident Commander recognizes people in affected area are in immediate danger and must be evacuated. People are directed to leave the area immediately. Under an Evacuation Order, arrest and detention is an option for anyone refusing to leave the area. The Incident Commander should immediately order sufficient resources to transport and shelter people and begin evacuating the affected area with assigned resources. If the contact team is able to safely enter the affected area, they will contact the remaining people in the area. The Emergency Alert System and Public Notification System messages are again used to assist in notification.
Stage V (Security Patrols)	The Sheriff or designee will provide security to perimeters to the evacuation area.

Emergency Management Operational Phases	Description
<p>Stage VI (Residents Return)</p>	<p>Based upon a comprehensive situation assessment, the Incident Commander will make a declaration when the disaster area is determined to be safe and when re-entry into the evacuated area will be allowed. The Public Information Officer will inform evacuees and the public in general when it is safe to return to the evacuated areas. Residents are required to check in with law enforcement at checkpoints as they re-enter the area. Safety Advisories are issued to inform the public of existing hazards and appropriate precautions and safety measures. Only the Governor of the State of Idaho can rescind a gubernatorial evacuation order.</p>

C. RESPONSE

1. Evacuation Warning or Request.

- a. In the event an evacuation is requested by the Incident Commander, the Kootenai County Board of County Commissioners or Mayor of the affected jurisdiction will be contacted to approve the evacuation. An evacuation warning or request is approved by the Kootenai County Board of County Commissioners or the Mayor of the jurisdiction over the area affected based on the advice from incident command that the totality of the effects of the hazard/incident, places large numbers of citizens in peril.
- b. Should the Board of County Commissioners be unavailable, the Incident Commander will determine the boundaries of the affected area and utilize response resources to notify citizens of the evacuation request.
- c. The warning notification of affected persons in and around the evacuation area may be made through one or more of the following available options:
 - The Emergency Alert System (EAS).
 - Public Notification Systems
 - Broadcast Media (radio and television)
 - Safety Advisories
 - Social Media
 - Amateur Radio
 - Email broadcasts
 - Pagers
 - Emergency response vehicles using public address systems



- Public Address systems/Intercom
 - Community Reader Boards
 - Idaho Transportation Department Dynamic Message Signs
 - Emergency responders or volunteers with bull horns at major intersections
 - Fire alarms and sirens used over an extended period of time, followed by loud speaker announcements.
- d. The local Incident Commander is responsible for making the decision to warn the public, requesting activation of warning systems, and forming the warning message.
- e. The Kootenai County 911 Center is the primary coordination point for public warning systems in Kootenai County.
- f. The KCOEM serves as a back-up monitoring and activation point for the County's emergency warning system.
2. **Special Needs Considerations:** Consideration must be given for warning people who are deaf or hard of hearing and for people who do not speak English. (Annex G: Special Needs Populations)
3. **Door-to-Door Notification:** In special circumstances as identified by the Kootenai County Sheriff, uniformed emergency response personnel may be required to deliver warnings to evacuate door-to-door, sweeping the affected area to ensure all those at risk have been advised of the need to evacuate. Door-to-door notification requires that designated personnel go to each house/ business/apartment in the identified evacuation area to alert people to leave. While door-to-door notification is time consuming, in certain situations this technique may be the most appropriate form of communication to inform residents to evacuate the area. If faced with inadequate resources on the ground and/or time to conduct this type of face-to-face notification, the use of sirens, air horns and Public Address systems will be used to speed the alert process.
4. **Refusal to Evacuate:** It should be anticipated that some persons may refuse to leave. In those situations, notifying emergency response personnel should:
- a. Be in uniform.
 - b. Note and report the refusals through the chain of command.
 - Persons who refuse to evacuate during a recommended evacuation should be left until all others have been warned. Time and safety permitting, further efforts may be made to persuade these individuals to leave.
 - Those persons who refuse to comply with a Governor ordered evacuation will be arrested.

D. EMERGENCY PUBLIC INFORMATION

1. Kootenai County's designated Public Information Officer (PIO) serves as the lead in coordinating the Joint Information System.
2. Messages disseminated through the warning system are designed to alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require a great deal of additional information on what to do during an evacuation. A Joint Information System will be established to ensure that such information is posted and provided to the media on a timely basis for further dissemination to the public.
3. Provisions must be made to disseminate information to individuals with special needs, to include the blind and hearing impaired and people who do not speak English.
4. As Kootenai County is also a tourist destination, efforts must be made to notify travelers and occupants of hotels, motels, bed and breakfasts and campgrounds. Contact information for hotels, motels, temporary lodging and camps is maintained in the KCEOC.
5. Follow-up information for an evacuation should include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, care for pets, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents will demand timely information regarding the reunification process.

E. DEFINED EVACUATION AREA

1. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographical features such as rivers and roads.
2. The hazard situation that gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift change the potential impact area, thus necessitating changes to the area that must be evacuated.



F. EVACUATION MOVEMENT

1. Evacuation Routes.

- Safe primary Evacuation Routes and Alternate Routes will be selected by the Incident Command to efficiently channel evacuees away from the hazard area. Planners will consider use of available air and boat assets as well as ground transit to move residents away from hazard areas.

2. Rest and Refueling Facilities.

- Evacuees should use service stations within Kootenai County for rest, refueling, and minor vehicle maintenance. Service stations should be encouraged to extend their operating hours during the initial stages of the evacuation. Contact information for mobile gasoline and diesel tanker truck assets in Kootenai County is maintained in the KCEOC. Other jurisdictions are expected to identify rest and refueling facilities within their area.

3. Disabled Vehicles.

- Disabled vehicles will not be permitted to block evacuation routes. Disabled vehicles will be removed from roadways as soon as possible. Contact information for tow truck assets in Kootenai County is maintained in the KCEOC. Law enforcement units should be prepared to assist stranded motorists as towing and repair services may be degraded as the evacuation proceeds.

G. TRAFFIC DIRECTION AND CONTROL

1. Actual evacuation movement will be controlled by the law enforcement agencies involved.
2. Where time permits, traffic control devices, such as signs and barricades, will be provided by Idaho Transportation Department (ITD); Highway Districts, and Municipal Public Works and Street Departments. (See Annex C Transportation Infrastructure, Attachment 1: Emergency Highway Traffic Regulation Signs.)
3. Additional traffic control points may need to be established specific to the incident area. Local law enforcement personnel should be prepared to establish and operate these points once designated.
4. Law enforcement will request tow truck services needed to clear disabled vehicles from evacuation routes.
5. In an extreme situation, it may become necessary to establish mobile fueling points along major highways. KCEOC will coordinate the establishment of refueling points.
6. Law enforcement personnel staffing traffic control points should provide regular reports through their chain of command to the KCEOC on the number/rate of the evacuation traffic flow through each traffic point.

H. SECURITY OF EVACUATED AREAS

1. Perimeter Control.

- a. **Internal Perimeter.** Law enforcement agencies may establish an internal perimeter along the border of the area to be evacuated to keep all people from entering this dangerous area. This perimeter may be established so as to restrict traffic to emergency response vehicles only.
- b. **External Perimeter.** A second, external perimeter may be established outside the evacuation area in order to provide information and to eliminate sight-seeing traffic.
- c. **Access Control Points.** Access control points may be established to limit access to evacuated areas. While location of access control points are situation dependent, law enforcement personnel will be prepared to establish and operate them when it becomes clear which areas have suffered significant damage.

2. Security Patrols.

Patrols will be established to maintain security in evacuated areas.

I. COORDINATION OF RECEPTION FACILITIES

1. Although special facilities are responsible for arranging reception facilities for their clients, KCOEM, assisted by the American Red Cross, should be prepared to assist in this effort, by coordinating with emergency management officials in host areas to identify suitable reception facilities. The KCEOC maintains a listing of pre-designated shelters.
2. Prisoners and medical patients cannot be housed in shelters for the general population.
3. KCOEM, assisted by local Red Cross representatives, will maintain contact with shelter management officials in host areas to coordinate shelter openings and closings and identify shelter where public transportation vehicles should discharge evacuees. In order to reduce turnaround time, some of the public shelters closest in proximity to Kootenai County should be earmarked for those using public transportation. Information on the reception area shelters to be used by those traveling via public transportation must be provided to the Transportation Officer.



J. RECOVERY/RE-ENTRY

1. Policy.

- a. The decision to allow the evacuated population to return will be made by the Board of County Commissioners or the Chief Elected Official(s) of the affected jurisdiction.
- b. The essential safety criteria to allow re-entry of the evacuated area are:
 - (1) The provision of minimum access on primary roads.
 - (2) Re-establishment of emergency services (police, fire, rescue, and medical facilities).
 - (3) Removal of utility hazards.

2. Objectives. The primary objectives of post-disaster recovery re-entry management is to:

- a. Identify immediate needs of disaster areas.
- b. Provide a systematic return to the area for human and material resources so as to prevent loss of life and stabilize infrastructure in order to begin the recovery process.

3. Procedure.

- a. In order to begin re-entry, there is a need to:
 - (1) Provide access by clearing debris from the primary roadways.
 - (2) Reestablish emergency police, fire, rescue and medical services.
 - (3) Remove and secure utility hazards while establishing minimum capabilities.
 - (4) Assess damages.
 - (5) Institute emergency security and protection measures.
- b. Dependent upon the size of the evacuation, a determination will be made as to whether to allow a phased or full re-entry operation.
 - (1) A phased re-entry process provides access in stages as follows:
 - First Phase: Emergency and road clearing personnel.
 - Second Phase: Disaster and utility officials.
 - Last Phase: Unrestricted access.
 - (2) Smaller evacuations of a lesser duration may find it reasonable to allow unrestricted access back into the impacted area once the hazard has abated.



- c. Re-entry to the evacuation area will be controlled by law enforcement.
- d. The Public Information Officer will create and implement a Public Information strategy for Re-entry and Recovery Operations.
- e. Incident Command may rescind any/all phases of re-entry at any time.
- f. Property owners may assess damage and secure their property. They may not be allowed to secure the property of others.
- g. A detailed critical tasks list for Recovery/Re-Entry is found in Annex A (Critical Tasks).



IV. ADMINISTRATION AND LOGISTICS

A. GENERAL

1. When disaster threatens or strikes, a community must marshal its resources since prompt and effective response and recovery efforts may require more personnel, equipment, and supplies than the local jurisdiction possesses. Local officials may find it necessary to use their government's personnel and equipment in extraordinary ways, to call upon private citizens and organizations for assistance, and even to request help from neighboring jurisdictions, state and federal agencies to aid in the community's emergency operations.

B. POLICIES

1. Resources and assets will be inventoried, prioritized and utilized in the most efficient manner possible and will be applied to functions and areas of greatest need.
2. Additional resources will be requested from Idaho Emergency Operations Center (IDEOC) after all available Kootenai County resources have been utilized.
3. KCOEM\KCEOC is responsible for securing resources from outside Kootenai County. Agencies and Departments that directly obtain resources from the public or private sector by any other means may not be reimbursed for their expenses.

C. REPORTS

1. Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected by the evacuation through WebEOC, Situation Reports prepared and disseminated during major emergency operations.
2. Record and formulate reports associated with tracking the status of evacuation and re-entry events.
3. Document and record evacuation directives.

D. RECORDS

1. **Activity Logs.** The Incident/Unified Command, and if activated, the KCEOC will maintain accurate logs recording evacuation decisions, significant evacuation activities and the commitment of resources to support evacuation operations.

2. **Documentation of Costs.** Expenses incurred in conducting evacuations for certain hazards, such as radiological accidents or hazardous materials incidents may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.
3. **Volunteer Hours.** Incident Command and/or the KCEOC will receive and maintain records on volunteer hours and locations worked. Note that these hours can be used to offset Kootenai County's cost-share commitment (if required) when receiving Federal disaster funds.

E. FISCAL

1. **Cost Centers.** Additional cost centers specific to the emergency/disaster will be assigned and utilized in order to best track expenditures and costs.
2. **Contracts.** Under Idaho Code, contracts may be entered into during the time of emergency by authorized agencies/personnel without using the procurement statutes. This remains true for the entire length of the emergency in order to facilitate rapid recovery operations.

F. LOGISTICS

1. Make provisions to move essential supplies and equipment from the evacuation area (e.g., medical and sanitation supplies, food, water, communications systems, emergency power generators, fuel, emergency and support vehicles).
2. Based upon current situation and in coordination with area Highway Districts, Street Departments and ITD, delineate roads and highways designated as primary and alternate evacuation routes.
3. Establish an incident staging area in proximity to but out of the incident. This staging area should provide easy access to major roadways leading into the incident area.
4. Request and/or provide mutual aid in accordance with neighboring jurisdictions to support the evacuation/re-entry effort.

G. POST INCIDENT REVIEW

1. Following large-scale evacuations representatives of affected jurisdictions will organize and conduct a review of the emergency response services provided. The purpose of the review will be to identify needed improvements in this plan, operating procedures, facilities, training, and equipment.



H. EXERCISES

1. Local drills, tabletop exercises, functional exercises, and full-scale exercises should periodically include an evacuation scenario based on the hazards traditionally experienced in Kootenai County.



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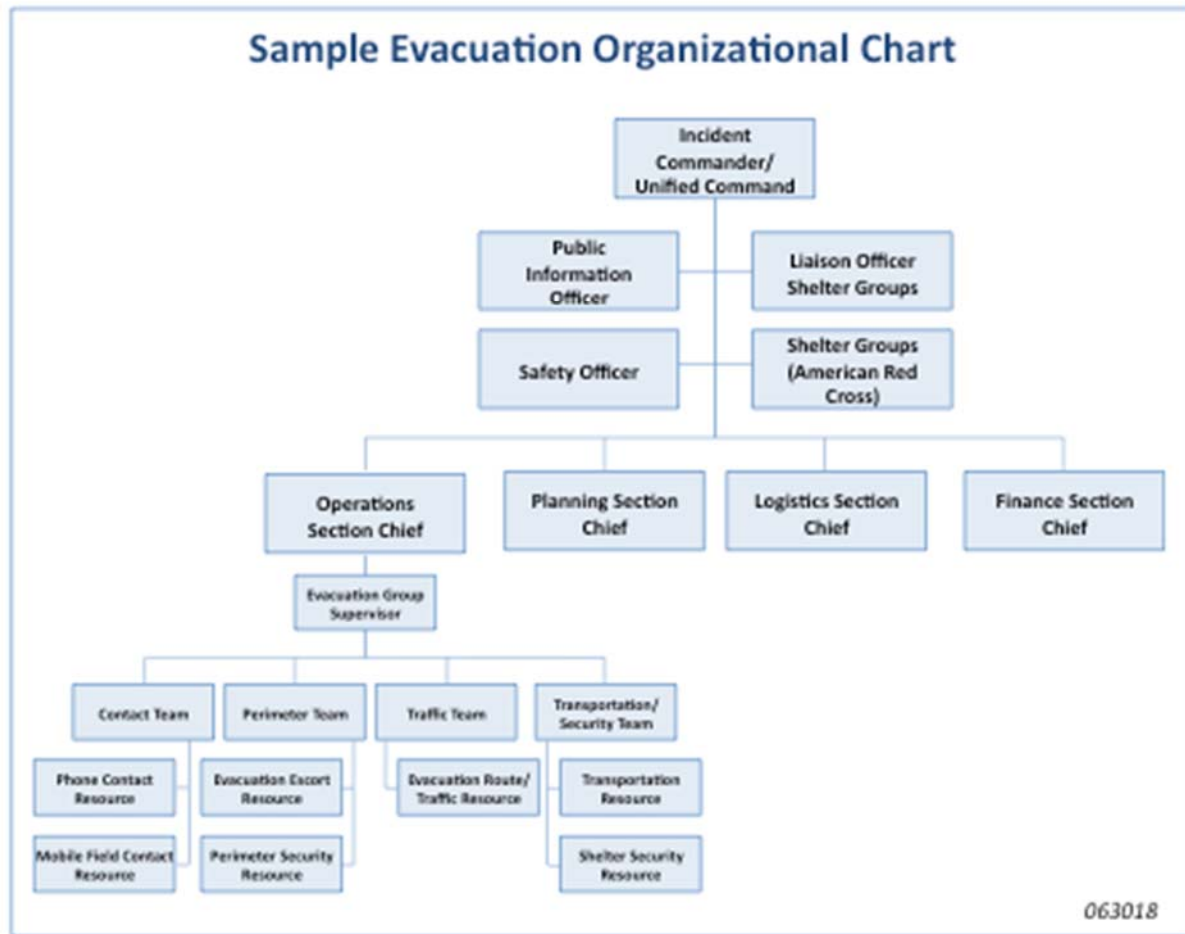
V. DIRECTION AND CONTROL

A. ON-SCENE MANAGEMENT / INCIDENT COMMAND SYSTEM

1. The local Incident Commander is responsible for field operations at the scene. A Unified Command organization may be established for evacuations involving multiple jurisdictions or multiple agencies.
2. Evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by the Kootenai County Sheriff with support from KCOEM.
3. The local municipality may establish an Emergency Operations Center to support the response and coordinate information and resources.
4. Kootenai County will activate the KCEOC to support local, tactical operations as needed. The KCEOC will serve as a Multi-Agency Coordination Center.
5. The Idaho Office of Emergency Management will serve as the State's lead coordinating agency for mass evacuations where Kootenai County is requested to provide short term sheltering for evacuees coming from other areas of the state, region, or country.

B. EVACUATION ORGANIZATION

1. The organizational structure during an evacuation follows the concepts of the Incident Command System (ICS). The ICS is a hierarchy of sections, branches, divisions/groups and units developed to provide an organization, which any agency could readily adopt in a multi-agency or multi-jurisdictional response.
2. Shown on the following page is a sample evacuation organizational chart.



C. ACTIVATIONS AND STAFFING

Note: The following is a list of position descriptions pertaining to the sample evacuation organizational structure shown above. Checklists of responsibilities and assigned tasks are found in Annex B Position Checklists.

1. Evacuation Group Supervisor (EGS).

- An Evacuation Group Supervisor (EGS) is needed when evacuation is probable or people are in immediate danger and the Incident Commander does not have sufficient resources to effect necessary actions. The EGS reports to the Evacuation Branch Director when one is assigned to the incident, otherwise to the Operations Section Chief (OSC) or Incident Commander (IC) respectively. The EGS is primarily responsible for preparing and/or revising the evacuation plan, managing any evacuation effort associated with the incident, and coordinating evacuation efforts between the various agencies that may be involved.



2. Contact Team Leader (CTL).

- A Contact Team Leader (CTL) is needed when evacuation is possible, probable or people are in immediate danger and Incident Commander (IC) does not have sufficient resources to effect necessary actions. The CTL reports to the Evacuation Group Supervisor (EGS) when one is assigned to the incident, otherwise to the LE Branch director then the Operations Section Chief (OSC) and lastly, the IC. The CTL is responsible for ensuring people in the evacuation area are informed of the current danger level. The CTL coordinates with the Public Information Officer (PIO) and manages assigned contact teams to inform people using any combination of: posting information bulletins in locations specified by the PIO, telephone calls, and direct, house-to-house contact.

3. Phone Contact Resource.

- A Phone Contact Resource is needed when evacuation is possible, probable or people are in immediate danger and Incident Commander wants to make phone notifications but does not have sufficient resources. The phone notification situation dictates the number of resource members. They report to the Contact Team Leader (CTL). Resource members make phone notifications as instructed in writing by the CTL, to area residents listed within the danger area.

4. Mobile Field Contact Resource.

- Mobile Field Contact Resources are needed when evacuation is possible, probable or people are in immediate danger and Incident Commander wants to make field notifications but lacks sufficient resources. Each 2-person resource has a driver and a Leader. The number of people in the evacuation area dictates the number of resources. They report to the Contact Team Leader (CTL). Resources visit all known, accessible residences in the evacuation area and notify residents as directed by the CTL.

5. Perimeter Team Leader (PTL).

- A Perimeter Team Leader is needed when evacuation is probable or people are in immediate danger. The PTL reports to the Evacuation Group Supervisor when assigned, or to the Evacuation Branch Director then the Operations Section Chief and lastly to the Incident Commander. The PTL is responsible for establishing and securing perimeters around the affected area of the incident. The PTL is also responsible for assembling Evacuation Escort Resources to assist personnel that cannot evacuate themselves.

6. Perimeter Security Resource.

- A Perimeter Security Resource is needed when evacuation is probable or people are in immediate danger. The evacuation situation will dictate number of resource members needed. They

will report to the Perimeter Team Leader. The Perimeter Security Resource will secure the perimeter of the affected area. They will use road blocks, closures and checkpoints to control egress and ingress to the area. Roving patrols will also be established to keep the perimeter secure.

7. **Traffic Team Leader (TTL).**

- A Traffic Team Leader is needed when evacuation is probable or people are in immediate danger. The TTL reports to the Evacuation Group Supervisor when assigned, or the LE Branch Director then the Operations Section chief and lastly to the Incident Commander. The TTL is responsible for identifying the safest Evacuation route and maintaining the routes safety and security.

8. **Evacuation Route/Traffic Resource.**

- An Evacuation Route/Traffic Resource is needed when Evacuation is probable or people are in immediate danger. The Evacuation Route Resource reports to the Traffic Team Leader. The Evacuation Route/Traffic Resource will check the evacuation route, once it has been established, for obstructions and safety. The ability to safely pass through the route must be continuously monitored. The Evacuation Route/Traffic Resource will also check alternate routes for safety and traffic flow potential. They may use road blocks, closures and checkpoints to control the flow of traffic along the evacuation route.

9. **Evacuation Escort Resource.**

- An Evacuation Escort Resource is needed when evacuation is probable or people are in immediate danger and the IC may be faced with a need for Law Enforcement officers to escort people from the evacuation area. The evacuation situation dictates number of resource members needed. They report to the Perimeter Team Leader. Two resource members respond to each Mobile Field Contact resource or to other report of any person(s) in the evacuation area who appears to be incapable of making a reasonable and informed decision due to their physical or mental condition, or is otherwise unable to comply with an evacuation directive, or any minor(s) unaccompanied by a parent or guardian.

10. **Transportation Team Leader.**

- A Transportation Team Leader is needed when evacuation is probable or people are in immediate danger. The Transportation Team Leader reports to the Evacuation Group Supervisor when assigned, or to the LE Branch Director then the Operations Section Chief and lastly to the Incident Commander. The Transportation Team Leader is responsible for obtaining means of transportation (i.e. Citylink buses, School buses, etc.) and transporting evacuees from collection points to designated shelters.



11. Transportation Resource.

- A Transportation Resource is needed when Evacuation is probable or people are in immediate danger. The Transportation Resource reports to the Transportation Team Leader. The Transportation Resource is responsible for the safe operation of Transportation vehicles and proper documentation of evacuees that are transported.

12. Shelter Security Resource.

- A Shelter Security Resource is needed when Evacuation is probable or people are in immediate danger. The Shelter Security Resource reports to the Transportation Team Leader. The Shelter Security Resource is responsible for the safety and security of evacuees and personnel that are residing or working within an activated shelter. Depending on the situation they can function as a roving or assigned resource.

13. Law Enforcement Coordinator.

- Provide traffic control and security of prisoners and property during evacuation and re-entry operations.

14. Mass Care Coordinator.

- Alert and activate staff, and opens mass care facilities outside the evacuation area when directed to do so by appropriate authority in accordance with the Mass Care Annex of the Kootenai County Comprehensive Emergency Management Plan.

15. Public Works Coordinator.

- Assist in damage assessments, and verification of structural safety of evacuation routes, removal of obstacles and debris, installation and repair of appropriate traffic control devices, and roadway repairs.

16. Public Information Officer.

- Coordinate and provide public information and instructions.

17. Health and Medical Coordinator.

- Coordinate with hospitals, nursing homes, and other health care facilities to ensure transport and medical care are provided for the patients being evacuated.



D. PUBLIC SERVICE LIMITATION

1. Depending upon the nature of the disaster causing an evacuation, public safety personnel and equipment may not be able to respond to requests for emergency assistance. In extreme situations, use of public safety personnel and equipment may be curtailed. Assets may be ordered to remain in safe a location until the incident has subsided.

E. FACILITIES

1. Kootenai County Emergency Operations Center (KCEOC).

- The KCEOC is located in the basement of the Sheriff's Office at 5500 North Government Way in Coeur d'Alene.

2. Kootenai County Mobile Command Center.

- The Mobile Command Center is a resource that can be requested through the Kootenai County Sheriff's Office by Incident Command. The MCC can be used as a Command Post and/or Communication Center for events such as:
 - Disasters
 - Major Fires
 - Tactical Situations
 - Hazardous Materials Incidents
 - Major Events Requiring a Coordination Center
 - Major Crime Situations

3. Command Post.

- Incident Command should establish an on-scene command post that provides direction and control of the emergency or disaster incident, and can link to the KCEOC via radio or telephone.



F. MILITARY SUPPORT

1. Requests for military assistance may be necessary as the County exhausts local resources.
 - a. Existing Memorandums of Understanding or Mutual Aid Agreements with the Military can be activated by those agencies having agreements.
 - b. Any other requests for Military support will be initiated by either the KCOEM or KCEOC to the Idaho Office of Emergency Management.
 - c. Requests for assistance will be done using WebEOC.
2. The Idaho Office of Emergency Management will evaluate the request and subsequently assign resources necessary to address Kootenai County's emergency assistance needs.

G. CONTINUITY OF GOVERNMENT

1. Succession of Authority.

- a. The line of succession for the Board of County Commissioner is from the Chairperson to the members of the Commission in order of their seniority on the Commission.
- b. The line of succession for City Mayor is the President of the City Council.
- c. Lines of succession to each department head will be determined by the appropriate County or City governing body, or by the department's standard operating procedures or continuity of operations plan.
- d. The lines of succession for other jurisdictions and taxing districts should be determined by the appropriate governing body or by the department's standard operating procedures or continuity of operations plan.

2. Preservation of Records.

- All departments/agencies will act to guarantee preservation of vital public records, to include their reconstitution when necessary, during situations requiring evacuation of public facilities. In general, vital public records include those considered absolutely essential to the continued operation of County and City government; considered absolutely essential to the local government's ability to fulfill its responsibilities to the public; required to protect the rights of individuals and the local government; and essential to restoration of life support services. Documentation of actions taken during an emergency or disaster is a legal requirement.



3. Secure Facilities and Resources.

- Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated. Relocate organizational equipment and supplies that will be moved from the evacuation area. Relocate organizational equipment and supplies back into the evacuation area after the event as appropriate.



VI. PLAN MAINTENANCE

- A. In order to ensure the effectiveness of this evacuation plan, its contents must be known and understood by those responsible for its implementation. KCOEM will provide a controlled copy of this plan to agency officials who are responsible for briefing their personnel on their roles and responsibilities in situations where an evacuation is considered or implemented.
- B. KCOEM will send a notice during the month of February to plan holders requesting they conduct an annual plan review during the month of February.
- C. All agencies will be responsible for developing and maintaining their respective segments of the plan and for providing KCOEM with any updates.
- D. KCOEM ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed. This plan will undergo revision whenever:
 - 1. The plan fails during an emergency.
 - 2. Exercises or drills reveal deficiencies or shortfalls.
 - 3. County government structure changes.
 - 4. Community situations change.
 - 5. State requirements change.
 - 6. Any other condition occurs that causes conditions to change.
- E. KCOEM will maintain a list of individuals who have controlled copies of this plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be updated and marked to show where changes have been made.
- F. This plan should be activated at least once a year in the form of a simulated emergency to provide practical controlled operational experience to those individuals who have responsibilities outlined in the plan.
- G. The Local Emergency Planning Committee should review applicable portions of this plan during the month of February.



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VII. ANNEXES

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ANNEX A – CRITICAL TASKS

1. **Pre-Incident Preparedness Tasks.** Develop and maintain plans, procedures and systems to support large scale or mass evacuations.

1. Pre-Incident Evacuation Planning Task Responsibility		
a.	Develop plans, procedures and protocols to manage evacuations and sheltering-in-place.	Kootenai County and Local Jurisdictions
b.	Develop notification process and/or emergency procedures for populations and neighborhoods at risk; including high density areas, neighborhoods, airports, high-rise buildings, special event venues, etc., and institutions that should begin evacuations early.	Kootenai County, Local Jurisdictions, Residential Care Facilities, Human Services Agencies, and Facility Owners/Operators
c.	Develop and distribute public education materials on evacuation and shelter-in-place preparation, plans, and procedures.	Kootenai County and Local Jurisdictions
d.	Participate in citizen preparedness activities to ensure public information on evacuation and shelter-in-place preparation and processes are effectively communicated.	Kootenai County, Local Jurisdictions, Citizen Corps, and Human Services Agencies
e.	Participate in establishment of public information announcements to be issued as part of shelter-in-place orders.	Kootenai County, Local Jurisdictions, and Agency PIOs
f.	Develop and implement plans and procedures to identify in advance populations requiring assistance during evacuation/shelter-in-place.	Kootenai County, Local Jurisdictions, and Panhandle Health District
g.	Identify and establish partnerships with agencies and businesses that have registries of special needs populations requiring assistance during evacuation and shelter-in-place.	Panhandle Health District, Kootenai County, and Local Jurisdictions
h.	Develop and implement procedures to identify and arrange for transportation to accommodate immobilized individuals or others requiring special assistance during transport.	Local Jurisdictions, Kootenai County, Hospitals, Nursing Homes, Residential Care Facilities, etc.
i.	Develop plans and procedures for identifying during an incident those populations requiring assistance with evacuation, including identification of type of assistance required.	Local Jurisdictions, Kootenai County

1. Pre-Incident Evacuation Planning Task Responsibility		
j.	Establish processes to ensure that the immobilized and other individuals that require special assistance can be moved to collection points for evacuation.	Local Jurisdictions, Kootenai County, Nursing Homes, Residential Care Facilities, and Hospitals
k.	Establish processes for identifying and collecting individuals who do not go to collection points.	Local Jurisdictions and Kootenai County
l.	Pre-identify evacuee collection points, staging and reception areas (for immediate sheltering and processing).	Local Jurisdictions, and Kootenai County
m.	Pre-arrange contracts and Memorandums of Agreement to ensure provision of transportation vehicles and drivers in the event of an incident.	Kootenai County, Local Jurisdictions, Nursing Homes, Residential Care Facilities, Hospitals, and Facility Owners/Operators
n.	Identify and arrange for the staging and use of resources from outside the planning area.	Local Jurisdictions and Kootenai County
o.	Develop plans and procedures for coordinating with other agencies to meet basic needs during evacuation.	All Agencies, Businesses, Jurisdictions and the American Red Cross
p.	Develop agreements with neighboring areas regarding the movement and receipt of evacuees from the affected area.	Kootenai County
q.	Develop plans and procedures for evacuation of companion animals.	Kootenai County and Local Jurisdictions

2. Pre-Incident Preparedness Task. Develop and maintain evacuation training and exercise programs.

2. Pre-Incident Evacuation Training and Exercise Task Responsibility		
a.	Develop and implement training programs for staff involved in evacuation/shelter-in-place implementation.	Kootenai County and Local Jurisdictions
b.	Develop and implement exercises involving evacuation in varied situations and types of locations to local shelters as well as distant sites.	Kootenai County, Local Jurisdictions and American Red Cross
c.	Assess training and exercise gaps.	Kootenai County, Local Jurisdictions and LEPC



d.	Review existing training and exercise resources available for participation and/or inclusion in comprehensive training and exercise strategy.	Kootenai County and Local Jurisdictions
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3. **Incident Response Tasks.** Direct, manage and coordinate evacuation procedures for the general population, and those requiring assistance at any stage in the evacuation process.

3. Evacuation Incident Response Task Responsibility		
a.	Establish Incident or Unified Command Structure.	Kootenai County or Local Jurisdictions
b.	Assess the area affected by the incident and the impact on the population of that area.	Incident Command
c.	Identify special populations, institutions (e.g., hospitals, nursing homes, correctional facilities) and locations to be evacuated. Identify special needs of people to be evacuated and the type of assistance needed.	Local Jurisdictions, Panhandle Health District and Kootenai County
d.	Identify appropriate decision-making authority responsible for issuing evacuation request or orders.	Local Jurisdictions and Kootenai County
e.	Develop and issue appropriate evacuation request or orders.	Local Jurisdictions and/or Kootenai County
f.	Coordinate with PIO and Kootenai County 9-1-1 regarding communication of the evacuation decision; establish an incident communications plan.	Incident Command assisted by Public Information Officer And Kootenai County 9-1-1
g.	Issue public notification and warning messages to include Public Notification System notification of impacted area.	Local Jurisdiction or Kootenai County Sheriff or KCOEM
h.	Notify other jurisdictions, agencies, and organizations affected by the incident and coordinate the appropriate aspects of the evacuation. Establish a Unified Command Organization as appropriate.	Kootenai County and/or Local Jurisdiction assisted by Public Information Officers and the KCEOC
i.	Determine evacuation routes to be used and the Traffic Control Points required.	Kootenai County Sheriff, Local Law Enforcement assisted by Street Departments, Highway Districts and neighboring jurisdictions

3. Evacuation Incident Response Task Responsibility		
j.	Implement traffic control along evacuation routes, including law enforcement personnel and traffic control devices.	Kootenai County Sheriff, Local Law Enforcement, Public Works, Street Departments, Highway Districts, and the Idaho Transportation Department
k.	Identify, procure, and deploy resources required to support en-route vehicle evacuation such as fuel, tow trucks, etc.	Local Jurisdictions and Kootenai County assisted by KCEOC
l.	Establish staging areas for incoming equipment and supplies.	Incident Command and/or KCEOC
m.	Select and activate transfer/pick-up points where evacuees can access mass transit. Establish security at these locations to control traffic and maintain order.	Kootenai County Sheriff and Local Jurisdictions
n.	Identify and select types of vehicles needed to meet evacuation requirements.	Local Jurisdiction and/or Kootenai County assisted by KCEOC
o.	Request mass transit assets and school buses with qualified drivers to transport evacuees from pick-up points to shelter facilities.	Local Jurisdiction and/or Kootenai County assisted by KCEOC
p.	Select and mobilize accessible transit vehicles for persons with mobility impairments and other special needs.	Local Jurisdiction and/or Kootenai County assisted by KCEOC
q.	Monitor traffic on evacuation routes and provide additional controls as needed.	Kootenai County Sheriff and/or Local Jurisdiction
r.	Establish liaison with special needs facilities in the affected area and coordinate evacuation support as needed.	Kootenai County and/or Local Jurisdiction assisted by KCEOC
s.	Conduct search and rescue operations and implement an accountability system to track evacuation progress and compliance.	Kootenai County Sheriff and/or Local Jurisdiction



4. **Incident Response Tasks.** Identify and ensure notification of at-risk populations and identify individuals requiring assistance in evacuation.

4. Evacuation Response Notification Task Responsibility		
a.	Coordinate with Human Services and Home Health Care Agencies to determine locations of people who may need assistance with evacuations.	Incident Command assisted by KCEOC.
b.	Establish a call-in center for people to request specialized assistance with evacuation.	Incident Command assisted by KCOEM or KCEOC
c.	Coordinate with agencies providing emergency public information and other community partners to ensure effective communications with all members of the affected community.	Kootenai County and/or Local Jurisdiction, assisted by PIO's, KCEOC or Joint Information System
d.	Conduct triage upon identification of special needs to determine type of assistance needed, comparative risk and resources available to respond. Establish response priorities.	Incident Command assisted by KCEOC

5. **Incident Response Tasks.** Collect and evacuate people requiring specialized assistance.

5. Evacuation Response Special Needs Task Responsibility		
a.	Coordinate with supporting agencies and pre-arranged providers to obtain appropriate means of transportation for those requiring transportation assistance (e.g., buses, ambulances, disability related transportation).	Incident Command assisted by KCEOC
b.	Implement plans for providing alternate means of transportation for immobilized individuals or those needing other special assistance in transit.	Kootenai County and/or Local Jurisdictions with Mutual Aid Assistance
c.	Provide appropriate specialized transportation services for those requiring additional support during evacuation.	Kootenai County and/or Local Jurisdictions with Mutual Aid Assistance
d.	Coordinate provision of medical support services for evacuating special needs populations.	Local Jurisdiction with Mutual Aid Assistance
e.	Collect individuals at pre-established collection points and transfer to staging/reception areas.	Local Jurisdiction with Mutual Aid Assistance

f.	Collect individuals at non-specified locations and transfer to staging/reception area.	Local Jurisdiction with Mutual Aid Assistance
g.	Establish a means of tracking evacuees.	Local Jurisdiction with Mutual Aid Assistance

6. Incident Response Tasks. Facilitate the self-evacuation of the affected population.

6. Evacuation Response Self-Evacuation Task Responsibility		
a.	Activate public warning systems for the issuance of Emergency Alerts, Safety Advisories and/or Public Notification System messages to the affected area(s).	Kootenai County and/or Local Jurisdiction assisted by KCOEM, KCEOC or Central Dispatch
b.	Activate approved traffic control plan.	Kootenai County Sheriff’s Office, Local Law Enforcement and ISP
c.	Coordinate with appropriate agencies regarding support for traffic control.	Kootenai County Sheriff, Local Law Enforcement assisted by Mutual Aid and/or KCEOC
d.	Provide information regarding shelter and reception locations.	Incident Command, KCOEM, KCEOC and American Red Cross
e.	Implement procedures for allowing voluntary tracking of evacuees.	Kootenai County, Local Jurisdiction, American Red Cross
f.	Monitor evacuation traffic flow/demand and adjust evacuation traffic management plan and measures as appropriate.	Incident Command assisted by Street Departments, Public Works, Highway Districts and ITD
g.	Monitor evacuation traffic to identify those in need of special services (e.g., gas, food, water, tow trucks, etc.) along the evacuation route.	Incident Command assisted by Local Jurisdictions, Mutual Aid, Private Sector and KCEOC

7. Incident Response Tasks. Set up and operate evacuee Shelter, Reception and Care facilities.

7. Evacuation Response Sheltering Responsibility		
a.	Provide mass care and sheltering needs for persons unable to provide for themselves.	KCOEM/KCEOC assisted by American Red Cross
b.	Coordinate with mass care agencies to identify safe locations to open shelter facilities and to provide other mass care services for evacuees.	Incident Command assisted by KCEOC



c.	Coordinate with mass care agencies to assess the need for emergency feeding and sheltering activities.	Local jurisdiction, assisted by KCEOC
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8. Recovery and Re-Entry Tasks. Control and facilitate re-entry following the incident.

8. Evacuation Recovery and Re-Entry Task Responsibility		
a.	Establish community recovery team.	Local Jurisdictions and Kootenai County
b.	Provide and maintain security of the area.	Local Law Enforcement, Kootenai County Sheriff's Office
c.	Organize damage assessment teams.	Local jurisdictions, KCOEM/KCEOC
d.	Provide Emergency Response personnel and equipment in the re-entered area, to include: <ul style="list-style-type: none"> • Search and Rescue • Utilities Repair • Damage Assessment Teams 	Local Jurisdictions and Kootenai County
e.	Conduct an area Hazard Assessment.	Recovery Team assisted by Local Jurisdictions, Sheriff's Office, Building Inspectors
f.	Complete area Rapid Damage Assessment.	Local jurisdictions, Sheriff's Office, Building Inspectors
g.	Establish recovery priorities.	Recovery Team
h.	Clear debris from roads and critical facility sites.	Local Jurisdictions, Street Departments, Public Works; Highway Districts, Idaho Transportation Department, Kootenai County Solid Waste
i.	Repair damage to critical infrastructure/area lifelines: <ul style="list-style-type: none"> • Potable Water • Electric Power • Gas Lines • Sewer • Telephone Service 	Local Jurisdictions, Utility Companies (Verizon, Avista; Kootenai Electric Cooperative, etc.), Municipalities, Pipeline Companies (Yellowstone, TransCanada and Williams)

8. Evacuation Recovery and Re-Entry Task Responsibility		
j.	Restore critical facilities to operation.	Local Jurisdictions assisted by Kootenai County, Utilities, Fire and Highway Districts, State and Federal Agencies
k.	Contract for necessary services.	Local Jurisdictions, Kootenai County
l.	Restore traffic control devices (signs, signals, etc) as necessary.	Local Jurisdictions, Street Departments, Public Works; Highway Districts, Idaho Transportation Department
m.	Assess area to confirm safe access for re-entry of populace.	Law Enforcement, Panhandle Health District
n.	Decide upon full-scale or phased re-entry.	Recovery Team
o.	Establish a re-entry schedule.	Recovery Team
p.	Arrange public transportation as needed.	Logistics Section Chief
q.	Establish a method for identifying authorized vehicles and individuals: <ul style="list-style-type: none"> • Driver’s License with local address • Company Identification • Back up : <ul style="list-style-type: none"> – Utility bill – Car registration – Property tax documents 	Kootenai County Sheriff’s Office
r.	Plan and carry out a public information strategy: <ul style="list-style-type: none"> • When re-entry will begin • Full-scale or temporary re-entry • Transportation instructions • Identification instructions • Safety considerations • Emergency assistance • Instructions on permissible re-entry area activities (should restrictions be in place) • Curfews(?) • Public Health Advisories • Insurance information • Establishment of Disaster Recovery Center 	Public Information Officers, Joint Information System



8. Evacuation Recovery and Re-Entry Task Responsibility		
s.	Collect and dispose of dead animals.	Kootenai County, Local Jurisdictions, Kootenai County Solid Waste
t.	Conduct decontamination as required.	HAZMAT Teams, Fire Districts,
u.	Set up Disaster Recovery Center(s).	Local, State, and Federal Agencies assisted by KCOEM/KCEOC
v.	Establish roadblocks to prevent mass entry of the population into impacted areas so as to keep rescue routes cleared.	Sheriff's Office and Local Law Enforcement
w.	Provide notice of permission to re-enter the area through PIO.	Local Jurisdiction assisted by KCEOC
x.	Facilitate reopening of supermarkets and gas stations to meet demand of returning residents.	Recovery Team
y.	Re-establish Human Services in Kootenai County.	State, County and Local Jurisdictions; Panhandle Health District,
z.	Provide Crisis Counseling for residents.	Panhandle Health District, American Red Cross, Churches
aa.	Identify mitigation projects.	Kootenai County, LEPC, Local, State and Federal Jurisdictions



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Attachment 1: EVACUATION PLANNING FACTORS

Evacuation Planning Factors

- A. County or Municipal-wide Evacuations. Should it be necessary to evacuate for county or municipal-wide events the KCEOC will coordinate its efforts with the IDEOC.
- B. Neighborhood or Area Evacuation. Certain events can occur with little or no warning (i.e. hazardous materials event, large fire, hostage/terrorism event) requiring immediate public protection efforts. A “time and circumstances” evacuation plan will be implemented by the Incident Commander at the scene, with support by the KCEOC as requested and time allows. The following planning factors should be considered in preparing an evacuation plan:
 - Consider the characteristics of the hazard/ threat: magnitude, intensity, speed of onset, duration, impact.
 - Determine area to be evacuated.
 - Establish a perimeter. Consider access and functional needs equipment:
 - Barricades with flashing lights.
 - Barricade tape.
 - Evacuation route signs.
 - Determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance necessary to insure safety.
 - Establish entry and exit control points.
 - Identify access and functional needs populations:
 - Schools.
 - Day care centers.
 - Nursing homes.
 - Handicapped persons (hearing, sight, mentally, mobility impaired).
 - Non-English speaking persons.
 - Hospitals, health care facilities.
 - Transient populations (street people, motel/hotel guests).
 - People without transportation.
 - Animals: Kennels, veterinary hospitals, pet stores, animal shelters.
 - Identify assembly areas for people without transportation.
 - Estimate numbers of people requiring transportation.
 - Identify evacuation routes. Consider: traffic capacity, risk areas.
 - Plan for “what ifs,” i.e. vehicle breakdowns, bridge/road damages, secondary hazards along evacuation routes, etc.
 - Consider need for animal control, care, evacuation.
 - Identify mass care facilities, safe areas.
 - Plan for security: Perimeter control, property protection, etc.
 - Minimize family separation. Consider how to reunite families.
 - Is an “evacuation order” from the Governor needed?
 - Determine reentry procedures.
 - Issue specific evacuation instructions to include:
 - Situation: Emphasize hazard/threat/risk.
 - The life/death consequences for not evacuating.
 - Services that will be discontinued or interrupted within the evacuation area.
 - Legal consequences for re-entering the area.
 - Identification of the specific area(s) to be evacuated.
 - List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, and sleeping bags).
 - Departure times.
 - Pickup points for people requiring transportation assistance.
 - Evacuation routes (give easy to understand instructions using major roads, streets, highways, rivers, etc.).
 - Location of mass care facilities outside of the evacuation area.
 - Where family members go to be united.
 - How access and functional needs populations are being assisted.
 - What to do with animals.
 - Keep animals secured, on leash, etc.
 - Remember to keep evacuees and the general public informed on evacuation activities and the specific actions they should take.



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ANNEX B – POSITION CHECKLISTS

The purpose of position descriptions and checklists is to assist personnel in understanding and activating positions in the event an evacuation is necessary.

Position descriptions and checklists are provided for the following evacuation positions.

1. Evacuation Group Supervisor
2. Contract Team Leader
3. Phone Contact Resource
4. Mobile Field Contact Resource
5. Perimeter Team Leader
6. Perimeter Security Resource
7. Traffic Team Leader
8. Evacuation Route/Traffic Resource
9. Evacuation Escort Resource
10. Transportation Team Leader
11. Transportation Resource
12. Shelter Security Resource
13. Law Enforcement Coordinator
14. Mass Care Coordinator
15. Public Works Coordinator
16. Public Information Officer
17. Health And Medical Coordinator



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1. EVACUATION GROUP SUPERVISOR CHECKLIST

An Evacuation Group Supervisor (EGS) is needed when evacuation is probable or people are in immediate danger and the Incident Commander does not have sufficient resources to effect necessary actions. The EGS reports to the Law Enforcement Branch Director when one is assigned to the incident, otherwise to the Operations Section Chief (OSC) or Incident Commander (IC) respectively. The EGS is primarily responsible for preparing and/or revising the evacuation plan, managing any evacuation effort associated with the incident, and coordinating evacuation efforts between the various agencies that may be involved. Duties include those of all needed subordinate positions not filled and:

- Obtain initial and daily briefings from OSC or IC; understand the “Concept Of Operation”.
- Determine and understand local jurisdiction and responsible state agency authorities for conducting an evacuation as a result of the incident.
- Review position descriptions on following pages, evaluate need for additional Evacuation Group resources and order accordingly:
 - a. Alert – concentrate on Contact Group.
 - b. Warning – concentrate on Contact and Perimeter Groups and Shelter Group Supervisor.
 - c. Evacuation – review all Branch resource needs.

When IC has issued an evacuation warning or directive:

- Begin shelter preparations or establishment through coordination with the Kootenai County Office of Emergency Management.
- Establish an evacuee briefing site(s). Provide site location to Public Information Officer; Perimeter Group Supervisor; and Contact Group Supervisor.
- Inform Incident Communications Unit and/or Resource Unit of all changes in status of resources assigned to the Branch.
- Revise this evacuation plan as necessary.
- Coordinate Group activities with Divisions and other Branches.
- Know daily planning cycle and participate with Incident Planning Section Chief (PSC) in the development of daily Incident Action Plans, unless evacuation situation precludes it.
- Coordinate with PSC or Documentation Unit Leader to understand Incident documentation requirements.
- Attend Operations Briefing.
- Review work assignments with Team Leaders daily, usually immediately after the daily Operations Briefing.



1. EVACUATION GROUP SUPERVISOR CHECKLIST

<input type="checkbox"/>	Approve and turn in time reports (SF 261) of Team Leaders.
<input type="checkbox"/>	Evaluate performance (ICS Form 226) of Team Leaders.
<input type="checkbox"/>	Ensure subordinates are aware and comply with reporting and documentation requirements.
<input type="checkbox"/>	Evaluate and recommend activation or changes to the public alerting systems (upgrade or down-grade/updates).
<input type="checkbox"/>	Develop evacuation plan to meet incident objectives (i.e. shelter- in- place/ immediate evacuation/ planned evacuation).
<input type="checkbox"/>	Develop trigger points, if time allows, for the evacuation based on number and location of those at risk.
<input type="checkbox"/>	Identify evacuation routes to be used in correlation with shelter locations.
<input type="checkbox"/>	Brief PIO on evacuation statuses/progress.
<input type="checkbox"/>	Develop the access/re-entry criteria for the affected area.
<input type="checkbox"/>	Review work assignments with Team Leaders daily, usually immediately after the daily Operations Briefing.
<input type="checkbox"/>	Revise the evacuation plan as necessary.



2. CONTACT TEAM LEADER (CTL) CHECKLIST

A Contact Team Leader (CTL) is needed when evacuation is possible, probable or people are in immediate danger and Incident Commander (IC) does not have sufficient resources to effect necessary actions. The CTL reports to the Evacuation Group Supervisor (EGS) when one is assigned to the incident, otherwise to the LE Branch director then the Operations Section Chief (OSC) and lastly, the IC. The CTL is responsible for ensuring people in the evacuation area are informed of the current danger level. The CTL coordinates with the Public Information Officer (PIO) and manages assigned contact teams to inform people using any combination of: posting information bulletins in locations specified by the PIO, telephone calls, and direct, house-to-house contact. Duties include those of all needed subordinate positions not filled, and:

<input type="checkbox"/>	Obtain briefings from the Evacuation Group Supervisor or the LE Branch Director.
<input type="checkbox"/>	Review all position descriptions within your span of control and evaluate need for additional resources.
<input type="checkbox"/>	Review assignments with all contact resources.
<input type="checkbox"/>	Keep the Evacuation Group Supervisor advised of status changes of resources assigned to the Team.
<input type="checkbox"/>	Keep the Evacuation Group Supervisor advised of hazardous situations and significant events.
<input type="checkbox"/>	Coordinate activities with Groups and other Teams.
<input type="checkbox"/>	Ensure that contact resources are getting the correct message out to the citizens.
<input type="checkbox"/>	Ensure that all assigned personnel are relieved at reasonable intervals.
<input type="checkbox"/>	Evaluate performance of all resources assigned to the Team.



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3. PHONE CONTACT RESOURCE CHECKLIST

A Phone Contact Resource is needed when evacuation is possible, probable or people are in immediate danger and Incident Commander wants to make phone notifications but does not have sufficient resources. The phone notification situation dictates the number of resource members. They report to the Contact Team Leader (CTL). Resource members make phone notifications as instructed in writing by the CTL, to area residents listed within the danger area.

Supplies and equipment required for each Resource member include:

- An operable telephone.
- A chair or bench, table space, and writing materials.
- Written instructions accompanying a notification message.
- A list of names or numbers to call.
- A supply of Pre-evacuation Contact Data sheets (used in alert and warning phases).

Duties Include:

- Contact residents as per instructions.
- Provide notification information to residents.
- Record data as required in Pre-Evacuation Contact Data sheets.
- Notify the Contact Team Leader of those residents who are elderly, disabled, ill, medically frail that require/request additional evacuation assistance.



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4. MOBILE FIELD CONTACT RESOURCE CHECKLIST

Mobile Field Contact Resources are needed when evacuation is possible, probable or people are in immediate danger and Incident Commander wants to make field notifications but lacks sufficient resources. Each 2-person resource has a driver and a Leader. The number of people in the evacuation area dictates the number of resources. They report to the Contact Team Leader (CTL). Resources visit all known, accessible residences in the evacuation area and notify residents as directed by the CTL.

Supplies and equipment required for each resource includes:

- A map identifying all known residences in the area the resource is to Cover.
- A vehicle appropriately equipped to travel the intended routes.
- A public address phone and speaker.
- A radio that can transmit and receive on a frequency also available to the perimeter Team Leader.
- Written instructions accompanying a notification message.
- A supply of Pre-evacuation Contact Data sheets (used in Alert and Warning phases).

Duties may include:

- Door-to-door notification of residents in the area the resource is to cover in accordance with written instructions.
- Record resident data on Pre-Evacuation Contact Data sheets.
- Post warning and evacuation notification messages on resident’s doors.
- Answer residents’ questions as required.
- Record information on residents who refuse order to evacuate.
- Direct residents to listen to radios for emergency information updates.
- Inform Contact Team Leader and Evacuation Escort Resource(s) of residents who are disabled, elderly or medically frail and who require further evacuation assistance.
- Assist disabled, elderly or medically frail in evacuation as directed by CTL.



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5. PERIMETER TEAM LEADER (PTL) CHECKLIST

A Perimeter Team Leader is needed when evacuation is probable or people are in immediate danger. The PTL reports to the Evacuation Group Supervisor when assigned, or to the LE Branch Director then the Operations Section Chief and lastly to the Incident Commander. The PTL is responsible for Establishing and Securing perimeters around the affected area of the incident. The PTL is also responsible for assembling Evacuation Escort Resources to assist personnel that cannot evacuate themselves, and:

<input type="checkbox"/>	Obtain briefings from the Evacuation Group Supervisor or LE Branch Director.
<input type="checkbox"/>	Review all position descriptions within your span of control and evaluate need for additional resources.
<input type="checkbox"/>	Review assignments with all Escort and Perimeter Security resources.
<input type="checkbox"/>	Establish and maintain perimeter control of affected area(s).
<input type="checkbox"/>	Provide for security of the evacuated area(s).
<input type="checkbox"/>	Keep the Evacuation Group Supervisor advised of status changes of resources assigned to the Team.
<input type="checkbox"/>	Keep the Evacuation Group Supervisor advised of hazardous situations and significant events.
<input type="checkbox"/>	Coordinate activities with Groups and other Teams.
<input type="checkbox"/>	Locate perimeter control points and set up checkpoints, roadblocks or road closures as needed.
<input type="checkbox"/>	Ensure proper equipment is obtained to complete your objective. (I.e. barricades, cones, signs, etc.).
<input type="checkbox"/>	Ensure that information used at checkpoints and roadblocks is accurate.
<input type="checkbox"/>	Ensure communications between perimeter control points is operable and reliable.
<input type="checkbox"/>	Set up and manage guide cars, flag stops, traffic directional control and other methods to ensure safe traffic flow in and around the incident.
<input type="checkbox"/>	Ensure that all assigned personnel are relieved at reasonable intervals.
<input type="checkbox"/>	Evaluate performance of all resources assigned to the Team.
<input type="checkbox"/>	Coordinate re-entry requests through the Evacuation Group Supervisor.
<input type="checkbox"/>	Approve and turn in times for all resources assigned to the Team and maintain a unit log.



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6. PERIMETER SECURITY RESOURCE CHECKLIST

A Perimeter Security Resource is needed when evacuation is probable or people are in immediate danger. The evacuation situation will dictate number of resource members needed. They will report to the Perimeter Team Leader. The Perimeter Security Resource will secure the perimeter of the affected area. They will use road blocks, closures and checkpoints to control egress and ingress to the area. Roving patrols will also be established to keep the perimeter secure.

Necessary support items include:

- A map identifying the perimeter of the affected area and location of checkpoints, roadblocks, egress and ingress routes.
- A vehicle appropriately equipped to perform roving patrols within and around the perimeter.
- A public address phone and speaker.
- A radio that can transmit and receive on a frequency available to the Perimeter Team Leader.
- Information and instructions on actions to be taken when confronting citizens within and around the perimeter.

Duties Include:

- Control egress and ingress to the evacuated area.
- Record information on evacuees.
- Require and check appropriate identification and permits of individuals attempting to enter the evacuated area.



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7. TRAFFIC TEAM LEADER (TTL) CHECKLIST

A Traffic Team Leader is needed when evacuation is probable or people are in immediate danger. The TTL reports to the Evacuation Group Supervisor when assigned, or the LE Branch Director then the Operations Section chief and lastly to the Incident Commander. The TTL is responsible for identifying the safest Evacuation route and maintaining the routes safety and security.

Duties Include:

<input type="checkbox"/>	Obtain briefings from the Evacuation Team Leader or the LE Branch Director.
<input type="checkbox"/>	Review all position descriptions within your span of control and evaluate need for additional resources.
<input type="checkbox"/>	Review assignments with all Evacuation Route/Traffic Resources.
<input type="checkbox"/>	Keep the Evacuation Group Supervisor advised of status changes of resources assigned to the Team.
<input type="checkbox"/>	Keep the Evacuation Group Supervisor advised of hazardous situations and significant events.
<input type="checkbox"/>	Ensure information dissemination is made if the evacuation route may or does impact adjacent counties or States.
<input type="checkbox"/>	Coordinate activities with Groups and other Teams.
<input type="checkbox"/>	Determine the safest evacuation route and have back up routes in place.
<input type="checkbox"/>	Ensure proper equipment is obtained to complete your objective, (i.e., barricades, cones, signs, etc.).
<input type="checkbox"/>	Ensure that information used at checkpoints and roadblocks is accurate.
<input type="checkbox"/>	Ensure communications are operable and reliable.
<input type="checkbox"/>	Set up and manage guide cars, flag stops, traffic directional control and other methods to ensure safe traffic flow along the evacuation route.
<input type="checkbox"/>	Ensure that all assigned personnel are relieved at reasonable intervals.
<input type="checkbox"/>	Evaluate performance of all resources assigned to the Team.
<input type="checkbox"/>	Approve and turn in times for all resources assigned to the Team and maintain a unit log.



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8. EVACUATION ROUTE/TRAFFIC RESOURCE

An Evacuation Route/Traffic Resource is needed when Evacuation is probable or people are in immediate danger. The Evacuation Route Resource reports to the Traffic Team Leader. The Evacuation Route/Traffic Resource will check the evacuation route, once it has been established, for obstructions and safety. The ability to safely pass through the route must be continuously monitored. The Evacuation Route/Traffic Resource will also check alternate routes for safety and traffic flow potential. They may use roadblocks, closures and checkpoints to control the flow of traffic along the evacuation route.

Necessary support items include:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A map identifying the perimeter of the affected area and the evacuation route with checkpoints, roadblocks and identified hazards. |
| <input type="checkbox"/> | A vehicle appropriately equipped to perform mitigation and management of the evacuation route. |
| <input type="checkbox"/> | A public address phone and speaker. |
| <input type="checkbox"/> | A radio that can transmit and receive on a frequency available to the Traffic Team Leader. |
| <input type="checkbox"/> | Information and instructions on actions to be taken when confronting citizens along the evacuation route. |

Duties Include:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Monitor and control traffic flow along designated routes. |
| <input type="checkbox"/> | Report breakdowns and assist as directed. |
| <input type="checkbox"/> | Report out of fuel vehicles and assist as directed. |
| <input type="checkbox"/> | Report and remove obstructions as capable. |
| <input type="checkbox"/> | Act to ensure the safety of evacuees. |



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9. EVACUATION ESCORT RESOURCE CHECKLIST

An Evacuation Escort Resource is needed when evacuation is probable or people are in immediate danger and the IC may be faced with a need for Law Enforcement officers to escort people from the evacuation area. The evacuation situation dictates number of resource members needed. They report to the Perimeter Team Leader. Two resource members respond to each Mobile Field Contact resource or other report of any person(s) in the evacuation area: who appears to be incapable of making a reasonable and informed decision due to their physical or mental condition, or is otherwise unable to comply with an evacuation directive, or any minor(s) unaccompanied by a parent or guardian.

Necessary support items include:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A map identifying all known residences or locations in the area the resource is to respond too and where evacuees are to be taken. |
| <input type="checkbox"/> | A vehicle appropriately equipped to travel the intended routes and transport evacuees. |
| <input type="checkbox"/> | A public address phone and speaker. |
| <input type="checkbox"/> | A radio that can transmit and receive on a frequency available to the perimeter Team Leader. |
| <input type="checkbox"/> | Information and instructions on needs of evacuees being escorted out, (i.e., type of disability - physical or mental). |
| <input type="checkbox"/> | Proper documentation for chain of custody of the evacuees. |

Duties Include:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Inform Contact Team Leader and Evacuation Escort Resource(s) of residents who are disabled, elderly or medically frail and who require further evacuation assistance. |
| <input type="checkbox"/> | Assist disabled, elderly or medically frail in evacuation as directed by CTL. |
| <input type="checkbox"/> | Advise the evacuating disabled, elderly or medically frail to bring: <ul style="list-style-type: none"> o Medications o Necessary medical equipment (if possible) o Prescriptions o Medical Care Provider contact information o Information on Next of Kin |



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10. TRANSPORTATION TEAM LEADER CHECKLIST

A Transportation Team Leader is needed when evacuation is probable or people are in immediate danger. The Transportation Team Leader reports to the Evacuation Group Supervisor when assigned, or to the LE Branch Director then the Operations Section Chief and lastly to the Incident Commander. The Transportation Team Leader is responsible for obtaining means of transportation (i.e. Citylink buses, school buses, transportation for special needs, etc.) for transporting evacuees from collection points to designated shelters.

Duties Include:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Obtain briefings from the Evacuation Group Supervisor or the LE Branch Director. |
| <input type="checkbox"/> | Review all position descriptions within your span of control and evaluate need for additional resources. |
| <input type="checkbox"/> | Review all memorandums of understanding and mutual aid agreements that pertain to transportation vehicles. |
| <input type="checkbox"/> | Review available air, land, water and rail transportation resources. |
| <input type="checkbox"/> | Review assignments with all Transportation Resources. |
| <input type="checkbox"/> | Keep the Evacuation Group Supervisor advised of status changes of resources assigned to the Team. |
| <input type="checkbox"/> | Keep the Evacuation Group Supervisor advised of hazardous situations and significant events. |
| <input type="checkbox"/> | Coordinate activities with Groups and other Teams. |
| <input type="checkbox"/> | Ensure communications are operable and reliable. |
| <input type="checkbox"/> | Ensure that all assigned personnel are relieved at reasonable intervals. |
| <input type="checkbox"/> | Evaluate performance of all resources assigned to the Team. |
| <input type="checkbox"/> | Approve and turn in times for all resources assigned to the Team and maintain a unit log. |



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11. TRANSPORTATION RESOURCE CHECKLIST

A Transportation Resource is needed when Evacuation is probable or people are in immediate danger. The Transportation Resource reports to the Transportation Team Leader. The Transportation Resource is responsible for the safe operation of Transportation vehicles and proper documentation of evacuees that are transported.

Necessary support items include:

- A map identifying the pick-up and drop-off points for evacuees and the evacuation route with checkpoints, roadblocks and identified hazards.
- A vehicle appropriately equipped to perform mitigation and management of the evacuees.
- A public address phone and speaker.
- A radio that can transmit and receive on a frequency available to the Transportation Team Leader.
- Information and instructions on actions to be taken when transportation problems occur with evacuees.

Duties Include:

- Provide safe transportation of evacuees out of the impacted area.
- Report safety and maintenance issues.
- Report incidents of problems with evacuees.
- Act to ensure the safety of evacuees.



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12. SHELTER SECURITY RESOURCE CHECKLIST

A Shelter Security Resource is needed when Evacuation is probable or people are in immediate danger. The Shelter Security Resource reports to the Transportation Team Leader. The Shelter Security Resource is responsible for the safety and security of evacuees and personnel that are residing or working within an activated shelter. Depending on the situation they can function as a roving or assigned resource.

Necessary support items include:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A map identifying all activated shelters. |
| <input type="checkbox"/> | An appropriately marked vehicle for roving patrol between shelters. |
| <input type="checkbox"/> | A public address phone and speaker. |
| <input type="checkbox"/> | A radio that can transmit and receive on a frequency available to the Transportation Team leader. |
| <input type="checkbox"/> | Information and instructions on actions to be taken if a problem arises at an assigned shelter. |

Duties Include:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Maintain safety of evacuees in shelters. |
| <input type="checkbox"/> | Establish and maintain security of evacuees in shelters. |



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13. LAW ENFORCEMENT COORDINATOR CHECKLIST

Provide traffic control and security of prisoners and property during evacuation and re-entry operations.

Duties Include:

<input type="checkbox"/>	Provides traffic control during evacuation and re-entry operations, to include: <ul style="list-style-type: none"> o Route assignment and departure scheduling o Road capacity expansion o Entry control for outbound routes o Perimeter control for inbound routes o Traffic flow, including procedures for breakdowns o Establishment of rest areas
<input type="checkbox"/>	Secure, protect, and house prisoners that must be evacuated.
<input type="checkbox"/>	Assist in the evacuation notification in the risk area as necessary.
<input type="checkbox"/>	Protect property in the evacuated area.
<input type="checkbox"/>	Limits access to the evacuated area.
<input type="checkbox"/>	Coordinate with the Evacuation Coordinator and Office of Emergency Management.
<input type="checkbox"/>	Makes provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.



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14. MASS CARE COORDINATOR CHECKLIST

Alert and activate staff, and opens mass care facilities outside the evacuation area when directed to do so by appropriate authority in accordance with the Mass Care Annex of the Kootenai County Emergency Operations Plan.

Duties Include:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Identify number of people requiring sheltering. |
| <input type="checkbox"/> | Coordinate efforts with the American Red Cross to provide mass care and sheltering needs outside of the evacuation area as directed by appropriate authority and in accordance with the Mass Care Emergency Support Function #6 in the Kootenai County Emergency Operations Plan. |
| <input type="checkbox"/> | Provide shelter location information to Public Information Officer. |
| <input type="checkbox"/> | Record victims and disaster assistance inquiries. |



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15. PUBLIC WORKS COORDINATOR CHECKLIST

Assist in damage assessments, and verification of structural safety of evacuation routes, removal of obstacles and debris, installation and repair of appropriate traffic control devices, and roadway repairs.

Duties Include:

<input type="checkbox"/>	Assist in evacuation by providing traffic control assistance.
<input type="checkbox"/>	Verify structural safety of routes.
<input type="checkbox"/>	Provide barricades to assist with direction of traffic flow.
<input type="checkbox"/>	Provides and erects temporary traffic control signs as needed.
<input type="checkbox"/>	Provides debris removal on evacuation and re-entry routes as needed.
<input type="checkbox"/>	Makes provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.



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16. PUBLIC INFORMATION OFFICER (PIO) CHECKLIST	
Coordinate and provide public information and instructions.	
Disseminate instructional materials and information to evacuees, to include:	
<input type="checkbox"/>	Identification of specific area to be evacuated/re-entered.
<input type="checkbox"/>	Evacuation and re-entry routes.
<input type="checkbox"/>	Lists of items evacuees should take with them.
<input type="checkbox"/>	Departure times and deadlines.
<input type="checkbox"/>	Assembly and pick-up points for people needing transportation assistance.
<input type="checkbox"/>	Location of reception and care facilities.
Ensure dissemination of information for evacuation to:	
<input type="checkbox"/>	Hospitals and Residential Treatment Facilities.
<input type="checkbox"/>	Nursing Homes and Assisted Living.
<input type="checkbox"/>	School Districts and (in smaller evacuations) impacted schools.
<input type="checkbox"/>	Child Care Centers.
<input type="checkbox"/>	Contacts for the area's homeless and transient populations.
<input type="checkbox"/>	Camps and RV Parks.
<input type="checkbox"/>	Correctional Facilities.
<input type="checkbox"/>	Hotels and Motels.
Duties Include:	
<input type="checkbox"/>	Liaison with Public Information Officers in shelters and with other Jurisdictions to keep evacuees informed.
<input type="checkbox"/>	Keep evacuees and general public informed on evacuation/re-entry activities and specific actions to be taken.
<input type="checkbox"/>	Inform general public on appropriate actions they should take to protect and care for companion and farm animals that are to be evacuated or left behind.



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17. HEALTH AND MEDICAL COORDINATOR CHECKLIST

Coordinate with hospitals, nursing homes, and other health care facilities to ensure transport and medical care are provided for the patients being evacuated.

Duties Include:

Coordinate with hospitals, nursing homes, and other health care facilities.

Identify facilities, number of patients and Point of Contact for each facility.

Meet with Point of Contacts for each facility to discuss planning efforts to achieve the following:

Ensure transport and medical care are provided for those patients being evacuated.

Ensure continued medical care is provided for patients who cannot be moved.



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ANNEX C – TRANSPORTATION INFRASTRUCTURE

No portion of the transportation infrastructure may be considered to be free of potential roadblocks during and immediately following a disastrous event. All bodies of water and the stability of over/underpass structures could impede movement along interstate routes, state roads and highways, county roads and city streets, where crossed. The Coeur d’Alene and Spokane Rivers present major obstacles if there is any bridge damage.

During an evacuation directive, law enforcement agencies are responsible to arrange for the orderly flow of traffic away from the area being evacuated. They will be assisted by public works agencies in an effort to keep as many routes as possible open to move people away from danger.

The following is a description of transportation corridors within Kootenai County:

<p>US Interstate 90. (Interstate, East-West) Four-lane divided highway, fed by Idaho Route 41, U.S. Highway 95, 4th Street (Coeur d’Alene), Sherman Avenue (Coeur d’Alene), Mullan Trail Road, Idaho Route 97, and Idaho Route 3. Points of concern include: Veterans Memorial Centennial Bridge; overpasses at U.S. Highway 95 (Coeur d’Alene), Government Way (Coeur d’Alene), 7th Street (Coeur D’Alene), 9th Street (Coeur D’Alene), Exit 17 (Mullan), Yellowstone Trail, Exit 28, Exit 34 (Rose Lake).</p>
<p>US Highway 95. (Principal Arterial, North-South) Two to four-lane paved road. Four-lane in metropolitan Coeur d’Alene area north until northern limits of Hayden. Increases to four lanes from mile marker 443 to 447 (Silverwood area). Fed by Idaho Route 54, Idaho Route 53, Hayden Avenue, Prairie Avenue, Idaho Route 58 , Bitter Road, Sun Up Bay Road, Loffs Bay Road.</p>
<p>Idaho State Highway 3. (Minor Arterial, North-South). Two-lane paved road fed by River Road, Killarney Lake Road, Black Rock Road, Upper Black Lake Road. Points of concern: bridges located at Black Rock Trail Trailhead, Medimont, Cave Lake, and narrow bridge at mile marker 103.</p>
<p>Idaho State Highway 53. (Principal Arterial, Northeast – Southwest) Two-lane paved road fed by Hauser Lake Road, Church Road, Greensferry Road, Meyer Road, Ramsey Road and Diagonal Road. Points of concern include bridges over railroad tracks in Rathdrum and east of US Highway 95.</p>
<p>Idaho State Highway 54. (Rural Major Collector, East-West) Two-lane paved road west and east of Athol. Four-lane east of US Highway 95 fed by Perimeter Road, Good Hope Road, Howard Road, Clagstone Road, Ramsey Road and Idaho Route 41. Reduces to one lane vicinity mile marker 13 and into Bayview. Points of concern: two railroad crossings in Athol.</p>
<p>Idaho State Highway 41. (Minor Arterial to Principal Arterial, North-South). Two lane paved road, fed by Highway 53, Lancaster Avenue, Hayden Avenue, Prairie Avenue and Mullan Avenue. Points of concern include bridge over railroad tracks in Rathdrum.</p>



Idaho State Highway 97. (Rural Major Collector, North-South). Winding two-lane paved road with steep drop offs along Lake Coeur d’Alene. Fed by Beauty Creek Road, Burma Road, East Point Road, Thompson Lake Road, Blue Lake Road, and O’Gara Road. Points of concern include bridges located at Coeur d’Alene River Bridge, Turner Bay, Beauty Creek and Wolf Lodge Creek.



Attachment 1: EMERGENCY HIGHWAY TRAFFIC REGULATION SIGNS

Signs installed to implement the Idaho Emergency Highway Traffic Regulation (EHTR) Plan should conform to the Manual on Uniform Traffic Control Devices. In addition to the normal highway signs, the following signs have been identified (MUTCD, Section 21) as having particular application to the Idaho Transportation Department's Emergency Highway Traffic Regulation Plan and to establishing evacuation routes throughout Kootenai County.

Stockpiles of EHTR signs have been established at the ITD headquarters and district sign shops. Stockpiles of other emergency signs have been established at the ITD sign shop, the district sign shops, and the maintenance sheds.

1. Evacuation Route Marker (EM-1, 18" diameter, blue)
 - This sign shall be used in advance of, and at, any turn in an approved evacuation route, and elsewhere for straight-ahead confirmation where needed.
2. Area Closed Sign (EM-2, 30" x 24")
 - The "AREA CLOSED" (EM-2) sign can be used to close a roadway in order to prohibit traffic from entering the area. It shall be installed on the shoulder as near as practical to the right edge of the roadway, or preferably, on a portable mounting or barricade partly or entirely in the roadway.
 - This sign can be used to close a roadway entering an area from which all traffic is excluded because of a disaster.
3. Traffic Control Point (EM-3, 30" x 24")
 - This sign shall be used to designate a location where an official traffic control point has been set up to impose such controls as are necessary to limit congestion, expedite emergency traffic, exclude unauthorized vehicles, or protect the public.
 - The sign shall be installed in the same manner as the AREA CLOSED sign, and at the point where traffic must stop to be checked.
 - The standard STOP (R1-1) sign shall be used in conjunction with the TRAFFIC CONTROL POINT sign.
 - This sign shall be used (with the 30" x 30" R1-1 Stop Sign) to designate a point where an official post has been set up.
4. Emergency Speed Sign (EM-4, 24" x 30")
 - The MAINTAIN TOP SAFE SPEED (EM-4) sign may be used on highways where conditions are

such that it is prudent to evacuate or traverse an area as quickly as possible. This sign may be used on highways to limit the exposure time for occupants of vehicles passing through the area.

- Where an existing Speed Limit (R2-1) sign is in a suitable location, the MAINTAIN TOP SAFE SPEED sign may conveniently be mounted directly over the face of the speed limit sign that it supersedes.

5. Road Use Permit Sign (EM-5, 24" x 30")

- The intent of the ROAD (AREA) USE PERMIT REQUIRED FOR THRU TRAFFIC (EM-5) sign is to notify road users of the presence of the traffic control point so that those who do not have priority permits issued by designated authorities can take another route, or turn back, without making a needless trip and without adding to the screening load at the post. Local traffic, without permits, can proceed as far as the traffic control post.
- If used, the ROAD (AREA) USE PERMIT REQUIRED FOR THRU TRAFFIC (EM-5) sign shall be used at an intersection that is an entrance to a route on which a traffic control point is located.

6. Emergency Aid Center Sign (EM-6, 30" x 24")

- In the event of emergency, State and local authorities shall establish various centers for civilian relief, communication, medical service, and similar purposes. To guide the public to such centers a series of directional signs shall be used.
- Emergency Aid Center (EM-6 series) signs shall carry the designation of the center and an arrow indicating the direction to the center. They shall be installed as needed, at intersections and elsewhere, on the right side of the roadway, at a height in urban areas of at least 2.1 m (7 ft), and not less than 0.3 m (1 ft) back from the face of the curb, and in rural areas at a height of 1.5 m (5 ft), 1.8 to 3 m (6 to 10 ft) from the roadway edge.
- Emergency Aid Center signs shall carry one of the following legends, as appropriate, or others designating similar emergency facilities:
 - DECONTAMINATION CENTER
 - REGISTRATION CENTER
 - WELFARE CENTER
 - MEDICAL CENTER

7. SHELTER DIRECTIONAL SIGNS. (EM-7, 30" x 24").

- Shelter Directional (EM-7 Series) signs shall be used to direct the public to selected shelters that have been licensed and marked for emergency use.
- The installation of Shelter Directional signs shall conform to established highway signing standards. Where used, the signs shall not be installed in competition with other necessary highway guide, warning, and regulatory signs.
- Shelter Directional signs may carry one of the following legends, or others designating similar emergency facilities:



- EMERGENCY (EM-7a)
 - FALLOUT (EM-7c)
 - CHEMICAL (EM-7d)
-
- If appropriate, the name of the facility may be used.
 - The Shelter Directional signs may be installed on the Interstate Highway System or any other major highway system when it has been determined that a need exists for such signs as part of a State or local shelter plan.
 - The Shelter Directional signs may be used to identify different routes to a shelter to provide for rapid movement of large numbers of persons.



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ANNEX D – FORMS

The following forms are provided for use in the event of an evacuation:

Attachment 1: Warning Signs

Attachment 2: Pre-Evacuation Contact Data Sheet

Attachment 3: Door-to-Door Contact Checklist

Attachment 4: Evacuation Checkout Form

Attachment 5: Home Evacuation Checklist - Fires



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Attachment 1: WARNING SIGNS

WARNING

THIS AREA IS CLOSED

BECAUSE OF _____

BY ORDER OF _____ DATE _____ TIME _____

ENTRY POINT LOCATION _____

PERSONS ENTERING WITHOUT
PERMISSION OF THE INCIDENT
COMMANDER MAY BE SUBJECT TO ARREST



WARNING

THIS AREA HAS BEEN
EVACUATED

BECAUSE OF _____

BY ORDER OF _____ DATE _____ TIME _____

EVACUATION CENTER _____

PERSONS ENTERING WITHOUT
PERMISSION OF THE INCIDENT
COMMANDER MAY BE SUBJECT
TO ARREST



Attachment 2: PRE-EVACUATION CONTACT DATA SHEET

PRE-EVACUATION CONTACT DATA SHEET

INCIDENT NAME & NUMBER: _____

Address: _____

Map Locator: _____

FROM MAJOR INTERSECTION OR LANDMARK: _____

PRINCIPAL CONTACT: _____

HOME TELEPHONE BUSINESS CONTACT/
TELEPHONE: _____

Yes	No	1. Does any occupant have a major medical condition requiring special attention of the response team? If yes, name occupant(s) and briefly describe condition.
Yes	No	2. Are there any potentially hazardous materials present on this property? (Explosives, compressed gas cylinders, petroleum products, chemicals). If yes, describe materials and location.
Yes	No	3. Are there any animals/livestock on the property that is endangered by this emergency? If so, identify type(s), quantity, and location(s).
Yes N/A	No	3a. Does occupant have sufficient resources to move animals/livestock if necessary? If not, what assistance is required?
Yes	No	4. Do the occupants need storage area (if available for items removed from premises? (vehicles, RV's, boats)



Yes	No	5. Do the occupants need storage area (if available) for livestock?
Yes	No	6. If evacuation is necessary, do occupants anticipate need for assistance from the Red Cross for lodging? If yes, for how many? If no, intended location and contact phone number during absence:

Briefly Describe Buildings:

Proximity to Hazards related to this Emergency (Fuels, Water-courses, etc.)

Photographs Taken?

If yes, by whom and with what?

Date/Time of Contact:

Contact Completed By :



Attachment 3: DOOR-TO-DOOR CONTACT CHECKLIST

DOOR-TO-DOOR CONTACT CHECKLIST

<input type="checkbox"/>	1. Identify yourself and briefly explain the nature of the emergency.
<input type="checkbox"/>	2. Advise or order occupants to evacuate or to be prepared for evacuation. Advise occupants that security will be provided for their home and property.
<input type="checkbox"/>	3. Advise occupants to lock the house and take prescription drugs and pets.
<input type="checkbox"/>	4. Inquire as to whether they have transportation or if anyone needs special assistance.
<input type="checkbox"/>	5. Instruct occupants on routes to use, precautions, and location of the Evacuation Center.
<input type="checkbox"/>	6. Instruct occupants to register their name and address at any Evacuation Center even if they plan to go to the home of family or friends.
<input type="checkbox"/>	7. Mark the home with a long strip of Banner Guard ribbon.
<input type="checkbox"/>	8. If no one answers the door, ask neighbors for information. Obtain approval from Supervisor for forced entry if necessary (i.e., children, bedridden, handicapped and/or elderly).
<input type="checkbox"/>	9. Write down the name and address of persons who refuse evacuation and address of homes where no one answers. Report these names and addresses to the Supervisor.
<input type="checkbox"/>	10. Escort and arrange transportation for persons without vehicles.



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Attachment 4: EVACUATION CHECKOUT FORM

EVACUATION CHECKOUT FORM

NAME OF EVACUEES:

ADDRESS:

PHONE #S WHERE EVACUEES
CAN BE CONTACTED:

ADDRESS WHERE EVACUEES
WILL BE STAYING:

LOCATIONS OF HAZARDOUS
MATERIALS ON THE PROPERTY:

TYPE OF PROPERTY LEFT
BEHIND:

COMMENTS:

NAME OF RECORDER

DATE / TIME



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Attachment 5: HOME EVACUATION CHECKLIST - FIRES

THE HOME	
<input type="checkbox"/>	1. Close all curtains in the home.
<input type="checkbox"/>	2. Move combustibles (couches, chairs, etc.) away from the windows.
<input type="checkbox"/>	3. Leave lights on.
<input type="checkbox"/>	4. Turn off gas.
<input type="checkbox"/>	5. Leave home unlocked for firemen to enter.
<input type="checkbox"/>	6. Close all interior doors.
<input type="checkbox"/>	7. Leave a name and phone number where you can be reached on refrigerator.
<input type="checkbox"/>	8. Close garage doors but disengage the electric opener.
<input type="checkbox"/>	9. Park cars facing out and leave keys in the ignition.
OUTSIDE THE HOME	
<input type="checkbox"/>	1. Leave porch or outside lights on.
<input type="checkbox"/>	2. Water the grass – leave sprinklers and hoses in place but turned off.
<input type="checkbox"/>	3. Fill buckets of water to leave around your house.
<input type="checkbox"/>	4. Leave ladders out and available.
<input type="checkbox"/>	5. If time allows, board up attic vents, mow grass and weeds, prune trees.
<input type="checkbox"/>	6. Clearly mark your address.
<input type="checkbox"/>	7. Leave any usable hand tools out and available.
<input type="checkbox"/>	8. Wear long sleeve cotton shirts and long pants.
<input type="checkbox"/>	9. Know your evacuation routes.



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ANNEX E – EVACUATION SHELTERS

1. If an evacuation is ordered many residents will comply and choose to go to the home of family or friends in an area outside the evacuation zone. Some however will need to seek refuge in an emergency shelter.
2. The local chapter of the American Red Cross and its network of chapters around the region will take the lead in the sheltering effort for displaced citizens based on need.
3. The American Red Cross, in collaboration with the Kootenai County Office of Emergency Management (OEM) may open shelters in safe areas away from the evacuation zone in anticipation of a disaster, during an evacuation, or after a disaster occurs. The Red Cross notifies local authorities through the OEM or if activated, the County's Emergency Operations Center of the locations of approved shelters and when they are able to accept evacuees.
4. Citizens should go to shelters when Law Enforcement or Fire Service authorities request an evacuation of the area in which they reside. Citizens should take a three-day supply of clothing and medications with them to a shelter.
5. Shelters are intended as short-term emergency housing until disaster victims may return to their homes or locate alternate housing after a disaster. They are not intended to make available more than minimal needs; a roof overhead, relative safety, restrooms and some food and water.
6. Evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other instances, the Shelter Officer must identify the unmet needs of evacuees and report them to the Kootenai County Emergency Operations Center, so that assistance may be arranged from other agencies and volunteer organizations.
7. Local government is responsible for providing the following support for shelter operations:
 - a. Security, and if necessary, traffic control at shelters.
 - b. Fire inspections and fire protection at shelters.
 - c. Transportation for food shelter supplies and equipment if the organization operating the shelter cannot do so.
 - d. Basic medical attention, if the organization operating the shelter cannot.

8. There are two kinds of shelters:

- a. Mass Care Shelters: These shelters serve the general population.
 - Normally they are pre-identified and inspected by the American Red Cross staff to meet its standards, and have a minimum of trained shelter management staff. They have restrooms and the ability to prepare or distribute prepared meals. Whether before or after a disaster, shelters will be located in safe areas and will provide appropriate services. In most cases they are opened to meet emergent needs of neighborhoods or communities and with strong coordination and communication with emergency managers.
- b. Medical Needs Shelters: Individuals that present to a general population shelter with medical needs will be triaged to determine whether they will stay in the general population shelter, or if they should be referred to a medical needs shelter or other more appropriate level of care (i.e., hospital, long-term care facility⁷, etc.).

Medical Needs Shelters provide a heightened level of medical care for individuals who have no acute medical conditions but require some medical surveillance and/or assistance beyond what is available in a general population shelter.

- c. Mass Care Shelters can generally accommodate those individuals with special needs who require minimal care and are attended by their families or other caregivers. The American Disabilities Act requires that people with disabilities be accommodated in the most integrated setting appropriate to their needs. The disability-related needs of people who do not have a heightened level of medical care can typically be met in a mass care shelter.
- d. Special facilities including hospitals, nursing homes, group homes and the Kootenai County Jail are responsible for the welfare and safety of their clients, may need specially trained staff with special equipment and facilities to care for their clients and meet their needs. Institutions supporting special needs populations are required by state and federal law to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in the event of an emergency.
- e. In the event that special facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and in locating suitable reception facilities. It may also be necessary to assist in relocating some medical patients who are living at home. These activities will be coordinated through the Kootenai County Office of Emergency Management or Emergency Operations Center when activated.



- f. A need to determine how to provide care for disaster victims with special needs may be identified in consultation with local and state Emergency Management Agencies, Red Cross officials and Panhandle Health District where appropriate. In some cases congregate shelters may be considered due to populations, locations etc., where appropriate.

9. ADA Compliance.

- Regardless of what agency operates a shelter, the Americans with Disabilities Act (ADA) generally requires shelters to provide equal access to the many benefits that shelters provide, including safety, food, services, comfort, information, a place to sleep until it is safe to return home, and the support and assistance of family, friends and neighbors. Shelter managers will ensure that:
 - (1) The Sheltering program is accessible to people with disabilities.
 - (2) House people with disabilities in mass care shelters even if they are not accompanied by their personal care aides.
 - (3) Make advance arrangements to ensure that special needs and medical shelters have sufficient numbers of adequately trained medical staff and volunteers.
 - (4) Keep families together whenever possible, even in special needs and medical shelters.
 - (5) Modify kitchen access policies for people with medical conditions that may require access to food.
 - (6) Modify sleeping arrangements to meet disability-related needs.
 - (7) Provide alternate format materials for people who are blind or who have low vision.
 - (8) Ensure that audible information is made accessible to people who are deaf or hard of hearing.
 - (9) Provide a teletypewriter (TTY) for use by people who are deaf or hard of hearing.
 - (10) Offer orientation and way finding assistance to people who are blind or have low vision.
 - (11) Maintain accessible routes.
 - (12) Eliminate protruding objects in areas where people can walk.
 - (13) Consider creation of low stimulation “stress-relief” zones.
 - (14) Consult with residents who have disabilities regarding placement of their cots.
 - (15) Provide an effective way for people to request and receive durable medical equipment and medication.
 - (16) Provide refrigeration for certain types of medication in Medical shelters.
 - (17) Provide food options that allow people with dietary restrictions to eat.
 - (18) Provide emergency supplies that enable people with disabilities to care for their service animals.

10. Communications.

- KCEOC will allocate ham radio assets to each shelter within Kootenai County to provide communication during emergency/disaster situations.

11. Volunteers.

- There is often a shortage of volunteers. In order to effectively manage the shelters, evacuees may be called upon to provide help to others at the shelter.

12. Animals in Shelters.

- a. Service Animals. Service animals are allowed in shelters housing people. Under the ADA, a service animal is any animal that is individually trained to provide assistance to a person with a disability. Service animals include guide dogs that assist people who are blind or have low vision. Additionally, animals serve people with a variety of disabilities to include: alerting people who are deaf or hard of hearing to sounds; pulling wheelchairs; carrying or retrieving items for people with mobility disabilities or limited use of arms and hands; assisting people with disabilities to maintain their balance; and alerting people to, and protecting them during medical events, such as seizures.

- (1) Identification of Service Animals. Service animals come in all breeds and sizes. Many are easily identified wearing special harnesses, capes, vests, scarves or patches. Others can be identified by the functions they perform for people whose disabilities can readily be observed. When none of these identifiers are present, shelter staff may ask only two questions to determine if the animal is a service animal. These are:

- “Do you need this animal because of a disability?”
- “What tasks or work has this animal been trained to perform?”

Note: It is inappropriate to ask questions regarding the nature or severity of a person’s disability or ability to function. It is also inappropriate to question a person’s need for a service animal or to exclude a service animal on the grounds that shelter staff or volunteers can provide the assistance normally provided by the service animal.

b. Pets.

- (1) Prohibitions. Pets are generally not allowed in shelters housing people. Pet owners should make arrangements to leave their pets, to include exotic animals with a friend or family



out of the evacuation area, board them, or contact the Kootenai Humane Society. Discourage people from leaving pets in cars even in a disaster situation.

- (2) Temporary Animal Shelters. Whenever possible and if resources are available, temporary animal shelters/holding facilities may be located as close as possible to Mass Care or Special Needs shelters.

13. Evacuee Registration.

- a. The Red Cross will assist local government in the registration of evacuees who are housed in Red Cross shelters. The Shelter Officer will ensure that evacuees occupying these facilities are registered and report numbers of evacuees sheltered to the KCEOC. The purpose of registration is to be able to respond to inquiries about the status of evacuees, monitor health concerns, provide a mechanism for dissemination of emergency information, and provide a basis for post-emergency follow-up support.
- b. At all Mass Care and Medical Needs Shelters in Kootenai County, evacuees are required to register and sign in and out. Registration helps locate or reunite family members and identify populations or communities unaccounted for. Shelter rules include; prohibiting weapons, non-prescription drugs, alcohol and smoking. Disorderly and disruptive behavior is not tolerated, and all must be courteous and respectful of others and the facility.

14. Crisis Counseling.

- a. Panhandle Health District in coordination with the American Red Cross will provide crisis counseling and mental health care to evacuees and shelter management volunteers.
- b. In some disasters, the federal government may be requested to assist obtaining emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local jurisdictions and Kootenai County government will assist and coordinate post-disaster housing needs of displaced residents.
- c. Evacuees will normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may be necessary to have one or more shelters remain open for an extended period; until those who cannot return to their residences can be relocated to motels, rental units, mobile homes or other temporary lodging facilities. Such extended use facilities should provide on-site feeding, cots and showers.



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Attachment 1: SHELTER-IN-PLACE PROCEDURES

1. Preparing To Shelter-In-Place:

- Study area surroundings for fixed and mobile sources of hazardous materials.
- Learn about any public warning systems from The Kootenai County Local Emergency Planning Committee or The Kootenai County Office of Emergency Management.
- Prepare a shelter-in-place kit appropriate for the type(s) of emergencies that could occur near you. The kit should contain duct tape for sealing cracks around doors and windows; plastic (preferably, precut to size) to cover windows; a battery-operated AM/FM radio; flashlight with fresh batteries; bottled water; towels; toys for young children; candles; matches; first-aid kit; medicine and other items essential for your family's survival. Check the kit every six months to make sure all the supplies are still there and that they are fresh.
- Determine which room at business or home locations is best suited to shelter-in-place. Select a room that has few or no windows. The room should have a telephone. During the emergency, restrict its use to only emergency calls as the line may be needed by emergency response officials.
- Tune in to the following radio, television and cable systems for broadcasts of emergency information in the Kootenai County area.
 - o KVNI AM 1080
 - o KXLY AM 920
 - o KXLY FM 99.9
 - o Television Channels 2 KHQ, 4 KXLY, and 6 KREM
- Learn CPR and first-aid.
- Ensure all residents and family members know what to do in a chemical emergency, whether at home, school, work or outdoors.
- Review the Shelter-in-Place plan periodically and conduct drills.

2. During an emergency:

Upon notification of an emergency situation and an advisory to "Shelter in Place" residents should:

- Immediately take family and pets to the room chosen as a shelter. If children are at school, do not leave the house or business to go get them. Going outside could expose individuals to hazardous chemicals. Schools in Kootenai County have emergency plans of their own.
- Shut off heating, cooling and fans that draw in air from the outside. If fireplaces are present, close the damper.
- Shut and lock doors and windows. Locking makes a better seal. Cover any windows with plastic sheeting. Seal cracks around the door and windows with duct tape.
- Turn on a radio or television to a local station that broadcasts emergency information. Stay tuned until the "all clear" message is broadcast.



- Stay off the phone. It should be used for emergency calls only.
 - Be prepared to evacuate if ordered to do so by public safety officials. Evacuation instructions will be announced over the Emergency Alert System.
3. After an emergency:
- When residents receive the “all clear” message over the Emergency Alert System, they should:
 - o Open doors and windows.
 - o Turn on heating/cooling systems to ventilate the house.
 - o Go outside.



Attachment 2: SHELTER-IN-PLACE PROS & CONS

A. PROS

1. **Immediate Protection.** Protection can be provided immediately with little or no time required after warning.
2. **Short Warning Message.** The public warning message is short since it is only necessary to identify the danger, describe the area affected, and describe expedients to reduce air infiltration to the home or building.
3. **Minimal Preparation Time.** Minimal preparation time is necessary to effect “Shelter in Place.”
4. **Ideal Life Support System.** The home is an ideal life support system with food, water, sanitation, medicines, bedding, clean air, communications (television, radio, telephone, and computer) and familiar surroundings.
5. **Short Term Exposures.** May be very appropriate for short-term exposures (particularly “puff” releases) of 2 -4 hours in duration.
6. **Little Staff Support.** Requires considerably less emergency staff support than evacuation; as public shelter, traffic control, special transportation, and security personnel are not needed.
7. **Reduced Liability.** An in-place protection action issued for a chemical leak that later proves as unnecessary, will not be as disfavored or liable as an unnecessary evacuation order issued.

B. CONS

1. **Public Training Needed.** The general public needs to be trained on in-place actions and acceptance, as this action may be contrary to normal human nature to run from danger.
2. **Indoor Air Uncertainties.** Uncertainties may exist regarding whether indoor air concentrations will remain sufficiently low for a sufficiently long time period.
3. **Explosive/Flammable Materials.** Inappropriate where releases of explosive or flammable gases could enter structures and be ignited by furnace and water heater ignitions.
4. **Long-term Exposures.** May be very inappropriate for long-term exposures (“plume” potential) of 12 hours or more.



5. **Need to Air Out.** Infiltration of contaminated air into the structure over a period of time could result in high cumulative inhalation exposures unless the structure is vacated and “aired out” after the plume outdoors has passed on or dispersed.
6. **Transients.** Those in parks, marinas, campgrounds, and outdoor sporting events may not have suitable shelters available and would have to travel to such.



ANNEX F – DONATIONS

1. PURPOSE

- To provide guidance on the receipt, acceptance, recording, and distribution of donations of food, clothing and needed supplies during emergencies/disasters.

2. POLICY

- Kootenai County will publish/announce supply needs through the Public Information Officer. Additionally, the County will accept cash donations towards its emergency efforts. The County will not accept donations of unsolicited supplies rather will maintain a telephone list of proffered donations and contact the donors based on need.

3. CONCEPT OF OPERATIONS

a. General.

- o Following an emergency/disaster affecting animals, Kootenai County can expect to receive donations of water, food, clothing and assorted care items.

b. Donation Procedures.

- (1) The Kootenai County Office of Emergency Management or Emergency Operations Center will work with the State Donations Coordinator to determine the initial needs assessment for donated goods and to identify operating facilities suitable as donation warehouses and distribution sites.
- (2) The donation warehouse will receive and sort unsolicited items to be transferred to distribution sites for distribution to disaster victims.
- (3) Distribution sites will be established as close to the disaster area as safely possible for disaster victims to obtain needed items that may be available.
- (4) Designated donations are donations requested by a specific organization. Inquiries concerning donations for a specified organization will be referred to that organization. Once a donation has been accepted by a specific agency it becomes the property of that agency.

c. Recovery Tasks.

- (1) Donations Coordinator.



- Compile resource requirements. Estimate present and future needs for donated supplies by type and approximate numbers.
- Establish a mechanism to receive cash donations for emergency supplies.
- Decide how and where to distribute donated funds.
- Maintain and update list for offers of donated goods (non-cash).
- Ensure procedures to receive, accept, or turn down offers of donated goods or services (to include accepting special types of donations (i.e., cash, perishable materials, etc.).
- Establish a facility to receive, sort, and distribute donated goods.
- Provide guidance for other community agencies and organizations that might receive donations and offers.
- Solicit donations to meet known needs.
- Coordinate delivery system of donated goods to mass care and special needs shelters and the affected population.
- Establish and implement procedures for disposing of unneeded or unusable items.



ANNEX G – SPECIAL NEEDS POPULATIONS

1. GENERAL

- a. It is likely during emergency response that first responders will encounter persons with some type of disability who will require special assistance. Some disabilities will be obvious. Other disabilities, including some cognitive disabilities, mental illness or multiple chemical sensitivities, are difficult or impossible to detect.
- b. Individuals with a disability could pose significant challenges during an evacuation. Recognizing the challenges and solutions to different disabilities will enable an effective evacuation of all citizens in Kootenai County. This appendix outlines categories of disabilities and points to consider during evacuation of individuals with special needs.

2. SITUATION AND ASSUMPTIONS

- a. Situation.
 - (1) Individuals with special equipment and/or service animals will likely be able to effectively take care of their needs if they can keep their equipment and service animals with them.
 - (2) Some individuals have more than one type of disability.
- b. Assumptions.
 - (1) Individuals with service or companion animals or caretakers will have the animal and/or caretaker accompany them. This will help the individual to adjust to the new environment and the trauma of the disaster. It will also allow them to continue to function on their own alleviating the need for more volunteers.
 - (2) Individuals with medication and/or assistive technology/durable medical equipment should keep these items with them to allow them to function on their own, hence alleviating the need for more volunteers.
 - (3) Institutions within Kootenai County should have developed procedures for the evacuation of their residents.
 - (4) Many individuals with a disability living in their own home should have family, friends, or caregivers to assist them.
 - (5) Many individuals with a disability living in their own home will not have emergency plans.

- (6) Some residents who are homebound or with special medical needs have not been identified.
- (7) Emergency responders and relief agencies may not have training to understand accessibility, accommodations, communication and transportation issues or any other aspect of a disability. It is important to encourage these individuals to obtain training in order to have a better understanding of these issues.

3. CONCEPT OF OPERATIONS

a. Preparation.

- (1) Individuals with a disability that are identified or that request assistance during an incident should be evacuated to the best of the jurisdiction's ability. Kootenai County expects individuals with disabilities to have plans in place to help themselves in times of disaster.

b. Notification Procedures.

- (1) The Area Agency on Aging maintains a listing of homebound elderly residents of Kootenai County and may be called upon to assist in providing information and notification.

4. INDIVIDUAL DISABILITIES

a. Mobility Impairments.

- (1) Wheelchair accessible transportation may be needed.
- (2) Service animals and caretakers will need to accompany the individual for whom services are provided.

b. Blind Or Visually Impaired.

- (1) Offer assistance but let the person explain what help is needed.
- (2) Communicate any written information orally.
- (3) When the person has been evacuated to safety, they will need to be oriented to the location and asked if any further assistance is needed.
- (4) Service animals must be evacuated with the person and must not be separated from them.



- c. Deaf or Hearing Impaired.
 - (1) Communication devices should accompany the individual to assist them in receiving and conveying information.
 - (2) Establish eye contact with the individual, not with the interpreter, if one is present.
 - (3) Use facial expressions and hand gestures as visual cues.
 - (4) Check to see if you have been understood and repeat if necessary.
 - (5) Offer pencil and paper. Write slowly and let the individual read as you write.
 - (6) Keep instructions simple, in the present tense and use basic vocabulary.
- d. Cognitive.
 - (1) The disruption to their environment will likely cause confusion.
 - (2) All announcements, warnings, and instructions should be in short sentences. Simple, concrete words with accurate, honest information about the risks, areas affected, and the steps individuals and/or their assisting family, friends or caretakers should take.
 - (3) Give extra time for the person to process what you are saying and to respond.
- e. Mental Health Conditions.
 - (1) Understanding of the various signs and symptoms of a mental health condition(s) is essential to identify individuals with mental health conditions and to ensure the individual receives necessary help.
 - (2) Speak slowly and in a normal, calm speaking tone. Keep your communication simple, clear and brief.
 - (3) If the person becomes agitated, help them find a quiet corner away from the confusion.
 - (4) If they are confused, don't give multiple commands. Ask or state one thing at a time.
 - (5) If the person is delusional, don't argue with them or try to "talk them out of it". Just let them know you are there to help them.

(6) Ask if there is any medication they should take with them.

f. Medically Frail.

(1) A medically frail condition is defined as a chronic physical condition, which results in prolonged dependency on medical care for which daily skilled (nursing) intervention is medically necessary and is characterized by one or more of the following:

- There is a life threatening condition characterized by reasonably frequent periods of acute exacerbation which requires frequent medical supervision, and/or physician consultation and which in the absence of such supervision or consultation would require hospitalization.
- The individual requires frequent, time consuming administration of specialized treatments which are medically necessary.
- The individual is dependent on medical technology such that without the technology a reasonable level of health could not be maintained. Examples include but are not limited to dependence on ventilators, dialysis machines, enteral or parenteral nutrition support and continuous oxygen.

Ref. Oklahoma Health Care Authority and University of New Mexico Medically Fragile Case Management Program.



ANNEX H – CORRECTIONAL FACILITIES, CAMPS, HOMELESS AND TRANSIENT POPULATIONS

1. Correctional facilities are located in Kootenai County and may require evacuation assistance in emergency situations. The Kootenai County Sheriff's Office maintains an evacuation plan specific to the County's Juvenile Detention Center and County Jail. For security reasons, more specific information related to the evacuation of County Correctional Facilities is not published in this document.
2. Camps are located in and around Kootenai County and will require notification and possible assistance in conducting evacuations in emergency and disaster situations.
3. Homeless persons and transients must be notified and provided transportation out of the area in the event of an emergency or disaster.
4. It is recommended that agencies attempting to notify the homeless, use contacts available through the Region One Coalition for the Homeless rather than law enforcement assets. In the event of an emergency situation impacting homeless and transient populations, it is advisable to contact the persons and agencies, shelters and meal sites listed below. The Office of Emergency Management also has a group email list for notification to the Region One Coalition for the Homeless.
5. Shelters and other locations at which homeless persons and transients may congregate vary by season. The following are known homeless shelters, camps, and meal locations in and around Kootenai County.
6. During the daytime in cold weather months, many homeless frequent area libraries where they are freely admitted and have access to heat and toilet/washroom facilities. Libraries should also be contacted and information distributed to them to assist in notification of the homeless.



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ANNEX I – RESOURCES

1. Red Cross Shelters.
 - In cooperation with the American Red Cross an inventory of shelters and contact information is maintained in the KCEOC.
2. Hotels, Motels, Temporary Housing.
 - The greater Coeur d’Alene area is a significant tourist destination. It is imperative that tourists and visitors staying in area hotels, motels, and bed and breakfasts be notified of hazards and evacuation alerts/warnings. An inventory and contact information is maintained in the KCEOC.
3. Wheelchairs/Mobility Assets.
 - Often during an evacuation, individuals are forced to leave behind motorized wheel chairs and mobility assets that assist them in providing for personal needs. An inventory and contact information is maintained in the KCEOC for agencies and businesses who possess wheelchairs and mobility assets that may be borrowed, rented or purchased during emergency situations.
4. Child Care Facilities.
 - An inventory and contact information is maintained in the KCEOC.
5. Assisted Living and Adult Care Facilities.
 - The following camps are located in and around Kootenai County and will require notification and possible assistance in conducting evacuations in emergency and disaster situations:
6. Hospitals.
 - An inventory and contact information is maintained in the KCEOC.
7. Transportation Resources.
 - Several types of transportation resources may be called upon to assist with moving the general public and emergency supplies via roadways and waterways throughout Kootenai County. Some of these transportation resources include the following below. An inventory and contact information is maintained in the KCEOC.
 - a. Bus Resources. (Note: OEM maintains Memorandums of Agreement for use of buses for emergency evacuations)

- b. Paratransit Service Assets.
 - Curb-to-curb shared-ride transportation for people who, because of the effects of their disability, are unable to use the regular Citylink bus.
- c. Tow Trucks.
 - Towing services in the County can assist with freeing stuck vehicles and towing wrecked or disabled vehicles that may be impeding evacuations.
- d. Gasoline and Diesel Tankers.
 - During major evacuations, significant portions of the population will be displaced and requested or ordered to evacuate. Historically in major evacuations, a number of evacuees will leave their points of origin in vehicles with insufficient quantities of fuel to reach their destination and will need to re-fuel while en-route.
 - Because of interrupted fuel supply caused by fuel demand by evacuees, large-scale evacuations blocking access routes, and the closing of supply terminals due to impending emergency incidents, filling stations and vendors may also experience fuel supply shortages before, during and after major evacuations. Such shortages may result in point of sale rationing or the closing of filling station due to lack of fuel. These shortages or closures may impact the public's ability to obtain fuel while evacuating.
- e. Watercraft.
 - Portions of Kootenai County population live or recreate in areas accessible only by watercraft and may require assistance with evacuation. Emergency personnel and supplies may need to be transported via watercraft to affected areas. (Note: OEM maintains Memorandums of Agreement for use of watercraft for emergency evacuations)
- f. Aircraft.
 - Aircraft assets may be needed to quickly and safely evacuate the public and emergency personnel from harm's way. Emergency personnel and supplies may need to be transported via aircraft to affected areas.



ANNEX J – COMMUNICATIONS TEMPLATES

The following draft messages are provided for use by Public Information Officers in an effort to reduce the time necessary to develop short-notice emergency messages:

Attachment 1 – Alert to HAZMAT Spill (Evacuation)

Attachment 2 – Alert to HAZMAT Spill (Shelter-in-Place)

Attachment 3 – Follow-up Instructions (Shelter-In-Place)



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Attachment 1: HAZMAT SPILL – EVACUATION ALERT MESSAGE

Evacuation (Hazardous Materials Release) – Alert Message

(Insert name of local official or officials with titles and organization names) have issued the following emergency bulletin.

At (time), a (description of the event) occurred at (facility and location).

This (event description) has caused (may cause) a release of (chemical name) which is extremely hazardous to human health if inhaled or comes in contact with human skin. Vapors from this (chemical name) release may not be visible and can cause serious adverse health events with very little notice.

(Insert official names and titles) are closely monitoring the situation. The Emergency Alert System and Public Notification Systems have been activated to advise people in the immediate area surrounding (event location) to evacuate immediately. (Give time frame if not immediate).

The evacuation zone consists of an area approximately (downwind distance) from the (location of the event). This area is bounded by _____ on the west, _____ on the north, _____ on the east, and _____ on the south.

If you are within this area, you should evacuate immediately. Detailed evacuation instructions have been provided to the Inland Northwest area broadcast radio and television stations and is available on the Kootenai County Emergency Management web site at <http://oem.kcgov.us>. Please tune in to a local station for additional information.

NOTE: Due to time constraints, a subsequent message will be necessary to provide detailed evacuation instructions. If requested, follow-up messages will also be broadcast as safety advisories.



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Attachment 2: HAZMAT SPILL – SHELTER-IN-PLACE ALERT MESSAGE

Shelter-In-Place (Hazardous Materials Release) – Alert Message

(Insert name of local official or officials with titles and organization names) have issued the following emergency bulletin.

At (time), a (description of the event) occurred at (facility and location).

This (event description) has caused (may cause) a release of (chemical name) which is extremely hazardous to human health if inhaled or comes in contact with human skin. Vapors from this (chemical name) release may not be visible and can cause serious adverse health events with very little notice.

(Insert official names and titles) are closely monitoring the situation. The Emergency Alert System and Public Notification Systems have been activated to advise people in the immediate area surrounding (event location) to shelter-in-place immediately. (Give time frame if not immediate).

Due to the nature of this event, outdoor concentrations of (released chemical) will not be at levels high enough to cause harmful effects. Sheltering indoors will provide you an extra margin of safety. Do not attempt to evacuate at this time because you will risk greater exposure by going outside than if you remain indoors.

The Shelter-In-Place zone consists of an area approximately (downwind distance) from the (location of the event). This area is bounded by _____ on the west, _____ on the north, _____ on the east, and _____ on the south.

If you are within this area, you should Shelter-In-Place immediately. Detailed sheltering instructions has been provided to the Inland Northwest area broadcast radio and television stations, or can be found on the Kootenai County Emergency Management web site at <http://oem.kcgov.us>. Please tune in to a local station for additional information.



NOTE: Due to time constraints, a subsequent message may be necessary to provide detailed Shelter-In-Place instructions. If requested, follow-up messages will also be broadcast as safety advisories.



Attachment 3: HAZMAT SPILL – SHELTER-IN-PLACE – FOLLOW UP MESSAGE

Shelter-In-Place Instructions – Follow-Up Message

The following Shelter-in-Place instructions have been prepared by (insert name of organization). Shelter-In-Place is a precaution intended to limit your exposure to the release of (Chemical Name) and keep you safe while you remain in your home or place of work.

All family members and pets should go indoors immediately. If you are already indoors, you should stay there. You will be safe inside until the danger has passed. Once inside, please take the following precautions:

- Shut and lock all windows and doors, including interior doors. These actions will reduce air circulation in the building.
- Shut off all ventilation systems including your furnace, air conditioners, window fans, exhaust fans and vents
- Go to an interior room with the fewest windows and doors. Remain calm and relaxed.
- Turn on a radio or television so that you can be notified when it is safe to leave your home. Wait for (insert organization) to provide the official notification that it is safe for you to leave.

If your children are at school in the affected area, they will be protected at school. Do not travel to the school to get them.

Do not call 9-1-1 unless you have an emergency to report. Do not call 9-1-1 for information.

If you are not located in the affected area, please stay away so emergency vehicles can respond.

Once again, the (organization names) are advising people located within the area approximately (down-wind distance) from the (location of the event) to Shelter-In-Place immediately. This area is bounded by _____ on the west, _____ on the north, _____ on the east, and _____ on the south.

Stay tuned to this station for additional information and instructions.



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